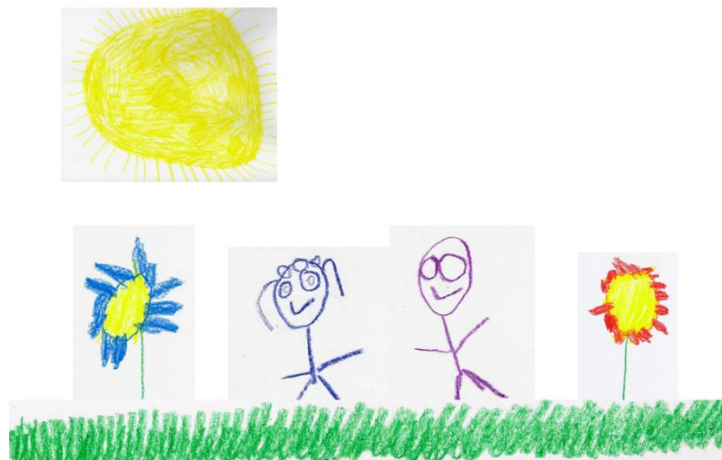
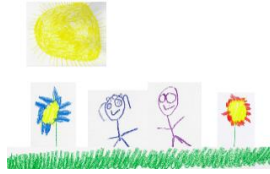


St. Augustine Preschool, Latchkey & Child Care Center



Parent Handbook

Revised for the 2023-2024 School Year



ST. AUGUSTINE PRESCHOOL & CHILD CARE CENTER
633 W. Paige Street
Barberton, OH 44203
330-745-5735
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Dear Families:

St. Augustine Preschool and Child Care Center was established by St. Augustine Parish to provide a safe, quality, loving, socially enriching, and educational experience for children ages 18 months to 12 years.

This handbook contains important information about The Center. Please read this handbook very carefully. If you have any questions about the content, please contact the Director. After you read the handbook, keep it in a handy place where you may easily refer to it during the year. The handbook is also available on our website for easy access.

We, the staff, are happy to have you involved in The Center program and look forward to a blessed school year.

Sincerely,

St. Augustine Preschool and Child Care Center Staff

PHILOSOPHY OF ST. AUGUSTINE PRESCHOOL AND CHILD CARE CENTER

*It is our intention to provide an atmosphere of care through nurturing
and educational experiences for the children that we serve.*

Each child is a unique individual with a special place in the world.

*When children feel safe and secure in their environment,
their self-concept and self-confidence increases.*

This allows their social, emotional, physical, and intellectual development to grow.

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ENROLLMENT

Once your enrollment fee is paid and paperwork is completed, your child is considered enrolled! The following paperwork is to be completed before your child may start:

- Registration Form
- Authorization for Child Pick Up
- Enrollment and Health Information
- All Permission Slips
- Child Medical Statement (excludes school age)
 - The child's medical statement should include a record of the child's immunizations
 - If a child does not have their immunizations, they need to have:
 - A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child or
 - A statement from the physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age or
 - A statement from the child's parent or guardian that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.
- Child and Adult Care Food Program Enrollment Form
- Child and Adult Care Food Program Eligibility Form (if you qualify)

PARENT RESPONSIBILITIES

It is the responsibility of the parent to:

- See that their child is brought safely into the classroom. Please do not drop off your children in the parking lot or at the curb.
- See that their child is picked up from the classroom. Photo identification may be requested at time of pick up. Children will not be permitted to leave with an adult that is not on the pick up list and/or does not provide proper photo identification if requested.
- Call the Center if your child will be absent, arriving late or leaving early. Please let the center know by 9:00am so we are able to staff classrooms appropriately as well as have enough meals prepared for the day.
- Keep a child home if they are ill.
- Submit all enrollment and health forms prior to entrance into the program.
- Pay registration fee and tuition in accordance with our stated policy.
- Provide a court order if one of the parents is by court order, not permitted to pick up the child. You ***are not permitted*** to remove a parent from the pickup list without a court order.
- Court orders should also be provided for any custody agreements that may arise any issues with drop off and pick up procedures. We will follow what is on the court order.
- Monthly newsletters are sent out via email at the beginning of each month. These newsletters contain information on upcoming activities and events as well as any changes or closures. Parents are encouraged to read these newsletters to stay up to date on their child's preschool experience.
- There are opportunities for parent participation in your child's classroom; classroom parties, story time, field trips etc.. Please discuss with your child's teacher if you would like to participate in your child's preschool experience.
- A child may be disenrolled due to being chronically past due on tuition payments, excessive absences, or not updating or submitting required paperwork.

