



2022-2023 Parent Handbook

A Bright Future Begins at UPSK!



4300 Shields Road
Canfield, Ohio 44406
Phone: 330-792-4150 🍏 Fax: 330-792-8177
info@ursulinepreschool.org

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Parent Handbook

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MISSION STATEMENT

The Ursuline Preschool & Kindergarten, rooted in the Catholic tradition, fosters the child's spiritual, social, emotional, physical, cultural, and intellectual development.

PHILOSOPHY

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to relate to others and respond positively to the environment. As a Catholic Preschool in cooperation with parents, UPSK is an effective means of teaching the Gospel message to young children. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the outside world. Early childhood education promotes the healthy development of each child. It provides the transition from home to school.

LICENSED

- 🍏 Ursuline Preschool and Kindergarten is licensed for Preschool under the Ohio Department of Education.
- 🍏 Transitional Kindergarten and Kindergarten is Chartered by the Ohio Department of Education.

GOALS AND OBJECTIVES

- 🍎 To instruct children to know and love Jesus.
- 🍎 To become aware of the fact that he/she is a child of God and grows in God's love
- 🍎 To develop a positive self-image and acknowledge his/her self-worth
- 🍎 To develop basic social skills and increase independence
- 🍎 To develop a trust in adults other than parents
- 🍎 To enjoy being part of a group and accept the need to share and cooperate
- 🍎 To respect the rights of others and defend his/her rights
- 🍎 To develop the desire to learn
- 🍎 To grow academically and emotionally in a loving environment.

PRESCHOOL & KINDERGARTEN CURRICULUM

UPSK provides an academically stimulating curriculum at all levels. UPSK Kindergarten curriculum meets and exceeds all of the academic standards set by Ohio Department of Education. UPSK Preschool curriculum utilizes the ACCESS Curriculum Framework developed at the University of Dayton Bombeck Center 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
- 🍎 Center
- 🍎 Emergent
- 🍎 Science Emphasis

RELIGION CURRICULUM

Our religion curriculum is based on Stories of God's Love, RCL Benzinger, which shares the Catholic traditions and to "teach as Jesus did". It helps create an environment that enables learning to take place.

HELPFUL LINK

Ohio Department of Education, National Catholic Educational Association & ACCESS Curriculum at University of Dayton, Bombeck Center.

ASSESSMENTS / EVALUATIONS

The faculty/staff follow ethical standards for maintaining confidentiality.

- 🍏 **Parents of Three-year old's**
Individual parent-teacher conferences are held two times a year and 1 written evaluation given. Parents are required to sign a copy of the evaluation which will be placed in the child's file.
- 🍏 **Parents of Four-year old's**
Individual parent-teacher conferences are held two times a year and two written evaluations are given. Parents are required to sign a copy of the evaluation which will be placed in the child's file.
- 🍏 **Parents of Transitional Kindergarten and Kindergarten**
Individual parent-teacher conferences are scheduled for November and February each year. Written evaluations are also given four times a year. The evaluation must be signed and returned to school. A copy of the final evaluation will be placed in the child's file.

When necessary, a parent, teacher or the Principal/Director may request a parent-teacher conference at any time throughout the year.

CHILD FIND

If a parent or teacher suspects that a child may need intervention, the public district can be contacted to provide a more detailed assessment. The parent may contact the teacher to discuss concerns and to find out the procedure to pursue an evaluation.

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.

REGISTRATION PROCEDURE

Entrance requirement:

- 🍏 Child must be three years of age by the first day of school and potty trained.
- 🍏 TK and K children must be five years of age by September 30th.
- 🍏 Registration for each new school year begins in January of the previous school year.
- 🍏 Parents of prospective students are welcome and encouraged to visit and tour the school and meet with the Principal/Director.
- 🍏 A child with special needs will be admitted when, with minor adjustments, a program can be provided.
- 🍏 A pre-registration form and non-refundable registration fee is required.

ADMISSION

The following forms must be accurately completed and turned in prior to the child being admitted to school:

- 🍏 UPSK Registration Form and one-time \$35 registration fee
- 🍏 Child Medical Statement
- 🍏 Request for Administration of Medication
- 🍏 Parent Responsibility Form & Public-School Information
- 🍏 Parent Permissions Form
- 🍏 Information Regarding Legal Custody
- 🍏 Family Information Questionnaire
- 🍏 Birth Certificate
- 🍏 Transitional Kindergarten & Kindergarten Students - Copy of Social Security Card

CLASSROOM PLACEMENT

All teachers at UPSK are fully qualified and certified. Occasionally, parents may request a specific teacher. Though we will possibly attempt to honor the request, there is no guarantee. The Principal/Director and Teachers have the right to place children in their respective classrooms.

