

Regina Coeli Preschool



ROMANS 8:16

**Parent Handbook
2025-2026**

WELCOME to Regina Coeli Preschool. We hope that the following information will acquaint you with our preschool program. We look forward to getting to know your child and spending our days with them.

MISSION STATEMENT

Regina Coeli School, a Roman Catholic Elementary School of the Diocese of Youngstown, serves to share in the mission of Jesus Christ by educating the whole child. It is open to children of all socioeconomic backgrounds, races, and faiths and is committed to high standards based on 21st century skills in a safe and disciplined environment. The staff, along with the support of parent partners, strives to help students develop their full potential and grow in their relationship with God and each other.

Diocese of Youngstown PHILOSOPHY

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influence classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

GOALS AND OBJECTIVES

1. To develop an awareness of God's love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.
3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child's ability to get along with others, to respect property, and to understand the importance of rules for work and play.
8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.
9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God's creations.
10. To increase independence and self-confidence in the child's ability to make sense of the surrounding world.
11. To provide meaningful play experiences to develop positive social, emotional, and language skills.
12. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.
13. To encourage creativity and self-expression through various media and materials.
14. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

PHILOSOPHY OF DISCIPLINE

The Preschool philosophy of discipline conforms to Christian principles and to the Ohio Department of Education Rules for Preschool Programs effective 7/1/04. A complete copy of 3301-37-10 on Behavior Management and Discipline follows.

The Preschool philosophy of discipline is: Children do not hurt each other, themselves, or school equipment. This idea is presented in a positive way. Our Preschool is a” non-hurting place”. The staff, children and parents are expected to respect the children at all times. It is a safe place.

Damaging of equipment is handled by:

- Reminders to use it correctly.
- Redirection to another area or activity.

Hurting of self or others is handled by:

- The staff person moving in immediately and removing the child who is doing the hurting.
- Comfort being given to the injured child.
- Explaining that we love them (both) and will not allow them to hurt or to be hurt.
- Giving examples to children on how to handle the situation and helping them to find a non-violent solution to problems.
- Helping the out-of-control child gain self-control by holding or redirecting him/her to another activity until he/she has gained control and is able to return to the group.
- Time out from the group or the time-out chair is the most severe discipline. This allows the child the time to gain control. The child is loved and accepted regardless of the behavior.

ANTI-BULLYING POLICY

Staff, parents, and children will be aware that no form of bullying is acceptable. The elements of bullying are: 1.) intentional, aggressive behavior, 2.) exhibited pattern over time on the part of one or more persons, and 3.) an imbalance of power. We will address the behavior with the child immediately in a positive and calm manner. If the inappropriate behavior continues after the teacher or assistant talks with the child, the principal or director will speak with the child. If necessary, the parents may need to become involved.

It should be noted that, while not all unkind behavior rises to the level of bullying, it will be addressed. We will provide an enabling and proactive environment in order to minimize opportunities for bullying. Children at the preschool level need to be taught social skills, respect, and kind words and actions.

3301-37-10 BEHAVIOR MANAGEMENT/DISCIPLINE

- (A) A preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- (B) A primary goal of Regina Coeli Preschool is to develop a feeling of self-worth in each child. By providing positive reinforcement and by redirecting the child’s attention when problems do arise, most disciplinary action is avoided. Classroom rules will be reviewed often and children will be praised for appropriate behavior. Children will be encouraged to treat others with respect and kindness and to “model” behavior that is seen between the preschool staff

members. Children will be encouraged to use their words instead of actions when solving a problem between other children. The staff practices the idea that children will be encouraged to solve their own disputes by giving the children the words to use. The staff member will talk with children involved when the actions and/or words are beyond a child's ability and control. Separation from the problem may occur. The child needing time alone will be asked to sit in the "audience", which is still a part of the group but looking on. The child will be invited back to the group once behavior is under control.

- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (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 other means than holding a child for a short period of time, 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 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 for 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 in duration 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 when in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Handling Repeated Hitting or Hurting Others:

To maintain a safe and nurturing environment for all children, any preschooler who repeatedly harms others (e.g., hitting, biting, kicking, or other physical aggression) will be addressed promptly and consistently.

Immediate safety

- The child will be separated from the situation and supervised by a staff member to prevent further harm.

Removal

If aggression continues, or if there is a risk to the safety of others, longer-term removal from the program may be considered, including expulsion from the program.