CLASSES AND TIMES

The Center offers full and part-time programs for children ages 18 months to 12 years. Contact the preschool office for more information.

The Center is open from 6:30 a.m. to 6:00 p.m Monday through Friday.

The Center is also open during the summer months with priority given to full-time students.

The Center may cancel a program due to low enrollment.

Parents, guardians, or any other designated individuals dropping off their child are to bring them into their assigned classrooms at drop off. Children should not be dropped off at the front door and/or sent in alone. The child's teacher should be made aware verbally of the child's presence before the parent/guardian departs. Once the teacher is aware of the child, they will sign them into the attendance binder. Only individuals listed on the child's pick-up list will be allowed to pick-up a child. Individuals should be prepared to show a picture ID when picking up the child. Children will not be released to the front door. Designated individuals must enter the classroom and make verbal contact with the teacher, once the teacher sees the individual and confirms they are on the pick up list, the teacher will then sign them out of the attendance binder and they will be free to go.

The Center may request your child to transition to a new class during the school year for reasons such as but not limited to developmental needs of the child or age. A formal transition letter as well as a meeting with the parent or guardian, the child's teacher and director will be scheduled. Expectations of the parent or guardian will be discussed with the teacher or teachers to ensure the needs of the child are met. In order for the transition to take place, the letter needs to be signed and returned to the Center.

All information regarding your child's development and progress as well as personal information is kept confidential. If you wish to transfer any of your child's personal records or assessments to another school or institution you may speak to the director about signing a form that allows the center to do so.

If a child is picked up after closing at 6:00 p.m.:

- For every minute late, one dollar will be charged
- The staff will attempt to notify parents and guardians
- After 7:00 p.m., the Summit County Children's Board or the police will be called

CHILD AND STAFF RATIO

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
Young Toddler (at least 18 months and less than 2 ½ years)	1:7	14
Older Toddlers (at least 2 ½ years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36

CURRICULUM

Our curriculum is Creative Curriculum and it is aligned with The State of Ohio Early Learning Content Standards. Creative Curriculum is responsive to the needs and interests of the children. We believe that children learn through play and experimentation.

NAP AND REST TIME

All children between 18 months and 5 years are required to have a rest or nap time during the day.

The children will use cots for napping.

The child may bring a small blanket and a small pillow for their cot.

The blanket and pillow will be kept in a small plastic box or tote bag.

Please take the blanket and pillow home each week for cleaning to help stop the spread of communicable disease.

All cots are cleaned daily with a bleach solution.

FORMAL SCREENINGS AND ASSESSMENTS

We use Ages and Stages Questionnaire (ASQ) as a developmental screening tool. This tool is completed 30 days after a child begins and yearly after that. If the tool brings up any concerns, results will be discussed with families as well as referrals will be made if needed.

Our formal assessments are completed using Teaching Strategies Gold. These assessments are completed by the child's teacher using observations, pictures, and anecdotal notes. The checkpoints for these assessments are in April and October.

The results of these tools are used to determine any additional supports your child may need. We also use these results to modify our curriculum and activities to provide the best learning environment for your child. We do not share child level data with ODJFS pursuant to 5101:2-17 of the Administrative Code.

PARENT TEACHER CONFERENCES

Two to three conferences will be held during the school year. Parents may schedule additional conferences as needed.

Regarding parent conferences in all custody situations:

- It is preferred and will be the general procedure that one conference appointment be scheduled "jointly" if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.
- In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be discussed with the Director. Every effort will be made to keep communication open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time

DAILY SCHEDULES

Preschool class; 3-5 year olds

6:30-8:00:	Arrival in Preschool (3 year old) classroom
8:00-9:00:	Learning centers/ Creative art
9:00-9:30:	Prepare for snack / Snack / Bathroom break
9:30-9:45:	Group time (calendar, numbers, shapes, colors, letter of the week and job chart)
9:45-10:00:	Prepare for outdoor time (weather permitting)
10:00-10:45:	Gross Motor / Outdoor time
10:45-11:30:	Individual learning / exploration / free choice
11:30-11:45:	Story time
11:45-12:00:	Smart Board activities
12:00-12:30:	Prepare for lunch / Lunch
12:30-12:45:	Quiet activities
12:45-1:00:	Prepare for nap
1:00-3:00:	Nap Time
3:00-3:15:	Wake up from nap / Bathroom break
3:15-3:30:	Snack Time
3:30-4:00:	Afternoon Activities
4:00-5:00:	Gross Motor / Outdoor time (weather permitting)
5:00-5:30:	Learning centers
5:30- 6:00:	Puzzles, books, art activities

