



**St. Peter School**  
**Preschool Handbook**  
**2023-2024**

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## **Our Philosophy**

In a caring and positive atmosphere, we create a warm and happy place for our preschoolers to learn. Basic religious concepts such as God's love for us and our love for others will be incorporated into our curriculum. The family is the best model for the child so parental involvement is strongly encouraged.

Work is planned which emphasizes the process rather than the product.

Schedules are designed to balance structure and free choice, as well as active and quiet times.

We treat each child as an individual, realizing where they are in their development and helping them to feel success without pressure.

## **Our Goals**

We develop our curriculum through teacher observation of each child. Concrete hands-on activities and experiences are planned according to a calendar of themes that are relevant to the children and provide meaningful learning. Multi-sensory activities will be provided to aid in the total growth of the child. The curriculum is designed to:

- Expand concentration
- Increase confidence
- Encourage the expression of ideas
- Improve social skills
- Develop independence
- Improve coordination
- Develop respect for others' rights and their own
- Reinforce their love for learning

## **Our Curriculum (Creative Curriculum)**

To accomplish our goals, our curriculum includes a wide variety of choices in a safe and comfortable environment. In an atmosphere of acceptance and care, the children can begin to sense God's love for them and begin to understand who they are and what they can do. They are encouraged to be respectful to others and have many opportunities to play and share cooperatively.

The children's day is made up of large group time that is kept short because of their attention span. There is also time given each day for quiet listening, gross motor active play, and snack. Because children learn by doing, a major part of each day is set aside for free choice. This is the time when the children select many of their activities from the varied developmentally appropriate manipulatives in the classroom. The teacher moves among the children facilitating, asking questions, and offering suggestions. Some of the areas the children choose from include:

### **Every Day Living**

The choices in this area encourage practice with basic skills like closing, opening, pouring, spooning, and twisting. Children can also choose work to help them care for themselves and their environment. Some examples of these might be dusting, food preparation, shoe tying, sweeping, and washing. While working in these areas, children are also improving their coordination, concentration, confidence, and independence.

### **Math**

Through a large selection of developmentally appropriate manipulatives children actively explore concepts of color, size, shape, classification, ordering, and more.

### **Language**

We encourage children to express their thoughts and feelings through stories, discussion, and the written word. The children are exposed to books, stories, poetry, and rhymes daily. Some of our language manipulatives include alphabet letters, initial sound cards, objects for each letter, sequencing, rhyming, and matching works.

### **Science**

Materials that stimulate a child's natural curiosity are available for the children to explore. Some examples of these are rocks, plants, and animals.

### **Music**

Music is incorporated into our group time. In addition, the children often choose to do music work or play an instrument during our free choice time.

### **Art**

A variety of media are made available to the children. These include crayons, paints, clay, glue, and articles for snipping and cutting.

### **Geography**

Baskets with objects from continents are made available to the children to help them not only realize how alike all humans are but also develop a respect for the richness of our differences.

### **Foreign Language**

Our 4-year-old students are introduced to basic vocabulary words in the Spanish language. They often use these words in large group activities.

### **Physical Education**

In addition to the health benefits of fitness for preschoolers, physical activity provides an outlet for their energy. This helps to effectively reduce stress and calm anxiety, making Preschool students happier and more attentive in the classroom.

## **General Information**

### **Non-discrimination Policy**

In accordance with Christian principles, St. Peter Preschool does not recruit or admit students based on race, color, or ethnic origin. All rights, privileges, programs, and activities are provided for all students. There is no discrimination based on race, color, or ethnic origin in the administration of its educational policies, scholarship, loans, athletics, fee waivers, or extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public-school initiated desegregation. St. Peter Preschool does not discriminate based on race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

### **Admission**

In accordance with the school policy for other grade levels, any child who is toilet-trained and 3 years of age on or before September 30 is welcome to attend St. Peter Preschool.

### **Class Sessions**

Three-year olds	Tuesday, Thursday	8:00 am – 2:40 pm
Four-year olds	Monday, Wednesday, and Friday	8:00 am – 2:40 pm

Doors will open at 7:30 am for all students. Preschool students are to enter through the main parking lot doors off Main Street and will be picked up at the preschool playground, weather permitting. Once entering the building, students should proceed directly to the cafeteria until they are permitted to enter the classroom at 7:50.

### **Staff/Child Ratio**

The Ohio Department of Education mandates maximum group size as follows:

3-year olds	1:12 Staff/Child Ratio
4-year olds	1:14 Staff/Child Ratio

### **Emergency School Closing**

School cancellations and other emergencies will be posted on Digital Academy announcements and sent through text messages, emails, and social media. Therefore parents must make sure the Digital Academy and the school office have current and correct information. In the event that Huron City Schools are closed or delayed due to weather conditions, St. Peter will also be closed, including all after-school and evening activities at the discretion of the principal. The announcement will also be made on local television and radio stations, look for Huron City Schools. There will not be a separate listing for St. Peter School.