Commitment to a safe environment

Our priority is the safety and well-being of all children and staff while supporting each child's development.

Diocese of Youngstown

Developmentally Appropriate Preschool Curriculum and Activities

Young children develop in a predictable sequence; however, each child develops at his/ her own rate. Early childhood instruction must be both age appropriate and individual appropriate. Age-appropriate instruction meets the needs of a particular age span. Individual appropriate instruction focuses on the unique abilities and characteristics of a child or group of children. Developmentally appropriate experiences, interactions, and environment are designed to support the growth and development of children.

The Diocese of Youngstown Preschool Curriculum supports the development of the whole child: spiritual, cognitive, emotional, social, and physical. The Ohio Early Learning and Development Standards establish a framework for instruction that meets the needs of all young children. In developing our preschool curriculum, we pay close attention to:

- Children's existing knowledge, skills, and interests
- Relationships and connections between areas of development and learning
- Children's unique learning profiles and patterns of development
- Application of skills to real life situations
- What we know about how children learn
- Designing experiences for children which provide opportunities for depth and understanding in their explorations
- The innate passion that children have for exploring the world.

Spiritual

Catholic prayer, traditions, and values are integrated into the daily life of the preschool classroom. Stories of God's love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

Physical

Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing, and play dough.

Social and Emotional

Social skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeates the interactions in the classroom.

Cognitive

The cognitive skills that are stressed in the preschool program include science and math, reading and literacy, social studies, music, and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the preschool classroom's day is designed to meet the *Early Learning and Development Standards*:

- Daily routines
- Investigations/units of study that are designed intentionally from student interest as well as skill and concept development
- Learning centers where the children may move about freely and at their own pace to explore and experiment.
- Large and small group experiences including puzzles, games, finger-plays, songs, stories, poems, circle time and discussions.

Diocese of Youngstown **PRESCHOOL CURRICULUM**

The Diocese of Youngstown Preschool Curriculum utilizes the ACCESS Curriculum Framework developed at the University of Dayton Bombeck Center by Shauna M. Adams, ED-D, Joy Comingore, MA, Joni L. Baldwin, ED-D, and Mary Kay Kelly, PH-D. (Innovative Educational Solutions, LLC. Copyright 2009) and is aligned with the Ohio Early Learning Standards. It is flexible and emerges from children's interests, ideas, thoughts, and observations. It is implemented in the context of a rich learning environment which facilitates hands-on experiences. It is a STREAM-based curriculum that emphasizes Science, Technology, Religion, Engineering, Arts, and Math in addition to providing the strong literacy foundation needed for success. The curriculum:

- Is open-ended to promote creativity and motivation.
- Pays attention to children's existing knowledge and skills; then builds on the prior knowledge to expand skills.
- Acknowledges children's unique learning profiles and patterns of development.
- Applies skills to real life applications.
- Based on research on how children learn and developmentally appropriate practices.
- Integrates experiences for children which provide opportunities for depth and understanding in explorations.
- Based on the innate passion children have in exploring their world.
- Is inquiry-based.
- Uses the power of play.

The ACCESS Curriculum Framework stands for:

Assessment-supported
Child
Centered
Emergent

Science Emphasis
Standards Integrated

The ACCESS Curriculum Framework is an intentional, integrated and inquiry based curriculum that embraces children as capable thinkers who have important questions to be answered.

Regina Coeli Preschool is a centers-based and play-based program. In this format, the teacher and aides have the ability to differentiate and work with the students at their level of mastery. We value their process rather than product orientated activities. We strive to support children in their choices and language in ways that help them think about their actions.

Our program includes:

Language and Literacy Development	Music
Math	Creative Experiences
Motor Coordination	Social Studies
Health and Safety	Science
Social and Emotional Skills	Field Trips
Religion	Art
Physical Well Being Education	Research and Technology

ASSESSMENT OF STUDENT LEARNING

Children at the Center are evaluated informally and formally in the classroom, where the child feels comfortable, by familiar adults on a consistent and ongoing basis. Assessment results are used by teachers for curriculum planning.

Information is shared with parents through conferences and/or written reports.

Confidentiality: The faculty and staff follow ethical standards for maintaining confidentiality of assessments. Parents may ask to view any assessment information at any time. Assessments and behavioral observations are kept in confidential files within the classroom. They are used to help teachers plan both individual and whole-class activities. Portfolios are openly displayed for parents and children to view, as no confidential information is included in them.

