

# ***The Little Servant Sisters of the Immaculate Conception***



## ***St. John Paul II Early Childhood Education Center Preschool – Extended Care***

*957 E Broad Street  
Columbus, OH 43205*

***Parent Handbook 2019-2020***

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# TABLE OF CONTENTS

Philosophy.....	2
State License.....	2
Purpose and Use of Handbook.....	2
Amendments to the Handbook.....	2
Curriculum.....	2
Academic Progress.....	3
Child Assessment Conferences.....	3
Parent-Teacher Communication.....	3
Schedule.....	3
Staff/Child Ratios.....	4
Daily Schedule.....	4
Student Health and Wellness.....	4
Information...Peanut/Nut Free Zone.....	5
The Center Does Not Provide Meals.....	5
Birthdays.....	6
Illness.....	6
Health & Hygiene.....	6
Policy on the Management of Communicable Diseases.....	7
Table of Excludable Communicable Diseases.....	7
Emergency Care.....	7
Insurance.....	8
Medication.....	8
Rest.....	8
Arrival & Departure.....	8
Policy on the Release of Children.....	9
Custody.....	10
Transportation.....	11
Discipline.....	11
Expulsion Policy.....	10
Registration.....	11
Fees and Finances.....	11
Vacation Time.....	12
Holidays.....	12
Outdoor Play.....	13
Security.....	13
Inclement Weather.....	13
Fire Drill.....	14
Supervision.....	14
Toys and Personal Belongings.....	14
Clothing.....	14
Social Activities.....	15
Class Parties.....	15
Parents Participation.....	15
Summer Program.....	16
Water Activities.....	16
Photo Permission.....	16

## **PHILOSOPHY**

Our Center follows a Catholic based curriculum developing a positive self image in relation to our loving God. A child's sense of God comes from a warm atmosphere of love and acceptance in the Early Childhood environment where the child learns about himself/herself and God's wonderful world. (Diocesan Guidelines)

- Our programs seek to provide a stimulating learning experience in a safe wholesome environment.
- Throughout the program, we will have a strong emphasis on faith development and values.
- At the Center, children are given encouragement and guidance in physical, intellectual, emotional and social adjustment.
- Children will be involved in both structured and non-structured activities that encourage education, social and spiritual growth.
- Each child is unique with individual interests and needs. The daily activities and play experiences are planned in accordance with the age, developmental level and interest of the child.
- Individual and group activities are devised in a way to insure maximum opportunity for our children to develop their independence, self-reliance and confidence and to permit self-expression.

## **STATE LICENSE**

The John Paul II Center is licensed by the State. The license is displayed in the Director's Office or foyer. We are inspected periodically by regulatory agencies to ensure the best for your child in the areas of health and safety as mandated by state standards.

The Center does not discriminate against race, sex, national origin, marital status or religion.

## **PURPOSE AND USE OF HANDBOOK**

This HANDBOOK exists to inform the parents of the policies and procedures of the Center and to foster its efficient operation. To meet this objective, the Director is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Director has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights of children or parents. Please take the time to carefully read the enclosed information and be informed of the workings of the Center. If there are any questions or concerns, please feel free to contact the Director.

## **AMENDMENTS TO THE HANDBOOK**

This HANDBOOK is subject to change at any time when determined by the Director and staff. If changes are made to the Handbook, parents/guardians will be notified promptly.

## **CURRICULUM**

The education program of our Pre-School is aligned to the Ohio State Department of Job and Family Service Standards using the framework of the Creative Curriculum Guidelines also used by the Diocesan of Columbus.

(<http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>).