WITHDRAWAL PROCEDURE

Parents must present a written request to withdraw a child. All tuition payments must be up to date. Refunds are given only in the case of serious illness or sudden transfer from the area.

PARENT VOLUNTEERS

Moms & Dads fill out volunteer forms that will be sent home in the beginning of the school year.

ROSTER OF NAMES

Parents whose children are enrolled in our school and have agreed to have their name and telephone numbers listed will be placed on a school roster. This will be available upon request in the office.

SAFETY POLICIES

UPSK has an approved Safety Plan on file with the O.D.E. All doors to UPSK are locked at all times. Security cameras are located at all doors with a monitor in the office. Safety drills conducted on a regular basis.

- 🍏 No child is ever left alone or unsupervised.
- 🍏 The staff member designated will remain in the area of arrival so as to be aware of each child's presence.
- 🍏 Monthly fire drills and regular scheduled tornado drills and lock down drills are scheduled. 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.
- 🍏 **School Crisis Safety plan** approved by ODE is available for parents to view.
- 🍏 If an accident occurs with a child, an incident report will be completed and signed by administrator, teacher, and parent.
- 🍏 Emergency information, medical and dental procedures are posted in the classroom.
- 🍏 Staff members are required to hold current certification in First Aid/CPR, Communicable Disease, Child Abuse, Medication Training, Child Protection and Virtus training.
- 🍏 Administrator and each employee of the preschool are required by law to report their suspicion of child abuse or neglect to the proper authorities (ORS Section 2151.421)
- 🍏 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.
- 🍏 Parents are asked to call the school office (330-792-4150) to report their child's absence.
- 🍏 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.
- 🍏 Up-to-date custody information **MUST** be on file in the school office in addition to all other forms designated by the school.
- 🍏 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.
- 🍏 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 childcare providers. These will be made available to staff and to any parent who requests that information.

BEFORE SCHOOL CARE PROGRAM

Before School Care is available Monday through Friday from 7:30 am to 8:15 am. Please notify the office and/or teacher if your child will participate in this program. A fee per day, per child is charged for this service. You will be billed separately at the end of each month except the May/June fee will be billed in June.

COMPUTER / TECHNOLOGY CLASSES

UPSK has a certified computer teacher. All students will have computer, Smart Board, and i-pad instruction on a regular basis in the Technology Lab.

3's & 4's ENRICHMENT & TK ENRICHMENT PROGRAMS

The children in the 3's & 4's and in Transitional Kdg. guided by qualified teachers, will explore their world through thematic units. This will encourage children to build self-esteem, friendship, confidence, interdependence, and independence. The UPSK Enrichment program is designed to enhance our preschool program. The TK Enrichment Program is an extension of the TK curriculum. The use of many hands-on activities compliments the program.

PLAY CENTER

The UPSK play center is available for guided and supervised play on a scheduled basis. Creative learning stations enhance imaginative play in this area.

PLAYGROUND

Children are able to use the outside playground when weather and ground conditions permit. Children should wear appropriate (closed in) shoes and play clothing that is suitable to the temperature of the day. The children are taught safety rules while outside and are supervised at all times.

 *Please note: Children will not go outside when the temperature is below 35 degrees.*

NAPTIME

Preschool children who are in our Enrichment Program will be provided a nap time (no longer than 45 minutes) each day. Each child will be provided with their own personal mat that is cleaned and sanitized daily.

OBSERVATION ROOMS

Each classroom has an observation room. The teacher may request a parent to come and observe their child or the parent may request to observe. Normally, the observation rooms are not used the first several weeks of school, as children are adjusting. Parents using the observation room will be asked to sign an "observation agreement" to the following: only observe your child, do not make any notes about other children, not permitted to take pictures or videos. Observations are 15-20 minutes. Parents are asked to not share any information observed about other children.

CLASS SCHEDULE

 *Doors open at 8:20 & 12:20*

Three-Year-Old Program

Morning Session
Afternoon Session

Tuesday and Thursday

8:45 am to 11:15 am
12:30 pm to 3:00 pm

Four-Year-Old Program

Morning Session
Afternoon Session

Monday, Wednesday, and Friday

8:45 am to 11:15 am
12:30 pm to 3:00 pm

Transitional Kindergarten Program

Morning Session
Transitional Enrichment

Monday through Friday

8:30 am to 12:30 am
12:30 pm to 2:30 pm

Kindergarten Program

Full Day Session

Monday through Friday

8:30 am to 3:00 pm

Preschool Enrichment Program

Three-Year-Old
Four-Year-Old

Monday through Friday

Tues./Thurs 11:15-3:00 pm
Mon/Wed/Fri 11:15-3:00 pm

Time for Two Program (Child attends with adult)