PARENT/TEACHER CONFERENCES

Parents/guardians will be offered a conference with the teacher twice a year (fall and spring.) These will serve as an opportunity to exchange information in the mutual effort to meet the needs of the child.

PROGRESS REPORTS

Parents/guardians will receive a progress report according to the school calendar unless requested.

CONFERENCES/ CHILD PROGRESS REPORTS

Formal conferences are held twice a year based on Step Up To Quality. Parents are encouraged to contact the preschool director at any time with comments, questions or concerns. A written evaluation report will be given to parents at conferences.

STAFF

All preschool employees are certified according to the Ohio Department of Education rules for Preschool and meet the state requirements for persons working with young children. Staff members have certification in first-aid, child abuse recognition, and communicable diseases and also continually improve their classroom practice through the attendance at educational programs that enhance their knowledge of working with young children.

HOURS and DAYS OF OPERATION

Preschool is in operation Monday through Friday 8:00 a.m. – 2:30 p.m. The morning preschool session begins at 8:00 a.m. and ends at 11:00 a.m. The all-day session begins at 8:00 a.m. and ends at 2:30 p.m. Parents who need early drop off may drop their children off after 7:30 a.m.. Parents will need to fill out a Please refer to your calendar for specific days off. Preschool follows the same schedule as K – 5.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Preschool will not exceed the following state required ratios:

1:10 for 3-, 4- and 5-year-olds

ENTRANCE REQUIREMENTS

1. The child must be capable of profiting from the program offered.
2. The child must be 3 years of age by September 30th to begin the program.
3. The child must have potential to function successfully in a group.
4. **The child must be toilet trained.**
5. The child must not be a hindrance to classroom learning as a whole.

ADMISSION PROCEDURES TUITION AND FEES

TUITION FOR PRESCHOOL 2025-2026

Beginning time for preschool is 8:00 a.m., same as K-5. ALL DAY Preschool will be released at 2:30 p.m., fifteen minutes prior to grades K-5. Half Day Preschool will be 8:00 a.m.-11:00 a.m.

Methods of payment.

FACTs Tuition Program. You **MUST** use FACTs for all payments including payment in full. There is a \$45.00 non-refundable registration.

PRESCHOOL TUITION FOR 2025-2026

Regina Coeli Preschool will be offering **ALL DAY or HALF DAY Preschool** – Choose your days. Please decide which days before the beginning of school and let us know.

Number of Days Child Attends	ALL DAY	½ DAY
Two (2) days	\$260.00 a month	\$195.00 a month
Three (3) days	\$300.00 a month	\$240.00 a month
Five (5) days	\$400.00 a month	\$315.00

Scholarships Available

Our program strives to provide a nurturing and inclusive environment where children can grow, learn, and thrive. We understand that choosing the right preschool for your child is an important decision, and we are here to support you every step of the way.

One of our core values is accessibility, and we believe that every child deserves quality early childhood education, regardless of their family's financial circumstances. To ensure that our preschool is accessible to all families, we implement a Sliding Fee Scale for tuition rates and fees in compliance with Federal Poverty Guidelines through the Early Childhood Education Eligibility Screening Tool, which takes into account the poverty level and the ability to pay.

Our Sliding Fee Scale is designed to be fair and flexible, providing financial assistance to families who need it. We are committed to supporting families who are at or below 100% of the federal poverty level by offering tuition-free attendance and waiving all program fees. We understand the challenges that families may face, and we want to make sure that finances are not a barrier to your child's education.

For families whose income falls between 101% and 200% of the federal poverty level, we offer a prorated tuition basis. The tuition rate for these families is less than the private pay tuition rate, making it more affordable and manageable. We believe in providing options that accommodate varying financial situations, while maintaining the high quality of our preschool program.

We are dedicated to maintaining the privacy and confidentiality of all families' financial information. We understand the sensitive nature of discussing income and poverty levels, and rest assured that all information provided will be treated with the utmost confidentiality. Our goal is to create a supportive and non-judgmental environment where families can feel comfortable and confident in seeking financial assistance if needed.

If you have further inquiry regarding Sliding Fee Scale and our Eligibility Screening Tool, we encourage you to reach out to our administration team. They will be more than happy to provide you with the necessary information and assist you in determining the appropriate tuition rate for your family.