*Schedule subject to change

Toddler Class

6:30-7:30	Arrival in Three Year Old Classroom; puzzles, books, activities
7:30-8:00	Interest Area / Sensory Activities
8:00-8:20	Large Group Activity
8:20-8:45	Wash Hands / Snack / Story Time
8:45-9:15	Diapering
9:15-9:30	Bathroom
9:30-10:15	Small Group Activity
10:15-11:00	Gross Motor / Outdoor time (weather permitting)
11:00-11:10	Wash Hands / Prepare for lunch
11:10-11:40	Diapering / Bathroom
11:40-12:00	Lunch time
12:00-2:30	Nap time
2:30-3:30	Bathroom / Diapering / Wash Hands / Snack
3:30-4:30	Afternoon Activities / Outdoor time (weather permitting)
4:30-5:00	Diapering / Bathroom
5:00-5:30	Learning centers
5:30-6:00	Puzzles, books, art activities

*Schedule is subject to change

LATCHKEY (School Age After School Program)

If your child is scheduled to be present in Latchkey and is not present the teacher will ask the school office if your child was absent from school. If your child was not absent from school and should be in Latchkey and did not report to latchkey, then the teacher will call the parent. If this situation happens more than three times then there will be a search fee of \$5 for each occurrence after the third time. If your child has an after school activity, then a written note is required to be turned into The Center office or call The Center office before 12pm. If no note or phone call is received, then your child will be taken to latchkey at the end of the day. The adult in charge of the after school activity in the grade school is responsible to walk your child to the Latchkey

School age children are supervised by a child care staff member in the classroom and during outdoor activities. School age children are able to use the restroom across the hall from their classroom unsupervised. Older school age children may allowed to run errands for teachers within the building only.

Daily Schedule Latchkey Afternoon

2:45-3:00	Pickup children in the <i>Grade School Cafeteria</i>
3:00-3:30	<i>Gym time / outdoor time (weather permitting)</i>
3:30-4:00	<i>Bathroom break / snack time at the Preschool</i>
4:00-4:45	<i>Homework / quiet time</i>
4:45-5:30:	<i>Group activity / free choice / outdoor time (weather permitting)</i>
5:30-6:00	<i>Free choice activities on the main floor</i>

*Schedule is subject to change

HOLIDAYS

The full-time preschool and extended afternoon care program will be closed on the following holidays:

- Labor Day
- Thanksgiving Day and day after
- Christmas Eve and Christmas Day
- New Years Eve and New Years Day
- Memorial Day
- Independence Day
- Good Friday
- 2 Teacher In-service / Work days per year

Tuition is required for these days. These holidays will be reviewed and may be changed in the future.

A calendar will be given to you when your child begins at the Center. The Latchkey program will follow the St. Augustine Day School Calendar. Tuition is not required for any day the latchkey program is closed as a result of this calendar.

2023-2024 Calendar-closed the following days:

Friday, September 1, 2023 Teacher Work Day*

Monday, September 4, 2023 Labor Day

Thursday, November 23, 2023 Thanksgiving Holiday

Friday, November 24, 2023 Thanksgiving Holiday

Monday, December 25, 2023 Christmas Holiday

Monday, January 1, 2024 New Year Holiday

Friday, March 29, 2024 Good Friday

Friday, May 24, 2024 Teacher Work Day*

Monday, May 27, 2024 Memorial Day

Wednesday, June 19, 2024 – Juneteenth Holiday

Thursday, July 4, 2024 Independence Day Holiday

*Tuition is not required for this day

First day of the 2023-2024 school year is Tuesday, September 5, 2023

Last day of the school year is Thursday, May 23, 2024

First day of our 2024 summer session is Tuesday, May 28, 2024

SNOW DAYS

In case of bad weather, we will announce on the following radio and television stations, if the preschool will be closed or delayed for that day. Parents and guardians will also receive a text or email with that information.

TV-STATIONS

WKYC-TV, Channel 3
WVPX-TV, Channel 23
WOIO, TV, Channel 19
WUAB-TV, Channel 43

RADIO STATIONS

WTAM-AM 1100 AM
WGAR-FM 99.5
WMMS, 100.7
WKDD, 98.1
WCRF, 103.3 FM
WHLO, 560 AM
WAKS, 96.5 FM

St. Augustine Preschool is generally open, however there is a chance that the preschool would close with St. Augustine Day School and Barberton City. Tuition is still required for snow days. If St. Augustine Grade School is closed and the preschool is open, please pack a lunch.