Monday, Tuesday, Wednesday, or Thursday

9:00 am to 10:00 am

SAMPLE) CLASSROOM ACTIVITIES

3yr. & 4yr. old's (morning session)

8:45 Arrival/Centers
9:05 Prayers, Morning Meeting
9:15 Language Arts
9:35 Math
9:45 Large Motor/Guided Play
10:10 Snack time
10:25 Religion
10:40 Music/Creative Movement
10:45 Art
11:10 Prepare for dismissal
11:15 Dismissal

3yr. & 4yr. old's (afternoon session)

12:30 Arrival
12:50 Prayers, Pledge, Weather, Songs
1:00 Language Arts
1:20 Math
1:30 Large Motor/Guided Play
1:55 Snack Time
2:10 Religion
2:25 Music/Creative Movement
2:30 Art/Fine Motor Skills
2:50 Prepare for dismissal
3:00 Dismissal

3's & 4's Technology classes and Gymsters are on a regular basis.

Transitional Kindergarten

8:30 Arrival/Centers
8:50 Circle Time/Music
9:10 Reading/Language Arts
9:40 Snack Time
10:00 Math/Science/Social Studies
10:55 Play Center
11:30 Art/Creative Movement/Health
11:55 Religion
12:10 Journal Writing / Prepare for dismissal
12:30 Dismissal

Kindergarten

8:30 Arrival/Centers
8:45 Circle Time
9:00 Reading/Language Arts
10:30 Snack
10:45 Math
11:15 Religion
11:45 Music
12:00 Lunch
12:30 Recess
1:00 Rest
1:15 Art (M,W,F)
Phys. Ed. (T, Th.)
2:00 Social Studies (M,W)
Science (T, Th.)
Health (F)
2:30 Journal/Story Time
2:45 Prepare for Dismissal
3:00 Dismissal

**Technology and Gymsters weekly.*

SCHOOL YEAR

- 🍎 Preschool operates from September through May each year.
- 🍎 Kindergarten & Transitional Kindergarten operates from late August until early June.

COUNSELING SERVICE

School Counselor will provide support as needed.

STAFF MEMBERS

The staff at UPSK includes: the Director/Principal, classroom teachers, teacher assistants, technology teacher, secretary, nurse, and maintenance personnel.

- 🍏 Teachers are certified in Early Childhood Education
- 🍏 Staff members meet all O.D.E. Requirements
Staff members are certified in First-Aid, CPR, Communicable Diseases, Medication Training, Child Abuse, and Crisis Management.
- 🍏 Staff members are required to attend in-service programs, meetings and participate in educational programs dealing with Early Childhood Education
- 🍏 The school is licensed by the Ohio Department of Education, staff members meet all O.D.E. requirements
- 🍏 BCI and FBI check is completed prior to hiring, and updated as required

STAFF - CHILD RATIO

UPSK observes the following staff-child ratios and small group sizes which are required by law. Transitional Kindergarten and Kindergarten are local suggestions.

	Staff - child ratio	Small group size
Preschool (3 yr. old's)	1:12	2:24
Preschool (4 yr. old's)	1:14	2:28
School Age (TK / KDG.)	1:25	

STUDENT SERVICE PROGRAM

Ursuline, Cardinal Mooney High School and Youngstown State University students provide volunteer teaching assistance to UPSK children through their respective school's service programs. During their services, these students work in a variety of capacities in the classroom assisting the teachers and the teacher assistants.

SCHOOL POLICIES

ARRIVAL AND DISMISSAL

Arrival:

- 🍎 TK/K doors open at 8:20 am
- 🍎 3s and 4s doors open at 8:35 am and 12:20 pm
- 🍎 3's, 4's, Pre-Enrichment parents must park in the lot and walk their child to their classroom.
- 🍎 Parents/Adults must sign their child in at the classroom.
- 🍎 TK/K children may be dropped off at main door, walk themselves in, and sign in at their classroom. Parents are welcome to walk them in.

Dismissal:

- 🍎 3's, 4's, and Pre-Enrichment parents will wait at assigned outside door, teachers will bring children out to you.
- 🍎 Parents/Adults must sign their child out.
- 🍎 TK/K students will be dismissed at the side door.
- 🍎 Parents must park and walk to the door; teachers will bring the children outside to you.