ARRIVAL IN AM

Parents are to escort their children to door F for drop off and pick up. Parents are to make use of the tap system and paper log accordance with state rules. To encourage independence and thinking skills, the teacher will ask the children to look in their backpack for their folder for things that need to be given to the teacher and to hang their bag and coat. The door will be locked by 8:05 a.m. If you arrive after that time, please go to the main entrance of the school.

DISMISSAL

Parents are asked to park cars outside the school building across from the playground. The children will have the opportunity to get ready independently. Please come up to the doors and go inside and sign your child out for the day.

EARLY DISMISSAL

If you will be picking your child up before the preschool day is over, please let the teacher know in the morning or by a telephone call before you arrive. You will pick them up at the main school entrance.

SCHOOL CLOSINGS

The preschool will follow Regina Coeli School for closing due to weather. A Parent Alert Message will be sent out. Also, please look for school closings on the television. Mrs. Berry will also text everyone.

OPEN DOOR POLICY

Any parent is welcome to volunteer or observe the activities in the preschool classroom. It is necessary for you to sign-in at the main school office. We ask that you do not observe in the classroom during the first several weeks of school until the children are adjusted to the classroom routine.

SAFETY POLICY

1. No child is ever left alone or unsupervised.
2. The staff member designated will remain in the area of arrival so as to be aware of each child's presence.
3. Monthly fire drills and tornado drills are scheduled. The school is equipped with a weather alert radio. If a true emergency should arise, the proper drill procedures will be followed and parents or an emergency person will be contacted to pick up the child. The school's crisis management plan covers the preschool. (See section on Crisis Planning)
4. If an accident occurs with a child, an incident report will be completed and signed by the parent.
5. Emergency information and medical and dental procedures are posted in the classroom.
6. Staff members are required to hold current certification in First Aid and CPR.
7. The administrator and each employee of the preschool are required by law to report their suspicion of child abuse or neglect to the proper authorities. (ORC Section 2151.421) Staff members attend training at least every three years.
8. Children are not permitted to run in the preschool or to climb on furniture or shelves. Any toys that are damaged or have sharp edges are discarded immediately.
9. Parents are asked to call the school office (330-823-9239) to report their child's absence.
10. Children will be released only to the parent/guardian and people listed on the emergency authorization of student release form. Proper I.D. may be required.
11. Up-to-date custody information MUST be on file in the school office (see parental rights section) in addition to all other forms designated by the school.

12. The procedures for the use of pesticides in schools determined by the Ohio Department of Agriculture and state law (ORC 901:5-11-15) are followed and parents will be notified accordingly.
13. Ohio law requires that sex offenders register with the Sheriff of the county in which they reside. The Sheriff must provide in writing certain information to a variety of entities including child care providers. These will be made available to staff and to any parent who requests that information.

CRISIS PLAN PROCEDURES FOR PARENTS

In the event of an emergency a Parent Alert Message will be sent out immediately giving any necessary instructions. A copy of the Crisis Management Manual is located in each classroom.

Diocese of Youngstown

STUDENT NON-DISCRIMINATION POLICY

A school administered under the authority of the Catholic Diocese of Youngstown, complies with those constitutional and statutory provisions, as may be specifically applicable to Catholic schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, handicap or disability, national origin, or citizenship in the administration of the educational, personnel, admissions, financial aid, athletic, and other school administered programs.

All schools of the Diocese admit students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Schools of the Diocese do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic, and behavioral requirements are eligible for admission to the school. Non-Catholics will be considered for admission if space and financial considerations permit. Due to school financial limitations, the educational program may not fit the needs of all children. A child with special needs will be admitted when, with minor adjustments, a program can be provided. It is assumed that any family seeking admission to a school administered by the Diocese of Youngstown shares the philosophy of the school and agrees to support that philosophy and vision as well as all policies.

Diocese of Youngstown

FAMILY/CUSTODIAL SITUATIONS

Regina Coeli School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents' access to school personnel and activities, it is assumed that one copy of communications and information will be sent

home with the child and that these communications and information will be shared by and between the natural parents.

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 natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both natural 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 principal subject to review by the school's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week. If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal personally.

HEALTH

Your child's health is a matter of major importance to all of us. Upon enrollment, a parent or guardian must file with the school a health form signed by a physician and provide the school information on all pertinent allergy and medical conditions. We require that the child have the standard immunizations.