These guidelines meet the needs of the young children, the education objectives of Early Childhood Education and are consistent with the philosophy of Catholic Education. Our

program is designed to guide the spiritual, intellectual, physical, and emotional development of the child. Early Childhood teachers are required to prepare weekly lesson plans, which follow the guidelines and incorporate the concepts therein, through appropriate techniques and experiences:

- Religion
- Language Arts
- Mathematics
- Art
- Gross and Fine Motor Skills
- Music
- Science
- Social Studies
- Personal - Social Development
- Computer Literacy

### **ACADEMIC PROGRESS**

Throughout the preschool year, progress is evaluated on an on-going basis through projects, teacher observation, subject area testing and progress reports. Communication with parents/guardians is on-going throughout the preschool year by means of daily student report, phone calls and conferences.

The teachers keep the parents/guardians informed of progress, achievements, and problems. If problems occur, the parents/guardians are notified and become part of the process of strategizing for a positive solution.

### **CHILD ASSESSMENT CONFERENCES**

Teachers conduct formal assessments of their students throughout the school year. Parent/Teacher conferences are scheduled in late January or early February to review the assessment information. The assessments are for the benefit of the child's family are not provided to local school districts or the ODJFS.

### **PARENT-TEACHER COMMUNICATION**

- Please call the Center if you have any questions or concerns about your child and/or our program.
- Parents can request a conference at any other time. Please see the Director or the Teacher in advance to schedule an appointment.
- Activities from each class are displayed in the classrooms, and on the bulletin boards in the hallways. Please take the time to view and enjoy them.
- Please carefully read all notices sent home from the Center.

### **SCHEDULE**

#### **DAYS AND HOURS OF OPERATION**

The Center is open Monday through Friday, from 7:30 a.m. until 5:30 p.m.

Preschool and Day Care hours are as follows:

Full Day	(7:30 a.m. - 3:00 p.m.)
Extended	(7:30 a.m. – 5:30 p.m.)
Half Day	(7:30 a.m. – 12:00 noon)

The schedule you have chosen must be adhered to throughout the school year. If it is necessary to change your schedule, please see the Director.

## STAFF/CHILD RATIOS, AGE GROUPING AND MAXIMUM GROUP SIZE

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:12	24
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28

## DAILY SCHEDULE

9:00 – 9:20 am	Arrival, Visual Health Check, Free Play, Activity Centers, Daily
	Art Activity (Fine Motor Skill)
9:20 – 9:30 am	Clean Up
9:30 – 10:15 am	Learning Circle: Roll, Prayers, Flag, Weather, Calendar, Structured
	Learning Activities: Religion, Math & Reading Readiness, Language, etc.
10:15 – 10:40 am	Bathroom, Snack/Lunch
10:40 – 11:10 am	Language Development: Music, Finger plays, Rhythm Activities,
	Exercise
11:10 – 11:20 am	Story Time
11:20 – 11:35 am	Gross Motor Activities (playground, exercise, free play)
11:35 – 11:45 am	Review day’s events, Follow-up art activity
11:45 – 12:00 pm	Dismissal, Nap preparation
12:00 – 1:00 pm	Rest Time
1:00 – 1:20 pm	Bathroom, Snack
1:20 – 2:00 pm	Learning Circle – Review the day’s happenings
2:00 – 2:30 pm	Art, Story, Film
2:30 – 2:45 pm	Outside Play, Free Choice, Learning Center
2:45 – 3:00 pm	Clean up, Preparation for dismissal
3:00 – 5:30 pm	Extended Care (Free Play, Outside Play Art, Movie, Snack/Dinner).

## STUDENT HEALTH AND WELLNESS

John Paul II Preschool is committed to providing a preschool environment that promotes and protects children’s health, well-being, and the ability to learn by supporting healthy eating habits and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and wellbeing. The purpose of this policy is to offer students the tools and knowledge necessary to make healthy choices for their bodies.

The following components will be addressed during the preschool year:

- Nutritional guidelines
- Nutrition education
- Physical activity
- Other school-based activities

- Parent and staff involvement

**“IMPORTANT NOTICE”: WE ARE DESIGNATED A PEANUT/NUT FREE SCHOOL ZONE!**

Because peanut and tree nut allergies can be life-threatening, many schools have responded by designating peanut- or nut-free lunch tables or classrooms, or even by declaring the entire campus peanut- or nut-free. Parents of kids with these allergies learn to read food labels to make sure they’re safe, but for parents who are new to packing lunches or snacks for a nut-free classroom, the learning curve can be steep.