In case of an emergency closing during the school day, parents will be called to come and pick up their children.

OUTDOOR PLAY

Children will have outdoor play every day unless:

- The temperature is under 25 degrees or the wind chill is under 25 degrees
- It is raining, lightning or sleeting
- The temperature is over 90 degrees
- The humidity, ozone levels or pollen counts are too high, which make it difficult to breathe

If a child needs to use the restroom while outside, the class will come into the building to use the restroom.

Water will be available for the children on the playground or will be served when they re-enter the building.

If outdoor play is not possible because of weather or safety issues, the grade school gym is available at various times during the week.

PAYMENTS

Tuition may increase anytime with a two-week notice to parents.

Tax ID # is available upon request.

The Center has experienced difficulties in communication and responsibility for tuition with families experiencing transitions in parental custody relationships. At the time of registration, it is the parent(s) responsibility to inform The Center who has the responsibility for tuition payments and which parent to communicate with.

If a permanent withdrawal is requested by the parent, a two-week notice will be given. Full payment is required for the two-week notice period even if the child does not attend the two-week period.

The non-refundable annual registration fee for The Center is \$50.00. The fee is due upon registration. The monthly tuition amounts are based on an average 4.33 weeks per month.

Staff are hired and supplies bought based on the number of children enrolled. Tuition is paid based on enrollment status, if you are enrolled, you are to pay your tuition rate in order to stay enrolled in the program. Discounts are not made if you decide to not bring your child a day.

If you de-enroll your child, you will be able to return once your account is paid up to date.

PAYING BY THE WEEK

PAYMENTS ARE REQUIRED ON FRIDAY FOR THE NEXT WEEK.

PAYMENTS NOT PAID ON FRIDAY FOR THE FOLLOWING WEEK ARE CONSIDERED LATE. ANY LATE ACCOUNT WILL BE CHARGED A \$10.00 LATE FEE. IF YOUR ACCOUNT CONTINUES TO BE LATE, A \$10.00 LATE FEE WILL BE ADDED EACH WEEK THE ACCOUNT IS PAST DUE. IF YOUR ACCOUNT IS CHRONICALLY PAST DUE, YOU WILL BE DE-ENROLLED FROM THE PRESCHOOL AND MAY RE-ENROLL ONCE ACCOUNT IS UP TO DATE.

PAYING BY THE MONTH

PAYMENTS ARE REQUIRED BY THE LAST DAY OF THE MONTH, FOR THE FOLLOWING MONTH. IF THE LAST DAY OF THE MONTH IS ON THE WEEKEND, TUITION IS DUE THE FRIDAY BEFORE THAT WEEKEND.

IF PAYMENT IS NOT RECEIVED BY THE LAST FRIDAY OF THE MONTH, THEN YOU WILL BE CHARGED A \$30 LATE FEE. IF YOUR ACCOUNT CONTINUES TO BE LATE, A \$10.00 LATE FEE WILL BE ADDED EACH WEEK THE ACCOUNT IS PAST DUE. IF YOUR ACCOUNT IS CHRONICALLY PAST DUE, YOU WILL BE DE-ENROLLED FROM THE PRESCHOOL AND MAY RE-ENROLL ONCE ACCOUNT IS UP TO DATE.

ALL PARENTS PAYING WEEKLY OR MONTHLY

WHEN ENROLLING MULTIPLE CHILDREN A 10% DISCOUNT WILL BE GIVEN FOR THE OLDER CHILD / CHILDREN.

ANY CHECKS RETURNED FOR NSF FEES WILL BE CHARGED \$15.00 BANK FEE AND \$30.00 PRESCHOOL FEE.

IF YOU REQUEST A SCHEDULE CHANGE NOT ON A PERMANENT BASIS, YOU WILL BE CHARGED FOR THE DAY YOU ATTEND NORMALLY AND THE NEW DATES IN ADDITION TO YOUR NORMAL TUITION. EXTRA DATES MAY NOT BE POSSIBLE IF OUR CLASSES ARE FULL. SWITCHING DAYS OF THE WEEK IS NOT ACCEPTABLE UNLESS YOU PAY FOR THE EXTRA DAYS.