ABSENCE

Parents must notify the school office each day their child is absent. If the reason is for illness, please share that, as we alert other parents of the signs of contagious diseases are going around so they can be vigilant. 330-792-4150

ARRIVAL

For the courtesy, safety and consideration of students and parents. Please adhere to the following:

- 🍎 Please enter UPSK from the Shields Rd. entrance that is marked: *Ursuline Preschool & Kindergarten*
- 🍎 Cars should park in the school parking lot with the engine turned off.
- 🍎 Always use extreme caution when entering or leaving the school parking lot.
- 🍎 Always use the main door to enter the school. Push the black button to the right of the inside door to be given entrance.
- 🍎 Doors are open at 8:20 and 12:20. If your child must arrive earlier, they will need to be placed in Before Care.
- 🍎 When dropping off or picking up a child in Before Care, please use the doors located on the side of the school. Each door area has a white doorbell.

The orange canopy area may only be used for the following situations:

- 🍎 Picking up a sick child
- 🍎 Physical impairment
- 🍎 Sleeping infant in the car seat
- 🍎 Drop off only - TK. or Kdg. student

PLEASE NOTE: NO IDLE AREAS

It is illegal to carry a firearm, deadly weapons or dangerous ordinance anywhere on these premises.

CLOTHING

Children should wear clothing that is durable, comfortable, washable, and free of complicated fastenings. Send a jacket/sweater with your child, as the children do go outside for playtime. Also, the classroom temperature varies. Tennis shoes or rubber soled shoes are permitted and strongly encouraged. Please be sure to label all outer garments, including hats, coats, boots, book bags, lunch boxes, and all lunch containers.

SPARE CLOTHING

A spare set of clothing stored in a shoe box or plastic zip lock bag with your child's name on it, should be sent to school and kept in your child's classroom in the case of spills and/or accidents. Please change with the seasons

PHILOSOPHY OF DISCIPLINE

The UPSK preschool philosophy of discipline conforms to Christian principles and the Ohio Dept. of Education Rules for preschool Programs effective 7/1/2014.

The UPSK Discipline Policy applies to all staff members and persons responsible for children in their care. We believe that the word “discipline”, which means “to teach” is an important part of our curriculum. As a staff we believe in a positive approach. We redirect the problem behavior. If redirection is not effective, the child may need to be removed from the problem situation for a short time. At this point, the staff member will talk with the child about the situation. Together the staff member and child will discuss a better choice to the problem behavior. If the problem behavior continues the Principal/Director will become aware of it. A conference may need to be scheduled with the parents, teacher, and Principal/Director to discuss the behavior.

It shall be the policy of Ursuline Preschool & Kindergarten to encourage student conduct that will promote good health, reasonable standards of behavior and a favorable atmosphere for learning. Admission to UPSK carries with it the presumption that the student will participate in a manner that preserves the safety and dignity of the school community. The presumption includes the expectation that the families comply with rules and regulations of this handbook. These policies are implemented to respect the rights and privileges of the preschool community. In accord with this policy, when a violation of these rules occurs a child can be removed from the program.

BEHAVIOR MANAGEMENT / DISCIPLINE

The method of discipline shall apply to persons on the premises and shall be restricted as follows:

1. There shall be no cruel or harsh corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to any child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in 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, box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, well-lit, and ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school program.

ANTI-BULLYING POLICY

Staff, parents, and children will be aware that no form of bullying is acceptable. The elements of bullying are intentional aggressive behavior and exhibited pattern over time on the part of one or more persons. We will address the behavior with the child immediately in a positive and calm manner.

If the inappropriate behavior continues after the teacher/assistant talks with the child, the principal/director will speak with the child. If necessary, the parents may need to become involved. We will continue to 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, kind words and actions.

AUTHORIZED ADULTS

Written or verbal authorization must be given to office personnel if someone other than yourself will be picking up your child. They must be listed on the authorization pick up form. No child will be released to another person without this authorization. The person picking up your child must show proper identification before your child will be released. No child will be released to anyone who is under the influence of any drug, or alcohol or other substance.

EMERGENCY DRILLS

Emergency drills for Fire, Tornado, Rapid Dismissal and Lockdown are practiced regularly throughout the year. If an emergency should arise, the proper drill procedures will be followed. Parents and Emergency Services will be contacted.

FIELD TRIP SAFETY

Only Transitional Kindergarten & Kindergarten classes attend field trips. Parents do not attend field trips. Children are chaperoned by teachers and assistants. Each child will wear identification tags indicating the School's Name, Address and Phone Number. One or more persons certified in First Aid and CPR will be available on all field trips.

INCIDENT REPORTS

Incident reports will be completed in the event of an accident or injury or the emergency transportation of a child. The report must be signed by the parent, staff member and Principal/Director. A copy will be filed in the school office and a copy will be sent home to the parents.

PROHIBITED TOYS

No guns, swords, lasers, war toys or any other toys of destruction and/or violence are permitted at school. Please Note: This policy applies during Halloween or other costume events. All toys of destruction must be removed from costumes.