Here are some rules of thumb for reading labels:

\*Under federal law, peanuts and tree nuts have to be clearly identified in a food label if they’re used as an ingredient. Look for the word “peanuts” or a particular type of tree nut – macadamia nuts, brazil nuts, cashews, almonds, walnuts, pecans, pistachios, chestnuts, beechnuts, hazelnuts, pine nuts (pignoli or pinon), ginkgo nuts or hickory nuts – in the list of ingredients, or following the word “contains.”

**NO NUTS, OF ANY KIND, ARE ALLOWED!**

\*Foods that pose a possibility of manufacturing cross-contamination – that is, where nuts were processed on one line and then another nut-free food was made on the same line, where it could potentially have been contaminated with nuts – are **not allowed** in nut-free classrooms. Look for warnings like “may include traces of peanuts” or “manufactured on a shared line with tree nuts.”

**THE CENTER DOES NOT PROVIDE MEALS**

***Snacks***

Families are responsible for providing snack. We will provide a suggested list of snack items. Each family will sign up for two months and provide bulk food items to be distributed throughout the classes for their designated months. Snack items should consist of nutritional food and drink (juice or water). The school will provide water. Please check with your child’s teacher regarding peanut and nut products.

The children will have snacks mid-morning and lunch at about 1:15 p.m. and again mid-afternoon snacks, according to your child’s schedule. Please pack lunch (prepared food that does not require cutting or peeling) we can microway prepared food, also please pack 2 drinks (milk, fruit juice and other nutritious food items\*) in a lunch box with an ice pack. No candy. **No peanut/nut products. No soda. Please label your child’s lunch box with his/her name.**

**\*So what kinds of foods are good to bring to a nut-free classroom?**

Here are some ideas:

- >Fresh fruit. Bananas are popular year-round, apples and pears are great in the fall, and clementines are easy to peel and available through the winter, just to name a few.
- >Cheese. Most cheese is nut-free, including kid-friendly string cheese and convenient cheese cubes.
- >Vegetables. Baby carrots, cherry tomatoes, broccoli and cauliflower are among the vegetables some kids will eat raw. Small containers of plain yogurt, salad dressing or sour cream may be good dips.
- >Raisins and other dried fruits.
- > pudding cups.
- >Applesauce. The healthiest and most convenient type is unsweetened applesauce in single-serving cups.
- >Fruit snacks.
- >Chips.: potato, tortilla, etc.

- >Lunch meat & sandwich bread.
- >Juice, water and most other beverages.
- >Some cookies, snack cakes, and crackers. These are more likely to contain nuts or to pose cross-contamination risks than other items on this list, so either check labels very carefully or consider buying these items from a nut-free manufacturer such as Enjoy Life Foods (available nationally).

## **BIRTHDAYS**

When your child has a birthday, you may provide a “treat” for each child in the class. Please discuss it with the teacher before the celebration. Sugar treats are limited to birthdays. Instead of an edible treat a good suggestion would be to provide an item such as pencils, erasers, etc., for the birthday child to share with his class friends.

If you are planning a private class party, please give the invitations to your child’s teacher to distribute. Parents should not organize a party to be celebrated at school—parties of such nature should be celebrated outside of the school. Also, to be aware and sensitive of each child’s feelings, unless you are inviting the entire class to your party please do not distribute the invitations thru the cubbies in the classroom... children are very aware, and feelings can get hurt.

## **ILLNESS**

Please do not send any child to the Center:

- If they have had a fever of 100 degrees or above within the last 24 hours. He/she may return to school after remaining free of fever for 24 hours.
- If they have vomited in the morning before school.
- If they have had any sort of communicable disease.