PAYING ONLINE ELECTRONICALLY

Payments may be made by credit card or check on our website at staughschool.net and going to the "Preschool" tab and then clicking the "Tuition" tab. Payments may also be made at the Preschool with cash or check.

VACATION

A child will receive vacation days based on being full-time or part-time. (Rev 8/12)

- A full-time child (4-5 days) will receive 5 days of vacation a year. (Rev 8/12)
- A part-time child (2-3 days) will receive 3 days of vacation a year. (Rev 8/12)
- Any absence beyond one week will require full payment to keep the child's place in The Center.
- Any unused vacation days are lost and do not carry over to the next school year.
- Vacation days start September 1 and end August 31.
- Children enrolled for summer only do not receive vacation. Any absence will require full payment to keep the child's place in The Center.
- Morning preschool class does not receive vacation days.

LATCHKEY VACATION

Latchkey enrolled for the school year and summer receive vacation days based on number of days enrolled

- A full-time child (4-5 days) will receive 5 days of vacation a year. (Rev 8/12)
- A part-time child (2-3 days) will receive 3 days of vacation a year. (Rev 8/12)
- Any absence beyond one week will require full payment to keep the child's place in The Center.
- Any unused vacation days are lost and do not carry over to the next school year.
- Vacation days start September 1 and end August 31.
- Latchkey children enrolled for the school year only do not receive vacation. Any absence will require full payment to keep the child's place in The Center.
- Children enrolled for summer only do not receive vacation. Any absence will require full payment to keep the child's place in The Center.

Latchkey Credits

If your child attends the Before or After (or both) Latchkey Program(s) you will be given a credit for days that the Elementary School is closed and the Preschool is open. The Preschool traditionally provides care for Latchkey children on these days. If you choose for your child to attend the full day, you will be charged the daily full day rate minus the daily rate you normally pay for Before or After Care. There will be no credits given for holidays the Preschool is closed, snow days or severe weather days. (Rev11/12).

COMMUNICABLE DISEASE AND ILLNESS

Children who are sick ***must not*** be sent to The Center. Keep your child home if he or she has any of the items listed below. This will prevent the spreading of disease. If a child has a communicable disease (measles, mumps, chicken pox, head lice, ringworm, pink eye, croup, etc.), or any item listed below, he or she may not attend school. To return the child must have a written slip from the doctor to show he or she is free from the disease or is free of the signs of communicable disease for 24 hours before re-entering The Center.

If a child becomes ill during the day:

- Parents will be contacted and will be notified to pick their child up within one hour of notification.
- If parents cannot be contacted, then the individuals approved for pick up will be notified to pick up the sick child.
- The staff member will observe the child for worsening condition.
- If a child's condition becomes worse, the staff member will make the decision if the paramedics need to be called and / or transport the child to the hospital. The Center will not transport a child to the hospital. The paramedics will transport.

The child will be isolated either in another room with a staff member or separated from other students in the classroom. A staff member will stay with the child until a parent or guardian is present and make sure they are as comfortable as possible.

Signs of Communicable Disease (reasons to keep a child at home and reasons for a child to be sent home from the preschool and day care center):

- Temperature of 100 degrees or more
- Skin rash
- Diarrhea and / or vomiting
- Evidence of lice infestation, pink eye, ringworm, etc.
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Discharge from nose for more than 10 days
- Dark urine and or gray or white stool
- Stiff neck
- Sore throat or difficulty swallowing
- Bleeding diaper rash

There is a Communicable Disease Chart posted in the main hallway.

The teachers of the preschool have been trained to recognize the common signs of communicable diseases and are certified to provide first aid and CPR.

If a child has a communicable disease and has exposed children at The Center a notice will be emailed out to families as well as be posted in your child's classroom.

If a staff member is ill and have any of the items listed above, the staff member will be asked to stay home until they are not contagious. A substitute will be called to take the place of the ill staff member.

MEDICATIONS

If a child is taking medication that must be taken during preschool hours, the parent must fill out an Administration of Medication Form and sign it. The attending physician will also need to fill out the appropriate information. This form will be kept in the Child's classroom or in the Director's Office. A new form must be completed every 12 months.

A Medical Health Plan completed by a physician will need to be on file if a child needs a medical food administered or if an entire food group needs eliminated. When a special diet is required due to cultural or religious reasons, the center will need the parent or guardian to sign and date written instructions.