ITEMS FROM HOME

The school is not responsible for any items (toys, etc.) brought from home that are lost or broken. For this reason, we suggest that you do not send such items. If your child brings in a Show and Share item, please make sure these are clearly marked.

FIREARMS

It is illegal to carry a firearm, deadly weapon, or dangerous ordnance anywhere on school premises. Unless otherwise authorized by law, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto school premises. Pursuant to the Ohio Revised Code.

MEDICAL EMERGENCIES

In case of a medical or dental emergency, parents will be notified and, if necessary, the child will be transported to the designated hospital or dental clinic.

MEDICATION

Medication can only be administered by the UPSK staff if it is prescribed by a Physician. The physician and parents must complete a Request for the Administration of Medication by UPSK Personnel form before medicine can be stored or administered. This applies to prescription and non-prescription medication. Non-prescription medication must have a printed label from the pharmacy with the child's name and dosage directions.

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. Teachers will inform parents in their classroom of food allergies so they can be aware when sending treats in for birthdays or parties.

NON-DISCRIMINATION POLICY

UPSK recruits and admits children of any race, color, gender, or ethnic origin. UPSK does not discriminate in the hiring of personnel or the administration of its educational programs, policies, and extra-curricular activities. The school is not intended to be an alternative to court, or administrative agency ordered or public-school district-initiated desegregation.

PARENT COMMUNICATION

- 🍏 Monthly newsletters will be emailed.
- 🍏 Monthly calendars will be sent home in the bookbag and emailed to parents.
- 🍏 Extra copies of newsletters and calendars are also available in the office.
- 🍏 Teachers will send a classroom newsletter home monthly.
- 🍏 Parents are NOT permitted to text or call staff personal cell phones.
- 🍏 Parents can contact staff through email or calling the school office at 330-792-4150
- 🍏 Weekly One Call is done on Sunday evenings.
- 🍏 Class Dojo is used by all teachers to communicate.

EMERGENCY SCHOOL CLOSINGS

Should weather or any other emergency require UPSK to close:

- 🍏 Parents will be notified by "ONE CALL NOW" phone messaging service. This message will provide instructions for that particular day.
- 🍏 All Local Television Stations will be given this information.
- 🍏 In addition, UPSK will generally be closed when Canfield Public Schools are closed due to inclement weather.

SNACK POLICY

Due to food allergies, UPSK children bring their own individual healthy snacks daily. Milk and juice will be provided by the school for all the children.

If there are children with nut/peanut allergies, accommodations will be made for their safety. (Example: A peanut/nut free table.)

Nutritional snacks to consider include:

Apple or orange wedges	English muffins
Bagels	Fun fruits
Bananas and Vanilla wafers	Gogurts
Brown Bread Butter	Granola bars
Celery and Carrot Strips	Muffins
Dry Cereal	Fruit cups
Sliced Cheese & Crackers	Pudding cups
Raisins	Pretzel

 ***Please Note: Send icepack if snack is to be kept cold.***

LUNCH POLICY:

Parents of children participating in the Kindergarten and Enrichment Programs, are required to provide a healthy lunch each day that includes all food groups. Please use a cool pack or thermos to keep lunches hot and or cold. Parents are asked not to deliver a lunch from a fast food or an outside restaurant.

Pizza may be purchased on Fridays.

BIRTHDAY AND/OR HOLIDAY TREATS

Children may bring healthy treats on their birthdays. Birthday treats are sent home with each child in his/her book bag. Birthday treats may also be non-edible items such as books, pencils, crayons, etc. Please keep treats peanut/nut free. Teachers will pass out invitations **ONLY** if all boys, all girls, or all boys/girls are invited in the classroom.

HANDWASHING SCHOOL POLICY

The school will provide education in handwashing and hand hygiene to staff and students. Handwashing signs will be posted in all restrooms and/or hand sinks. Handwashing directives will be followed as directed by the CDC.

SUSPECTED CHILD ABUSE

All members of the UPSK staff are required by law to report any suspicion of child abuse or neglect to the proper authorities.

TUITION AND REQUIRED FEES

The particular amounts for the current school year are available in the parent packet.

Parents who pay their tuition in full by September 15th **will receive a discount.** Tuition is billed according to the following family scale.

The first child in the school pays full tuition. Additional siblings may pay as little as 80% of tuition. Time for Two, Enrichment and Before Care are not discounted. Please inquire at the office prior to the start of the school year if you believe your family any qualify and wish to receive this discount. All decisions regarding tuition are at the discretion of school management.

TUITION

Monthly tuition payments are due by the 15th of each month, September through May. A late fee of \$15.00 will be charged on the first of the month for any unpaid tuition. All tuition must be current by January 1st for your child/children to continue attending UPSK.