Good Morning Check:

State-certified teachers are required to inspect children as they arrive each morning for any health problems or signs of contagious disease. State law mandates that if the child displays certain symptoms, the teacher must refuse admittance for that day, or as long as symptoms persist. Parents, we ask for your help and cooperation with this policy by making a thorough “good morning” check before bringing your child to school. Here are some basic symptoms you need to watch out for:

- ❖ Red eyes (can be pinkeye/conjunctivitis)
- ❖ Pale skin or jaundiced (yellow) coloring
- ❖ Blotchy skin or unexplained rash
- ❖ Unexplained spots (not insect bites)
- ❖ Dull eyes
- ❖ Itchy scalp (lice)
- ❖ “Green Slime” nose (the sign of an infectious cold, more than just a virus, may require antibiotics)
- ❖ Severe runny nose and fever (highly infectious cold)
- ❖ Hacking cough (might even be whooping cough, which has recently, to the surprise of many, made a comeback)

## **HEALTH AND HYGIENE**

We encourage good personal health and hygiene habits at the Center. We require hand washing before meals, after toilet use and at all other appropriate times.

Classroom tables are disinfected before and after meals. Sleeping mats are washed weekly.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES**

If a child exhibits any of the following symptoms, he/she should not attend the Center. If such symptoms occur at the Center, the child will be removed from the group, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin lesions that are weeping or bleeding
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Stiff neck
- Blood in urine

Once the child is symptom-free, or has a doctor's note stating that he/she no longer poses a serious health risk to himself/herself or others, he/she may return to the Center.

## **TABLE OF EXCLUDABLE COMMUNICABLE DISEASES**

A child who contracts any of the following diseases may not return to the Center without a physician's note stating that the child presents no risk to himself/herself or others:

<b><u>Respiratory Illnesses</u></b>	<b><u>Gastrointestinal Illnesses</u></b>	<b><u>Contact Illnesses</u></b>
Chicken Pox **	Giardia Lamblia*	Impetigo
German Measles	Hepatitis A*	Lice
Hemophilus	Salmonella *	Scabies
Influenza*	Shigella*	
Measles*		
Meningococcus*		
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

\*Reportable diseases that will be reported to the health department by the Center.

\*\* Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the Center. A note from the parent is required, stating either that at least six days elapsed since the onset of the rash, or that all sores have dried and crusted.

If your child is exposed to any excludable disease at the Center, you will be notified in writing.

## **EMERGENCY CARE**

Should your child become ill at the Center, you will be called to make arrangements to pick up your child. Emergency forms must include current home, work and cell phone numbers of parents and all additional persons who are permitted to pick up the child if



necessary. It is also necessary for us to have the name and phone numbers of your physician and preferred hospital.

If a child suffers a medical emergency, the preschool will call 911 and the child will be transported to the nearest medical facility as determined by the emergency personnel. Parents/guardians will be contacted immediately.

### **INSURANCE**

Although the Center has an extensive safety awareness program, along with inspections and regular maintenance of the building, playground and equipment, accidents do happen. Most accidents occur as a result of children being children: playing and testing their abilities. When such an accident occurs and requires medical attention, you should contact your health insurance provider for reimbursement of the medical cost.

### **MEDICATION**

- Prescription medication will only be given between 12:00 p.m. and 1:00 p.m.
- With the children's health and safety in mind, we **CANNOT** dispense medication without a note from **BOTH** the doctor and the parent(s).
- Medication must be brought to the Center in its original container with your child's name, name of medication, date, dosage, directions for administering, storage instructions, physician's name, pharmacy and phone number.
- Please complete a "Prescription Medicine Authorization Form" for **EACH** day your child is to receive medication.
- It is your responsibility as the parent to update any medication changes and keep a current written physician's order. This written physician's order must accompany all prescription and non-prescription medications in order for any medication to be administered.
- All medication **must be given** directly to the Director or Teacher. **DO NOT** leave medications of any kind in lunch boxes, backpacks or cubbies.
- All allergies should be reported to the Director and/or Teacher in writing stating the allergy and the kind of reaction. To insure the safety of the child, it is the parent's responsibility to provide appropriate snacks and necessary medications.
- **ALL CHILDREN WITH SPECIAL LIFE-THREATENING MEDICAL NEEDS ARE REQUIRED TO WEAR A MEDICAL ALERT BRACELET.** Regarding the Center's stance on allergies, we can only guarantee that we are a peanut/nut-free Center.
- If you have any questions or concerns about your child's health, please contact the Director and/or Teacher.