- We will not administer aspirin to any child at anytime.
- A child may not take oral over the counter medication for more than 3 days unless The Center has a Doctor Slip on file stating the need for medication for a specific period of time.
- We will not administer the 1st dose of any medication, medical food, or topical product.
- The classroom teacher or the Director will administer medications, according to the label.
- The medication must be in the original container with the pharmacy label on it, so that the pharmacist may be contacted if the center has questions.
- The medication instructions on the container and parent instructions should agree on the time and dosage of medication. If there is a discrepancy, medication will be administered by the instructions on the container. We suggest getting the prescription in two bottles. One bottle can be left at school and the other at home. If the bottle states "under certain age consult physician" then we need the physician to fill out the designated area of the Medication Administration form and sign and date it.
- School age children are permitted to carry their own medication.
- Topical products, lotions, and lip balm do not require a Medical Care Plan. However, the child will need a signed and dated form, provided by the Director, giving the child permission to use the given product.
 - Topical products and lotions will be administered according to the manufacturers instructions

AMERICANS WITH DISABILITY ACT (ADA)

Children with disabilities will be assessed on an individual basis to determine if our program is the right for their needs. If the child requires the administration of any medication, it will be administered in accordance with the child's documented Medical/Physical Care Plan. All staff members who are responsible for caring for the child will be properly trained regarding any necessary procedures.

EMERGENCY MEDICAL PROCEDURE

The Center has a written plan for medical and dental emergencies, which is posted by the telephones and in each classroom. It includes:

- The location of the first aid kit
- Emergency telephone numbers
- Names of staff trained in first aid and CPR
- Location of fire extinguishers, alarm system and electrical circuit box
- The location of children's records
- General instructions to staff in case of emergencies

A child-care staff member in charge of a child or a group of children shall be responsible for their safety.

Staff has immediate access to working telephones within the building.

No child shall ever be left alone or unsupervised.

If a child should be injured at the preschool and day care center, we will first try to assess the situation. If the accident is minor, we will treat it ourselves. If it is more serious, we will administer first aid and call the parent to come to take the child for medical care. If parents are not available and immediate medical attention seems necessary, we will call the emergency medical unit to come and follow their instructions about transportation. In the case of a very serious emergency, the emergency medical unit will be called first and parents second. Parents who refuse permission for his or her child to be medically treated in an emergency will **not** be permitted to attend The Center.

If a child must be taken to an emergency treatment source, enrollment and health forms will be taken. A staff member will accompany any child transported for emergency care and will remain with the child until a parent or guardian assumes responsibility for the child's care.

The Center shall prepare a report on a form provided by the Ohio Department of Jobs & Family services. The report shall be given to the parent or guardian on the day of the incident. Copies of the report shall be retained on file at the Center for at least one year.

Safety drills for fire are practiced at least once a month.

Safety drills for tornadoes are practiced during the appropriate seasons, March – September.

A record of fire and tornado drills will be maintained and available for review.

Lock down drills are performed quarterly.

Emergency procedures are posted in the classroom.

Use of spray aerosols shall be prohibited in The Center, while children are present.

FACILITY SECURITY PROCEDURE

We all must be concerned about the security of our school facilities and the safety of the children. We will continue our effort to make sure that the preschool facility is locked at all times. The following procedure must be followed:

- Use buzzer
- Staff will greet you
- You then must identify yourself by first and last name and the first and last name of the child you are dropping off or picking up
- If you do not identify yourself and the child you will not be admitted
- If the staff recognizes your names, you will be buzzed in
- If the staff does not recognize your name, someone will come to the door to make certain that you can be admitted. We may ask for a photo I.D. to compare against your pick up list

Please make sure that everyone on your "pick up list" is aware of this procedure.

A custodial parent must have legal documentation that the other parent is not permitted to pick up the child.

You can also help the security of the facility by using the daily sign in and sign out sheet.

We realize that this is an inconvenience for us all, but is a small price to pay for the children's safety.

In case of an evacuation emergency, the children and staff will relocate to a safe place. When all are safe, parents and guardians will be notified as soon as possible with details of our location.

STUDENT THREATS

We are all aware of recent incidents of student violence in various parts of the country resulting in injury and / or death to others. Often these incidents followed students having given some indication that they "would kill", "could kill", "wanted others dead", etc.

The Cleveland Catholic Diocese advises that our school adopt the following policy:

- Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
- Whoever hears the threat should report it immediately to the Director.
- Police should be notified.
- The student should be kept in the Director's office under supervision until police arrive.
- The parent or guardian of the student who has made the threat should be notified immediately.
- The student should be suspended and not permitted back into school until there has been a psychiatric evaluation and receipt by the Director of a written statement from a psychiatrist that the student is not / does not pose a danger to self or others.
- Any adult or the parent / guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified.
- Additionally, should a threat be made, the school should secure counseling for the other students involved after obtaining parental permission.