Checks must be made out to:

Ursuline Preschool and Kindergarten or (UPSK)

- 🍏 There will be a charge of \$30.00 for any check returned for any reason.
- 🍏 Additional fees may be charged throughout the year for special activities, programs, fieldtrips or events.

Full Time Fee:

- 🍏 Contact the school for a monthly rate including preschool and full time Enrichment.
- 🍏 Family discounts are available.

UPSK is financially independent. Sources of income include Tuition, Supply Fees, Fund-raising and gifts.

BEFORE SCHOOL CARE FEE

Parents of children who participate in this program will be billed monthly except the May/June fee will be billed on a weekly basis during May/June.

DEPOSIT FOR TRANSITIONAL KINDERGARTEN/KINDERGARTEN

Children entering Transitional Kindergarten and/or Kindergarten must pay a non-refundable deposit to hold their space in the respective program. This fee is applied to tuition account when school begins.

REGISTRATION FEE/SUPPLY FEE

New applicants to UPSK are required to pay a one-time only Registration Fee prior to entrance to the school. This fee is non-refundable.

All children are required to pay a Supply Fee which covers the cost of juice, milk, school texts, handouts, art materials and administrative costs. This fee is non-refundable and is due upon registration.

ROLE AND RESPONSIBILITY OF PARENTS

It is the responsibility of the parents to notify the office:

- 🍏 Any change in home or work address, email address, or telephone number.
- 🍏 If your child is absent for any reason or will be late.
- 🍏 Any change in the home which may affect your child's behavior.
- 🍏 If you do not wish to have your telephone number included on the roster of parents whose children are enrolled at UPSK.
- 🍏 Please put in writing if you choose to withdraw your child during the school year.

SICK CHILD POLICY

Your child may be sent home if symptoms of illness are exhibited during the day. When this occurs, the child is immediately isolated from the others and the parent is contacted. It is important that a daytime telephone number is on file so that the parent can be reached. If your child has a fever or is vomiting, he/she must be out of school for 24 hours after fever breaks and vomiting stops.

Your child's health is a matter of major importance. The following will assist your child in being physically prepared for the school day.

- 🍏 Plan sufficient rest and sleep for your child. At least 11 to 12 hours of sleep per day is needed.
- 🍏 Plan a well –balanced meal before sending your child to school.
- 🍏 Include fruits, vegetables, meat/fish/poultry, and milk in their daily diet.
- 🍏 Establish and help your child to practice good health habits, cleanliness, and neatness.
- 🍏 Teach your child to wash her/his hands after every toilet use, after playing outdoors or with pets, after coughing and/or sneezing with or without a tissue and before every meal.
- 🍏 Direct child to cough in arm.

YOUR CHILD MAY NOT ATTEND SCHOOL IF:

- 🍏 Vomiting has occurred in the past 24 hours. If they vomit in the morning, please do not send them to school.
- 🍏 A fever is registered during the past 24-hour period.
- 🍏 Colored nasal discharge is apparent.
- 🍏 Persistent cough causing the child to become red or blue in the face or to make a whooping sound.
- 🍏 Symptoms of a possible communicable disease are visible, usually sniffles, sore throat, headache, and abdominal pain, accompanied by a fever.
- 🍏 Diarrhea, which means that more than one abnormally loose stool has occurred within a 24-hour period.
- 🍏 Signs of conjunctivitis exist, which can include red eyes, discharge from the eyes and/or itchy eyes. Because this is a highly contagious disease, the child must be treated with an antibiotic medication 24 hours before returning to school.
- 🍏 A diagnosis of scabies, head lice or other parasitic infestation is made.
- 🍏 A doctor's release is necessary before returning to school for these conditions.
- 🍏 Temperature of 100 degrees Fahrenheit, or a fever of 100 degrees Fahrenheit within the last 24 hours.
- 🍏 Yellowish skin and eyes, a stiff neck. Or difficult or rapid breathing.

Your child may return to school once these symptoms have subsided and according to the guidelines of the Ohio Department of Health Communicable Disease Chart posted throughout the building.

If a child has lice, scabies or other parasitic infestation, a child may return to school after treatment. In cases of lice, daily checks will be conducted in a classroom where lice have been found.

Please notify the office immediately if your child or a member of your family has a communicable disease. Parents of other children exposed to the disease will be notified in a written note sent home.

YOUR CHILD MAY ATTEND SCHOOL IF:

- 🍏 A cold is over, but a minor nasal drip remains.
- 🍏 Exposure to communicable disease is determined, but the school has been notified so the incubation period has been discussed.
- 🍏 None of the above symptoms are present but the child does not quite feel well and wishes to participate in school activities.