### **REST**

Your child's day at the Center will be filled with activities. To balance the active time, there will be a period of quiet rest. Sleeping mats are provided by the Center. For health reasons, please refrain from bringing stuffed animals and personal bedding.

**Rest Time:** 12:00 noon - 12:45 p.m.

The daily **schedule** will provide for learning, play, story, snack and rest times.

### **ARRIVAL AND DEPARTURE**

The instructional time will begin at **9:00 a.m.**; therefore the children should arrive by **8:45 a.m.** at the latest, to be prepared for the planned activities. Aside from relaying essential information or details to the teacher, arrivals and departures need to occur as quickly as possible. **Parent-to-parent meetings** are to be held **outside** the classroom.

- You are welcome to visit the Center at any time.
- **UPON ARRIVAL.....:**  
Please remember to **print** your child's name in the **Sign In-Sign-Out Book**. For the parent's signature you need to **print your name first, followed by your signature**.
- Person picking up must be 18 or older.
- In case of an emergency, please notify the Center of your late arrival.
- **UPON DISMISSAL.....:**
- **A.M. DISMISSAL** is **PROMPTLY** at **12:00 noon** as to prepare the afternoon classes for rest.
- **P.M. DISMISSAL** is **PROMPTLY** at **3:00 p.m.**
- Please remember to sign your child **OUT** in the Sign-In/Out Book located in your child's classroom. **Please print your name legibly in the sign out book so it can be easily recognized.**
- Your child will be released only to you or your designated person. Identification will be requested from the designated person.
- When another person other than a parent/guardian is to pick-up a child, a written note has to be sent to the Center identifying the person that will take the child home.
- **If for any reason you will be late in picking up your child you must call. State Law requires the school to call** Office of Families and Children (OFC) **if a child is left more 30 minutes.**
- After the scheduled departure time of **3:00 p.m.**, the children may remain for the After School Program until **5:30 p.m.**

**WE ARE REQUIRED BY LAW TO REPORT SUSPECTED CHILD ABUSE OR NEGLECT TO THE PROPER AUTHORITIES.**

**ABSENCE**

Please call the School office in the morning if your child is to be absent from school. A note must be sent to school with your child upon return to class. **No makeup days are permitted.**

**POLICY ON THE RELEASE OF CHILDREN**

Each child may be released only to the child's parent(s)/guardians or person(s) authorized by the parent(s)/guardians to take the child from the Center and to assume responsibility for the child in an emergency if the parent(s)/guardians cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the Center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the Center's daily closing, the Center shall ensure that:

- 1) The child is supervised at all times.
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the Center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the Center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

For school-aged child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

### **CUSTODY**

Certified custody orders must be provided to the Director prior to enrollment. Any changes in custody must be provided to the Center immediately.

### **TRANSPORTATION**

Our Center will not be responsible for transportation of the children. Any arrangements made for transportation will be the responsibility of the parents/guardians. **PLEASE DO NOT LEAVE YOUR CHILD IN THE CAR UNATTENDED/state Law?/.**

### **DISCIPLINE**

The teaching staff and the supportive personnel will stress a positive atmosphere to encourage the healthy development of a child's self-esteem. The Center's personnel will employ positive discipline techniques such as praising and calling attention to appropriate behavior, modeling and reinforcing good behavior. **'TIME OUT'** will offer a child a few moments to think about his/her action and will help the child gain self-control while learning appropriate behavior.