ILLNESS

Your Child Should Not Attend Preschool If:

- He/she has vomited or had diarrhea (more than one abnormally loose stool) in the past 12-24 hours
- He/she has a fever or has had one during the past 24 hour period
- He/she has a heavy nasal discharge or conjunctivitis
- He/she has a constant or severe cough
- He/she has symptoms of a possible communicable disease.

NO cough drops or throat lozenges are permitted in the classroom.

NO Chap Stick or lip gloss is permitted to be used in the classroom.

Children must be symptom free for 24 hours before returning to school. PLEASE notify the preschool if your child will be absent from school by calling the school office at 330-823-9239.

Staff members are trained to recognize the common signs of communicable disease. This training is updated at least every three years. The staff is annually in-serviced on proper hand washing and disinfection procedures.

A child may be sent home if he/she appears to have symptoms of illness. In such cases, he/she is immediately isolated from the others and a parent is contacted. A registered nurse is available on staff for a portion of the school day. She or the office staff will make the above determination and care for the child until the parent/guardian arrives. The child will be under the care and watchful eye of the office staff to be observed for worsening symptoms until the arrival of the parent or designated adult on a cot that will be disinfected when vacated.

MANAGEMENT OF COMMUNICABLE DISEASE

Symptoms of possible communicable disease that will require the child to be sent home could include:

- diarrhea
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated, infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, rabies, or other parasitic infestation
- Unusual spots and rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Abdominal pain

(A) In order to contain illness, the following precautions will be taken for a child suspected of having a communicable disease.

1. Parents/guardians will be notified immediately.
2. A child with any of the following signs or symptoms will be immediately isolated and discharged to his parent/guardian:
 - a. Diarrhea
 - b. Severe coughing
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis (pink eye)
 - f. Temperature of 100 degrees or higher taken by auxiliary method
 - g. Untreated infected skin patch(es)
 - h. Unusually dark urine and/or gray or white stool

- i. Stiff neck
 - j. Evidence of lice, scabies or other parasitic infestation
- 3. A child with any of the following signs or symptoms of illness will be immediately isolated from other children. The Director and parent/guardian will decide whether the child should be discharged immediately or at some other time during the day. The child will be observed for symptoms listed in (B)2 of this rule as well as
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty in swallowing
 - c. Elevated temperature
 - d. Vomiting
- 4. Regina Coeli Preschool will follow the Department of Health “child day care communicable disease chart” for appropriate management of suspected illness. The chart will be posted in the classroom.
- 5. A child isolated due to suspected communicable disease will be:
 - a. The ill child will be taken to the school office.
 - b. The child will remain there with the teacher’s aide until the parent/guardian arrives. No child will be left alone or unsupervised.
 - c. The child will be provided with a mat. Once the child is discharged, the mat will be cleaned with soap and water and disinfected with a bleach solution.
 - d. The child will remain under observation for worsening conditions.
 - e. The child will be discharged to parent/guardian or other person designated by the parent/guardian as soon as practical.

(B) Regina Coeli Preschool has the following written policy concerning the management of communicable disease.

- 1. Each staff member will attend an approved Management of Communicable Disease training which provides training in prevention, recognition and management of communicable diseases. Hand-washing procedures will be posted by each sink used by staff. Disinfecting procedures will be posted in the kitchen.
- 2. A child showing signs or symptoms of a communicable disease will be isolated from the other children and made comfortable until a parent/guardian makes arrangements for pick-up. Parents are expected to make arrangements immediately for the ill child to leave the preschool once notified of a communicable disease. Children who are sent home may not return to school the following day. Re-admittance may occur when there have been no signs of illness for 24 hours. A physician written statement may be required stating the child is no longer contagious.
- 3. Parents/guardians will be notified immediately when a child exhibit signs or symptoms of illness or has been exposed to a communicable disease.

4. Regina Coeli Preschool will not care for mildly ill children.
5. Parents are obligated to report a diagnosed communicable disease to the teacher. If a parent/guardian of an ill child calls to report a diagnosed communicable disease, a "Notice of Illness" will be posted so that other parents/guardians can be looking for symptoms with their child. The communicable disease chart is located in the classroom for examination.
6. Children should not be brought to school if they are ill. For the sake of themselves, other children and teachers, any child exhibiting any of the signs or symptoms listed in paragraph (B)2 should be kept at home or will be sent home.
7. It is equally important that teachers remain in good health and not bring illness into the preschool. Therefore, staff with the above stated conditions will be replaced with a substitute.