RIGHTS OF PARENTS

- 🍏 Parents are encouraged to complete volunteer forms each year. Our parents are an integral part of our many activities for the children.
- 🍏 Parents are informed of all events through a newsletter and monthly calendar sent home and posted on our website.
- 🍏 Parents are welcome to schedule a date and time through the office, to observe their child during the school day. An observation room is provided for each classroom. It is essential that while observing, parents respect confidentiality and courtesy in not discussing other student's behavior or performance. An Observation form must be signed prior to observation.
- 🍏 Pictures or videos may not be taken.
- 🍏 Parents are welcome and encouraged to request a conference with a teacher and/or the Principal/Director when they feel one may be warranted.

If you need to report any serious risk that has not been addressed after talking to: Teacher/Assistant and Principal/Director.

- 🍏 A copy of recent and past ODE/UPSK Inspection/Compliance report is displayed on the Parent Bulletin Board and in the office. Parents may contact Ohio Department of Education (1-877-644-6388), or at ODE, Office of Early Childhood Educ., Mail Spot 305, Columbus, Ohio 43215-4183 to obtain a copy. ELSR@education.ohio.gov

Phone Number for reporting to Ohio Department of Education: OMBUDSMAN at Ohio Department of Education 1-877-644-6338

UPSK RIGHT TO AMEND POLICY

UPSK has the right to amend any programs, procedures, or regulations at any time during the school year if the need arises.

HELPFUL HINTS FOR A GOOD START IN SCHOOL

Independence is important at any age, and it is very helpful if the children are able to handle most of their own personal needs. Please know the teacher will assist whenever necessary, but most of the time the children should be able to:

- 🍏 take off and put on sweaters, coats, hats tie shoes and boots
- 🍏 recognize her/his coat, hat, gloves, and tote bag
- 🍏 know how to work zippers
- 🍏 wait upon herself/himself
- 🍏 properly use and dispose of paper and tissues
- 🍏 go to the restroom alone and button/zip clothing
- 🍏 open, fill and close her/his tote bag

SEPARATION FROM PARENTS

- 🍏 develop a positive self-image and acknowledge his/her self-worth;
- 🍏 increase independence;
- 🍏 develop a trust in adults other than parents;
- 🍏 enjoy being a part of a group and accept the need to share and cooperate;
- 🍏 respect the rights of others

As the beginning of school approaches, it is best to be low-key and matter of fact with your child about the first day of school. Over-stimulating the child with exciting talk about school can actually increase his/her anxiety.

- 🍏 Be prepared to stay with your child for a brief time the first day, if necessary. The teacher will guide you as to when, you are to leave.
- 🍏 Always say goodbye to your child. Don't just leave once they are busy with an activity. Tell your child, "I'll be back after you play a while and have a snack, and then we'll go home together."
- 🍏 Delayed reactions occur sometimes when, after and apparently easy separation, the child realizes that this is a regular routine. A child may be unwilling to go to school, so please try to handle separation in a firm and positive manner. Letting the child stay home will only prolong the problem.
- 🍏 Children adjust to school and separation in different ways. There may be some reluctance to return to school after an extended weekend or holiday period. This is normal behavior.

SUGGESTIONS FOR PARENTS

Parents are the primary educators of their children. Your child's experiences at home are just as important as those experiences in school. Children model the behavior of adults who are significant people in their lives. Your child will develop curiosity, confidence and a love of learning when partnered with the parent. Ask your child questions relevant to the curiosity of the moment.

The following are some suggestions you may want to consider:

- 🍏 Teach children ways to serve God and others.
- 🍏 Teach your child to say his/her name, address, age and telephone number.
- 🍏 Teach your child manners - Please, Thank you and Excuse me.
- 🍏 Teach your child colors by pointing out things that are red, yellow, blue, etc. and shapes. Then ask them to do the same.
- 🍏 Teach your child the names of animals and the sounds they make.
- 🍏 Use old magazines to teach the vegetables, fruits, and other common objects. Also teach them to recognize the letters of the alphabet.
- 🍏 Teach your child simple songs.
- 🍏 Read stories to your child, taking time to talk about the pictures. Ask simple questions to check comprehension of each story.
- 🍏 Teach your child the difference between round and square by pointing out things you have at home, such as a bowl and a book. Then ask your child to show you something round or square.
- 🍏 Let your child plant a seed such as a pumpkin seed. Your child can water it and watch it grow. Pumpkin seeds are good to use because they sprout in a few days.
- 🍏 When disciplining your child, ask him/her what he/she could have done differently that would have been a more appropriate behavior.

EARLY AND PERIODIC SCREENING

Ursuline Preschool and kindergarten provides families with information about early and periodic screening, diagnostic and treatment. A signed permission is kept on file.