Our goal, in the design of the environment in the use of methods, is to encourage self-discipline, to teach helpfulness and respect for the rights of other children and teachers. Should you have any questions and concerns, please feel free to discuss it with your child's teacher or the Director of the Center.

#### **A Cheery Way to Manage Behavior**

Using a Traffic Light theme, teacher assign kids colors based on their behavior each day. Green represents good behavior, Yellow is a little naughty, and Red means it's been a rough day.

Teacher display the color circles on a board. At the end of the day teacher attach each student's "avatar" (a paper clown or bear with their name printed on it) to the appropriate color. Teacher also color the appropriate face on a sheet that she can send home if teachers feel the parents should know. Sometimes teacher send the sheet home with a green-colored smiley face because the student has done extra-special well!

### **EXPULSION POLICY**

There are, unfortunately, times when a child must be expelled from the Center on either a short term or permanent basis. The Center will make every effort to rectify all situations with the parents of the child before enforcing this policy. Please note our policy for expulsion or suspension from the Center as stated below.

Causes for expulsion include, but are not limited to:

- Child presents behavior problems that may cause injury to the child, other children, or staff.
- Child fails to properly adjust after a reasonable amount of time.

- Child has uncontrollable outbursts and/or tantrums, is verbally or physically abusive to other children or staff, bites excessively, or displays other signs of frequent aggression.
- A parent physically or verbally threatens or intimidates other children or staff members.
- A parent's habitual failure to pay tuition in a timely manner or failure to submit proper immunization records.

Expulsion will occur at the discretion of the Center after reasonable attempts have been made to improve the situation. The parent will be informed verbally and/or in writing of the child's or parent's behavior warranting expulsion. The parent will be notified verbally and in writing when their child has been expelled from the Center.

## **REGISTRATION**

St. John Paul II Center provides a developmental program for children 3 to 4.5 years of age. A child must be 3 or 4 years of age by SEPTEMBER 30<sup>th</sup> to be admitted into our program and must be toilet trained.

### **Required Health Enrollment Forms**

This document is required by Ohio Department of Job and Family Services. All sections must be completed in full. This includes all parents listed with contact numbers, at least one emergency contact who lives within an hour's drive of the center and other information that may be important during your child's visit. Each child must have their own copy. This form must be filled out by parents or legal guardians as it is a legal document. This form can be found on our website or by visiting us.

### **Medical statement**

An ODJFS medical statement, signed by a physician, along with a copy of your child's immunizations are required to be submitted at the time of registration at the center. Children will not be permitted into the center if the form is not submitted and kept up to date each year. Children who are Kindergarten age or older are not required to submit this form. Medical statements must be updated every 13 months.

### **Care of children without immunizations**

Children are permitted to attend St. John Paul II Center without the state recommended immunizations. An ODJFS medical statement, signed by a physician, is still required to be submitted at the time of registration at the center.

When completing registration paperwork, please use the child's full legal name. In parentheses, please state the name you wish your child to be called. Ex. James (Jimmy). REGISTRATION and ACTIVITY FEES of \$100 are due upon enrollment of your child. The registration fee is non-refundable.

**NOTICE OF WITHDRAWAL** requires a written notice at least **two weeks** prior to withdrawal from the Center.

## **FEES AND FINANCES**

- Tuition rates are based on the school calendar year...please check your schedule on the calendar. Parents with multiple children in the Center will receive a 10% discount off the second and third child's tuition.
- Tuition is payable on a **WEEKLY** basis. Parents agree to pay by Monday noon, each week's tuition in advance. However, parents have the option to pay **MONTHLY**. Monthly payments are **DUE BY THE 15<sup>th</sup> DAY OF THE PRECEDING MONTH**. Should any tuition, weekly or monthly, become delinquent by one week, immediate

withdrawal of your child will be required until the entire overdue balance is paid in full.