DISCIPLINE AND STUDENT CONDUCT

The Center's policy of discipline is based on a positive reinforcement of appropriate behavior. The policy is designed to ensure every child the best possible learning environment. Our goal is to instill in each child a sense of self-discipline and responsibility for themselves and the learning environment. All employees follow the discipline policy.

Children who are disruptive will be given a time out (one minute per year old) in a designated area in the classroom. The teacher will talk with the child about the unacceptable behavior and the reason for the time out.

Unacceptable behaviors include:

- Disruption of the learning process or activity
- Verbal or physical assault
- Disregard for classroom or playground rules
- Destruction of or taking another person's property
- Profanity / obscene gestures
- Disruptive / disrespectful behavior
- Threats of any nature

The teacher will notify the parent of discipline problems. Our TAPS consultant from Child Guidance and Family Solutions will be notified as well. The teacher and consultant will work with the child and parents on strategies both at home and at school. This will take place through meetings with the parents, the consultant, teacher and director to ensure success of the child. If the parent is unwilling to attend meetings and work with us and the child, and the behavior does not improve, the child will be dismissed from the center.

The Center has the right to expel a child from the program permanently without notice.

The following methods of discipline **will not be used**:

- No cruel or harsh punishment
- No spanking of a child
- No child will be left unsupervised in another room
- No child subjected to humiliation or verbal abuse

Discipline will not be imposed on a child for toileting accidents or failure to eat.

The teachers will handle all first offenses. If the behavior continues, the Director will be notified and take appropriate action. Discipline includes but is not limited to:

- Redirection to another activity
- Time out
- Losing a privilege
- Calling parents
- Suspension
- Expulsion

FIELD TRIPS

Field trips are considered an important part of the education program. Occasional field trips will be taken.

No child will be taken on a field trip without a permission slip signed by a parent or guardian

For each field trip including swimming, a permission slip with appropriate information will be sent home for your signature.

If the field trip is located within walking distance, the children will walk to and from the field trip.

If the field trip is not within walking distance, children will ride to and from the field trip on school provided transportation.

Staff are trained in first aid and will be taking a first aid kit that meets State Regulations.

Each child on the field trip will wear identification of The Center.

The children's enrollment and health records will be available on field trips.

The required child / staff ratio will be maintained at all times.

At no time are children left unattended in a vehicle

POLICIES AND PROCEDURES

CLOTHING

The child should wear casual play clothes to school. He or she will be painting and may spill things. Washable play clothes and sneakers are best.

Each child should bring an extra set of clothes; each piece labeled with the child's name and put in zip lock bags. These will be kept at the preschool in case of an accident and the need to change. If a child has an accident and does not have a change of clothes, the parents will be contacted to pick up their child or bring clothes to the center.

DIAPERING

Diapers are checked every two to three hours and changed if wet or soiled. During naptime diapers are not checked, but diapers are checked and changed immediately after naptime. Diaper ointment or cream is used as needed, with proper paperwork. If you want your child's diapers changed more or less often or ointment used more often, please indicate this on the enrollment forms and fill out the proper medication form.

SMOKE FREE

The Center is a smoke free facility. Smoking is prohibited in or around the facility.

NON-DISCRIMINATION

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

VISITING

The parent or guardian of a child who is enrolled at The Center needs to inform The Director that they are on the premises. After knowing that the parent is present, the parent has unlimited access during operating hours

COMPLAINTS

If a parent has a complaint, first speak to the teacher and try to resolve the problem. If the problem is not resolved after talking to the teacher, then speak with the Director about the problem. The Director and the parent will work together to resolve the problem.

CHILD ABUSE PREVENTION AND RECOGNITION

Our staff is trained in the prevention and recognition of child abuse. The Director and staff members are required under section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect.

CLEVELAND DIOCESE POLICY ON SEXUAL ABUSE ON MINORS

The Cleveland Diocese policy on sexual abuse of minors is available in the office. The center will adhere to this policy.

LICENSING INFORMATION

The Ohio Department of Jobs & Family Services licenses The Center. The licensing record including, but not limited to, compliance reports and complaint investigation reports from the Department and evaluation forms from the Health, Building, and Fire Departments that inspected the preschool and child care center, is available upon request from the Ohio Department of Jobs & Family Services. The toll free phone number for the Ohio Department of Jobs & Family Services is 1-866-886-3537.