- 🍏 ASQ-SE a social/emotional parent screener given in the Fall to all preschool students.
- 🍏 Vision Screening offered by Goodwill Volunteers to all children with signed parent permission form.
- 🍏 Hearing, Speech & Language screening offered by the speech pathologist with a signed parent permission form.
- 🍏 Parents directed to www.mahoninghealth.org with immunization and health concerns.
- 🍏 STAR Early Literacy administered three times a year to Transitional Kindergarten and Kindergarten students.
- 🍏 Transitional Kindergarten and Kindergarten are screened for dyslexia.

HEALTH AND SAFETY SCREENING

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 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.

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

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- 🍏 Medical history
- 🍏 Complete unclothed exam (with parent approval)
- 🍏 Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- 🍏 Vision screening
- 🍏 Dental screening
- 🍏 Hearing assessment
- 🍏 Immunization assessment (making sure child receives them on time)
- 🍏 Lead screening
- 🍏 Other services or screenings as needed.
- 🍏 If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

More information at: <https://medicaid.ohio.gov/FOROHIOANS/Programs//Healthchek>

COMMUNITY PARTNERSHIP

The child's community is very important to UPSK. We support and are involved in community activities during the year. Listed are a few examples (but not limited to):

- 🍎 Nun Run sponsored by HIV/AIDS Ministry
- 🍎 Collection of food baskets for those in need at Thanksgiving
- 🍎 Provide items on "wish list" for families in need.
- 🍎 Donate Staff Dress Down Money to Casa Madre, part of the HIV/AIDS Ministry for children.
- 🍎 Collect unwanted Halloween Candy for donations.
- 🍎 Partner with Beatitude House, and all Ministries of the Ursuline Sisters.

FAMILY ENGAGEMENT

A child's family is very important to Ursuline Preschool and Kindergarten. Listed are a few examples (but not limited to) that we have at UPSK throughout the year to engage our families.

- 🍎 Time for Two Classes: A two-year-old child experiences school with an adult, 1 hr. per week.
- 🍎 Teachers send newsletters home; monthly, bi-weekly, or weekly.
- 🍎 Monthly School Newsletter/Calendar sent home.
- 🍎 Articles and information sent home to explain the ACCESS Curriculum.
- 🍎 Grandparents invited to Grandparent's Day.
- 🍎 Parents invited to the classrooms for Career Days.
- 🍎 Parent Orientation at the beginning of the year.
- 🍎 Parent/Teacher Conferences; several times during the year.
- 🍎 Class "toy pet" sent home with children, parents, and child journal/take pictures to share things they did at home with a pet.
- 🍎 Parents/Guardians volunteer to help at class parties/special activities.
- 🍎 Moms/Guardians encouraged to join Room Moms to help assist teachers in the classroom.
- 🍎 Suggestions are sent home to parents to extend the lessons that help explain the Early Learning Standards.
- 🍎 Parents help plan Book Fair and various educational activities throughout the year.
- 🍎 Child movie night provided periodically.

MCCKINNEY-VENTO HOMELESS ASSISTANCE ACT

If a child or family experiences homelessness during the school year the Ursuline Preschool & Kindergarten will work with Ursuline Sisters Mission and Catholic Charities, the Church and local organizations to support the needs of the child. <https://www.ccdoy.org/resource-guide/>

Susannah Wayland
State Homeless Education Coordinator
614-387-7725
HomelessEducation@education.ohio.gov

The McKinney-Vento Homeless Assistance Act

This Act, authorizes the federal [Education for Homeless Children and Youth \(EHCY\) Program](#) and is the primary piece of federal legislation related to the education of children and youth experiencing homelessness. It was reauthorized in December 2015 by Title IX, Part A, of the [Every Student Succeeds Act \(ESSA\)](#)

FAMILY / CUSTODIAL SITUATIONS-RELATIONSHIP WITH THE SCHOOL

Ursuline Preschool and Kindergarten 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 stepparent, 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.

CONTINUED

FAMILY / CUSTODIAL SITUATIONS-RELATIONSHIP WITH THE SCHOOL

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/director 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/director personally.

CHANGES IN PROGRAM OR HANDBOOK

Early childhood education is a rapidly developing field of study. As new guidelines are published by the State of Ohio 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 the handbook via email and have read the preschool handbook. A hardcopy will be provided upon request from the school office.

PANDEMIC HANDBOOK

A Pandemic Handbook will be posted separately once it is updated for the 2022-2023 school year.



VALUES OF PLAY

1. Play aides growth and can be academically structured.
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 and a dynamic way of learning.
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 and learn adult roles.
11. Play refines a child's judgements.
12. Play is vitalizing and essential to the survival of humans.