### **2-hour delay Policy**

In the event of an unplanned 2-hour delay, school start time will be 2 hours later. However, lunch and dismissal times will remain the same. Huron City School district buses will follow the 2-hour delay. For students who reside in other school districts, contact your school district transportation

department.

### **Transportation**

Preschool students in the Huron school district are eligible to ride the school bus to/from St. Peter's. Please indicate on your registration form whether your child will be a bus rider. The school office will notify the Huron City School Transportation Departments.

### **Absence**

The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school office by 8:00 am on the day of their absence.

### **Parent-Teacher Conferences**

Parent/Teacher conferences are held twice a year (in the fall and the spring) and other times when considered necessary. Whenever a problem arises concerning the student, the parent should consult with the teacher.

### **Parent Access**

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, and evaluate the care provided by the program, the premises, or for other purposes as approved by the director. Upon entering the premises, the parents shall report to the school office.

### **Cumulative Records**

St. Peter Preschool will maintain the following records on each child:

1. Registration form
2. Physician's statement
3. Consent and contact form
4. Medical information and roster form
5. Attendance record
6. Conference report

### **Communication**

A yearly calendar and weekly newsletter (Preschool Press) will keep parents informed of our many activities. Every Friday the secretary sends out an email with the Bobcat Bulletin and other school information. This is sent to the email provided on your registration form.

### **Field Trips**

Children will have an opportunity to go on select field trips. Permission slips must be signed by the custodial parent or guardian to participate. Parents will be asked to drive to specific destinations and some field trips will be walking field trips as a class. Parent drivers must file proof of insurance and license with the preschool. Children do wear name tags while on field trips. A staff member, trained in first aid, will accompany the group. A first aid kit and the emergency transportation and health record of the children must also be taken on the trip.



## **Snack**

St. Peter will be providing a snack for all preschoolers, which will include at least two food groups. Water will be consumed with the snacks.

## **Cafeteria Lunch Program**

Preschool students will be offered hot lunch in the cafeteria. A monthly menu will be published on the school website. & Digital Academy. Additional details regarding the lunch program will be shared prior to the beginning of the school year.

## **Medical Examination**

According to ODE rules for Preschool Programs 3301-37-05, a complete physical examination by a licensed physician is required to safeguard each child enrolled in the preschool. All children must be immunized against diphtheria, pertussis, tetanus, polio, measles, mumps, rubella, and HIB. The physical examination must have occurred within 12 months prior to the beginning of the school year and must be redone should the 12 months expire during the school year. This medical information will be kept on file for each child.

## **Medication**

Medication including aspirin, cold medications, and prescriptions cannot be administered by any staff member without a signed consent by the doctor and parent. This form is available in the school office or on the school website.

## **Preschool Immunization Requirements**

<b><u>Vaccine</u></b>	<b><u>Requirements</u></b>
DtaP/DT	4 doses
Hib	3 or 4 doses given before 15 months or 1 dose if after 15 months
Hep A	1 dose after the first birthday
Hep B	3 doses
Influenza	1 dose yearly age 6 months through age 6
MMR	1 dose after the first birthday
Pneumococcal	2 or 4 doses depending on age at first dose
Polio	3 doses
Varivax	1 dose

## **Illnesses, Communicable Diseases, and Emergencies**

The Communicable Disease Chart published by the Ohio Department of Health is posted in the classroom. Staff members have completed Red Cross courses on Communicable Diseases, First Aid, and Child Abuse Prevention.

## **Minor Injuries**

First aid will be given by the teacher or aide for minor injuries. First aid consists of cleaning the area and applying band-aids, or cold compress. Parents will be notified of this when the student is picked up,

## **Head Injuries and More Serious Injuries**

For any head injury or other serious injuries, students will receive immediate first aid. Attempts to notify parents or designated emergency contacts will be made. If necessary, the emergency medical service will be called. An incident report will be sent home to be signed by the parents and returned the following day.

## **Communicable Disease Symptoms**

- Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound.
- Diarrhea (more than one abnormally loose stool within 24 hours)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis or pink eye
- Unusual spots or skin rash
- A temperature of 100 taken by the axillary method when in combination with any other sign of illness
- Untreated infected skin patches
- Sore throat or difficulty swallowing
- Green/yellow discharge from the nose – Children should not be sent to school with excess discharge from the nose. Staff will notify parents of symptoms and the child will be sent home unless we have a doctor's letter stating the child suffers from allergies.
- Lice infestation
- Vomiting
- Stiff neck
- Unusually dark urine and/or gray, white stool

A child isolated due to a suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program.
- (b) Within sight and hearing of an adult always. No child shall ever be left alone or unsupervised.
- (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots (bedding) shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- (d) Observed for worsening condition.
- (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

If a child has or develops any of the communicable disease symptoms during class, parents will be notified via telephone and the child will be isolated until the parents arrive.