Your child may return to preschool according to the Preschool Communicable Disease Chart posted in the room. Generally, this means the child has been treated with medication or been symptom-free for 48 hours before returning to preschool. If a child has had lice, scabies or other parasitic infestation, a child may return to school after treatment. In the case of lice, daily checks will be conducted in a room where lice have been found.

Please notify the school at once if the child does have a communicable disease, or if a member of your family has one. Parents of children exposed will be notified through a written notice describing the symptoms for which to watch.

Anyone who comes to take a sick or injured child home must report to the school office to sign the child out. If this person is not the parent or legal guardian, specific permission from the parent is required before the child may be released. Names of these persons will be on file in the school office and the preschool room.

A mildly ill child with minor common cold symptoms without any of the above symptoms may participate in school. Parents and teachers will work together to help children learn basic sanitation rules such as how to blow noses and cough in public. Proper handwashing procedures will be taught.

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule [3301-37-07](#) of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

(a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or grey or white stool;

(i) Stiff neck with an elevated temperature;

(j) Evidence of untreated lice, scabies, or other parasitic infestation;

(k) Sore throat or difficulty swallowing; or

(l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be

determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

(a) Unusual spots or rashes; or

(b) Elevated temperature.;

(4) Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.

(5) A child isolated due to 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 at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots 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 carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

- (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
- (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
- (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
- (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

MEDICATION

Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

- 1. The written instructions of a licensed physician or licensed dentist as appropriate are on file.
- 2. Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
- 3. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section [3313.713](#) of the Revised Code.
- 4. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.

5. Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturers instructions.

All medication is locked and must be in its original packaging.

HEALTH SCREENING AND REFERRAL POLICY

A Child Medical Statement signed by the Physician is required of all children initially enrolled in the Preschool Programs and annually after that. Screening information is required on that form.

Upon review of the completed physical form, if the physician does not complete a screening, information regarding the importance of health screenings is given to parents along with health department contact information. A note will be attached to the physical form indicating the date this information has been reviewed with and distributed to the parents.

If a family is on Medicaid, information regarding Healthchek can be found at: <https://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek>. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment is 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 permission), developmental screening (to assess if the child's physical and mental abilities are age-appropriate), vision screening, dental screening, hearing screening, immunization assessment (making sure child receives them on time), lead screening, and other services and screenings as needed.

If a preschool teacher observes signs that a health screening may be in order, this will be documented on the health form and communicated to the parents.

If the Center chooses to offer health screenings onsite, parents are to be notified ahead of time and a permission slip for such screenings signed by a guardian.

PRESCHOOL ALLERGY POLICY

Since food allergies can be life threatening, the risk of accidental exposure to foods can be reduced in the school setting if the school, student, parents, and physician work together to minimize risks and provide a safe educational environment for food-allergic students.

STUDENTS WHO STAY ALL DAY **Nutritional Lunches**

Children who stay for the entire day will be eating lunch in the classroom or in the cafeteria. Parents will need to provide a lunch for their child/children. You can pack a lunch or purchase the school hot lunch. Please pack nutritious lunches for your child, providing foods from all food groups. We will send hot lunch forms home with your child monthly. Your child can purchase milk.

Naptime Procedures

For rest time, your child may bring a small pillow and blanket to use on his/her cot. Your child can also bring one small soft sleeping buddy. We will send the items home every week to be washed as required by The Ohio Department of Education.

COMMUNICATION WITH PARENTS

Classroom weekly newsletter, Remind App, Snack Calendar, Email, Phone Calls

PARENT PARTICIPATION

Parents may be asked to help with special events and classroom parties. Preschool parents are invited and encouraged to participate in the many events of the parish and elementary school. Parents are welcome to visit anytime to assist or observe.

It is imperative to a child's school success that a partnership is formed with the school staff and the family members beginning as early as possible. The Regina Coeli Preschool staff truly believes in this and continually engages in strengthening and building ways to better assist the preschool community through continuing education, gathering input from parents/caregivers and observing the daily events of the classroom.