LUNCH AND SNACKS

The Preschool participates in The Ohio Department of Education Child and Adult Food Program. Snacks will be served in the morning and in the afternoon. The snacks will be of nutritional value and contain two food groups.

Hot lunches are ordered from St. Augustine Grade School Cafeteria. The Preschool serves the lunches daily. When the grade school is closed, students must pack a lunch. Packed lunches should include a serving of protein and a bread/grain, and two servings of any combination of fruits or vegetables. Milk will be provided. Supplemental food will be provided if all required food groups are not included in your child's meal for the day. There is no change in tuition with regard to packed lunches. If your child cannot eat the food on our menu the parent must provide food for their child or supply a substitution.

If you have any questions about The Ohio Department of Education Child and Adult Food Program, you can contact a representative at 1-800-808-MEAL.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

Site Name: St. Augustine Preschool

#1

Week 1

Type	Component	Minimum Serving			Date:	Date:	Date:	Date:	Date:
		1-2 Years	3-5 Years	6-12 Years	Mon	Tues	Wed	Thurs	Fri
AM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup	Milk	Milk		Milk	Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup	Fruit	Ants on a Log	Juice		
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup				Rice cakes*	Whole grain oatmeal
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz			Yogurt		
PM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup		Milk	Milk		Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup	Milk	Fruit		Juice w/ vegetables*	
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup	Whole Wheat Bread*		Whole Grain Crackers	Goldfish	
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz					Deli meat

Site Name: St. Augustine Preschool

#1

Week 2

Type	Component	Minimum Serving			Date:	Date:	Date:	Date:	Date:
		1-2 Years	3-5 Years	6-12 Years	Mon	Tues	Wed	Thurs	Fri
AM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup	Milk	Milk		Milk	Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup		Fruit	Juice	Fruit	
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup	Cereal				Whole Wheat Bread*
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz			Yogurt		
PM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup			Milk		Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup	Juice	Juice	Vegetables*	Juice	
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup		Whole Grain Crackers		Whole Grain Crakers	Apple slices
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz	Deli meat				

Site Name: St. Augustine Preschool

#1

Week 3

Type	Component	Minimum Serving			Date:	Date:	Date:	Date:	Date:
		1-2 Years	3-5 Years	6-12 Years	Mon	Tues	Wed	Thurs	Fri
AM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup	Milk	Milk		Milk	
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup	Grapes		Juice	Fruit	Juice
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup		Cereal			Fruit
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz	Cheese		Yogurt		
PM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup		Milk	Milk		Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup	Juice & vegetables*	Fruit		Juice & ants on a log	
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup	Whole grain crackers		Whole grain crackers		Rice cakes*
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz					

Site Name: St. Augustine Preschool

#1

Week 4

Type	Component	Minimum Serving			Date:	Date:	Date:	Date:	Date:
		1-2 Years	3-5 Years	6-12 Years	Mon	Tues	Wed	Thurs	Fri
AM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup	Milk			Milk	Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup		Juice	Milk	Fruit	
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup	Cereal	Rice cakes*	Whole grain oatmeal		Whole wheat bread*
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz					
PM Snack	Milk, fluid	1/2 cup	1/2 cup	1 cup	Milk	Milk	Milk		Milk
	Juice, fruit or vegetable	1/2 cup	1/2 cup	3/4 cup		Fruit	Grape tomatoes*	Juice	Vegetables*
	Grains/Breads Dry cereal	1/2 slice 1/4 cup	1/2 slice 1/3 cup	1 slice 3/4 cup	Whole grain crackers			Whole grain crackers	
	Meat or meat alternate	1/2 oz	1/2 oz	1 oz	Deli meat		Cheese		

Crackers must be 100% whole wheat: goldfish, triscuits, and wheat thins

Vegetables may be carrots, celery, cucumbers, bell peppers, grape tomatoes, broccoli

Fruits may be oranges, apples, bananas, applesauce, pineapple, figs, peaches and chopped dates

Yogurt must contain no more than 23 grams of sugar per 6 ounces

Cereal must be whole grain oat and contain equal to less than 0.212 sugar limit

Cheese may be regular or low fat and may be American, Cheddar, Colby, Colby Jack, Monterey Jack, Mozzarella, Muenster, Provolone or Swiss

Bread must be 100% whole wheat

*Able to provide jelly or peanut butter to assigned snack

**Able to provide ranch dressing with assigned snack