**PLEASE** contact the school if your child has a communicable disease so that we can notify other parents that their child may have been exposed to the illness. A child may return to school upon verification from the parents that the child has been free from the communicable condition for 24 hours, or by the minimum control standards listed on the Communicable Disease Chart posted in the classroom.

### **Mildly Ill Child**

If a child is mildly ill, the teacher will make them comfortable and continue to observe them to see if their parents need to be called.

### **Illness of Staff Member**

A staff member who is ill or becoming ill will be sent home and a substitute teacher will be contacted to replace him/her.

### **Child Abuse Policy**

The Principal and each employee are required by law to immediately notify the local public children service's agency when they suspect that a child has been abused or neglected. All information will be kept strictly confidential.

### **COVID-19 Updates**

Please refer to the school website [www.huronstpetersschool.org](http://www.huronstpetersschool.org) for the latest updates on Policies and Procedures related to COVID-19.

### **Discipline Policy**

Our school believes in a positive approach to discipline. We believe that by modeling and encouraging good behavior, we can help teach children respect for themselves and others. If a child needs to modify his/her behavior, he/she may be asked to leave the group for a short period. The child may rejoin the group when he/she is ready. Physical punishment will never be used to modify negative behavior.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period, such as a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.

8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. Our behavior management/discipline policies and procedures ensure the safety, and physical, and emotional well-being of all individuals in the classroom. The parent will be notified if the child is using excessive profanity and the child will be sent home.

### **Safety Rules**

1. For your child's safety, the following rules have been established:
2. No child will ever be left alone or unsupervised.
3. No child will be allowed to cause bodily harm to other children.
4. A teacher or aide will be with the children during arrival/dismissal times.
5. No child will be released to a person not authorized by a custodial parent or guardian. We must have written authorization for changes in this respect.
6. Emergency numbers are posted by telephone, along with the fire emergency, and weather alert plans.
7. Regular fire drills are conducted, and a record is kept at school. All exits are marked, and the fire alarm system is in working order.
8. Tornado drills are held in season.
9. Spray aerosols shall not be used when children are present.
10. Electrical outlets are covered when not in use.

### **Roster**

A list of names and telephone numbers of the parents/guardians of the children attending St. Peter Preschool is available upon request. Inclusion on the roster is optional.

### **Withdrawal**

If you choose to withdraw your child, please do so through the school office. Records will be sent to the school of choice upon receiving a signed "Release of Records". The signed and dated withdrawal form will be kept on file. The Preschool reserves the right to withdraw any child who seems not to be benefiting from the program. Prior to withdrawal, a conference will be held with the principal, the child's teacher, and the parent.

### **St. Peter Preschool Compliance Report**

The most recently written compliance reports shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the Department.

## **Dismissal Procedures**

After using indoor voices and walking feet all day, the kids are ready to go out and run at the end of the day. For that reason, we will spend the last 15-20 minutes of our day outside on the preschool playground.

We ask that Preschool parents park in the main parking lot and NOT on Huron Street as it will strictly be used for school buses. Dismissal will be on the Huron Street playground for both the 3 yr. old and 4 yr. old classes. We dismiss with a handshake and goodbye once we see the parent or designated pick-up person. Please notify us if someone other than the parent will be picking up. In case of inclement weather, the children will be dismissed at 2:40 in the Narthex on Main Street.

## **VIRTUS Online**

Virtus online is required for anyone wishing to help in the classroom, come in for birthday celebrations, assist on field trips, or be in the classroom as a mystery reader.

If you are interested in becoming a volunteer, please email Laura McCall in the Parish Office at [safety@stpetershuron.org](mailto:safety@stpetershuron.org) to get started. VIRTUS certification remains valid for 5 years.

## **Miscellaneous**

- Absolutely no pacifiers are allowed.
- No pull-ups are permitted to be worn or expected to be changed by school personnel.

## **St. Peter Preschool Non-Compliance Procedure**

St. Peter Preschool is licensed by the Ohio Department of Education (ODE) and complies with ODE rules for Preschool programs. To report a suspected violation or problem, which needs further attention, contact the following:

St Peter School Principal	419-433-4640
Catholic Youth and School Services	419-244-6711
Ohio Department of Education	877-644-6338
Division of Educational Services	614-466-0224

## ODE Healthchek Services



### Health check Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid.

The purpose of Health check is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#) , [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.