The preschool staff has the following communication in place:

1. An open house orientation is planned at the beginning of the school year.
2. Daily contact is made with the parent/guardian.
3. Weekly information for parents/guardians is posted outside the preschool door.
4. The preschool newsletter is sent home weekly.
5. Scheduled conferences are held twice a year.
6. Non-scheduled conferences can be held at any time by request of the parent/guardian.

Opportunities will be provided for parent/guardian participation in the preschool program. Activities include but are not limited to:

1. Field trips
2. Seasonal parties
3. Guest reader in the classroom
4. Sharing a talent or cultural tradition with the children
5. Special activities planned by the preschool

FAMILY ENGAGEMENT

Our families are very important to us. Throughout the year, the center will offer opportunities for families to participate in programs together.

- Open house

- Family Night
- Thanksgiving Feast

COMMUNITY PARTNERSHIPS

It is important to be connected to the wider community for the resources it provides to families. Watch for opportunities and connections in our newsletters.

- Rodman Bookmobile
- SPARK
- Therapy Dogs
- Rodman Librarian Reader/Activities

PROGRAM TRANSITIONS

The Preschool Program provides activities to support students as they move from one level of the program to the next.

In addition, the transition to kindergarten is discussed at the spring conference, and parents have the opportunity to sign for the release of a transition form to present to the school where the child will attend kindergarten if desired to assist the kindergarten in planning for your child. By the Ohio Administrative Code, a child's screening and assessment data cannot be used to determine eligibility to enter kindergarten. The only criterion for entrance into kindergarten is age eligibility. Parents may discuss any readiness concerns with the preschool teacher.

PARENTAL RIGHTS

Any parent of a child enrolled in the preschool program at Regina Coeli Preschool may visit the school at any time during its hours of operation to contact his/her child or to evaluate the care provided or to inspect the facilities of the program.

In case of a separation or a divorce, the custodial parent should inform the school in writing, concerning the status of the custody. Unless a court order is in effect prohibiting contact with the non-custodial parent, the school may provide the non-custodial parent with access to academic records and other school related information regarding the child.

Rosters of names and telephone numbers of parents, custodians, or guardians of children attending preschool are available upon request. Parents have a right to be excluded from this list. These rosters are available only to school staff and parents.

Parental concerns regarding the school should be addressed to the teacher and/or the school principal. In nearly 100% of the time concerns can be handled quickly and satisfactorily by the people closest to the program.

Inspection records by the education, health and fire departments are on file and hanging in the classroom. They are available to parents who wish to review them. The state toll free number is **1-877-644-6338**. The address is: Ohio Department of Education, Office of Early Childhood Education, Mail Spot 305, Columbus, OH 43215-4183. ELSR@education.ohio.gov

CLOTHING

Children should wear play clothes that are comfortable and suitable for indoor and outdoor play. Please bring an extra change of clothes for your child in a large Ziploc bag with his/her name on it.

BIRTHDAY TREATS

We love a reason for a party and birthdays are the BEST! Every child's birthday is celebrated in the classroom. Please feel free to send a birthday treat to share with the classroom. Please check with the teacher if you are bringing a homemade snack so that we can make you aware of children with food allergies. Candy or gum will be sent home but other snacks such as cookies, cupcakes or cake can be eaten at school. If your child has a summer birthday, we are more than happy to celebrate it while we are in school. Please notify the teacher of your plans.

CHANGES IN PROGRAM OR HANDBOOK

Early childhood education is a rapidly developing field of study. As new guidelines are published by the State Department of Education and the Diocese of Youngstown, changes will be made in the program to better meet the needs of the students. The school reserves the right to make changes as deemed necessary, both in the operation of the program and in the material contained in the handbook. In the event of any changes, the parents will be informed in a newsletter or special communication. Parents will be asked to indicate on a form provided by the school office that they have received and read the preschool handbook.

VALUES OF PLAY

1. Play aides growth.
2. Play is a voluntary activity.
3. Play offers a child freedom of action.
4. Play provides an imaginary world a child can master.
5. Play has elements of adventure in it.
6. Play has a unique power for building inter-personal relationships.
7. Play provides a place for language building.
8. Play offers opportunities for mastery of the physical self.
9. Play furthers interest and concentration.
10. Play is the way children investigate the material world.
11. Play is a way of learning adult roles.
12. Play is always a dynamic way of learning.
13. Play refines a child's judgments.
14. Play can be academically structured.
15. Play is vitalizing.

How to File a Complaint