- A \$10.00 LATE FEE will be charged to your account if your payment is delinquent.

Tuition is **not** an option. It is an obligation! It is **vital** that all tuition payments be paid by Monday (noon), prior to the week of your child's attendance. If paying monthly, tuition is due by the 15<sup>th</sup> day of the preceding month. If a payment becomes delinquent by one week, a \$10 **LATE FEE** will be charged. **If tuition is not paid by the due dates, and there is no communication with the Director by the parent to resolve this problem, immediate withdrawal of your child will be required.**

**SEPTEMBER** tuition should be paid by **AUGUST 15<sup>th</sup>**

**OCTOBER** tuition should be paid by **SEPTEMBER 15<sup>TH</sup>**

**NOVEMNER** tuition should be paid by **OCTOBER 15<sup>th</sup>**

**DECEMBER** tuition should be paid by **NOVEMNER 15<sup>th</sup>**

**JANUARY** tuition should be paid by **DECEMBER 15<sup>th</sup>**

**FEBRUARY** tuition should be paid by **JANUARY 15<sup>th</sup>**

**MARCH** tuition should be paid by **FEBRUARY 15<sup>th</sup>**

**APRIL** tuition should be paid by **MARCH 15<sup>th</sup>**

**MAY** tuition should be paid by **APRIL 15<sup>th</sup>**

**JUNE** tuition should be paid by **MAY 15<sup>th</sup>**

- Checks should be made payable to St. John Paul II Center Early Childhood Education Center.
- RETURNED CHECKS will be charged a PROCESSING FEE of \$20.00, and the Center will have the option to refuse any further payment by check.
- If a child is absent due to illness or vacation, tuition is still due. Parents will continue to be charged until they officially withdraw their child. This is necessary because staff salaries are still paid.
- Please retain your monthly TUITION RECORDS for income tax purposes.
- Dismissal Tardiness Fee...Any parent who is late picking up their child at dismissal (more than 15 minutes) will be charged a fee of \$15.00 for each delinquent ½ hour.

- **ATTENTION**

**Tuition for the month of JUNE must be paid prior to MAY 31<sup>st</sup>.**

### **VACATION TIME**

Parents, we suggest that you plan vacation time during the Christmas and/or Easter breaks because the Center is closed and no tuition is assessed for that time. However, for any other week from September through June, you must pay tuition even if your child is not in attendance.

### **HOLIDAYS**

The Center will be closed for the month of August and on the following holidays:

Labor Day

All Saints Day...November 1st

Thanksgiving Day

Thanksgiving Friday

December 8<sup>th</sup> - Feast of the Immaculate Conception

Christmas Break

New Year's Day

Easter Break

Memorial Day  
Summer Break- one week off before summer program begins  
July 4<sup>th</sup> - Independence Day

## **OUTDOOR PLAY**

Outdoor play will be included in our program daily and is located in a fenced in area attached to the building. Children will be supervised at all times during outdoor play and will never be left alone. Children have quick access to an indoor drinking fountain. The outdoor play area is inspected thoroughly each quarter to ensure that we are staying with the health and safety guidelines for our children.

Outdoor play will be cancelled when temperature drops below 25 degrees or rises about 90 degrees. Other factors that may affect the cancelation of outdoor play include but are not limited to: wind chill, heat indexes, rain, lightning, ozone warnings, allergy / pollen counts. Please dress your children appropriately per the weather so they can be prepared to be outside. Children not dressed appropriately will be given other indoor activities.

According to ODJFS licensing, sunscreen is considered a medication and every child must have a Request for Administration of Medication Form completed and kept in their file. This form is good for 1 year. This form will allow St. John Paul II Center staff to apply sunscreen to your child when going outside to play

## **SECURITY**

- **NO vehicle** may be left in the parking lot during school hours without the prior permission from the Director.
- **Play areas:** Please monitor your child at all times on the school grounds. The **playground** is the only area that is a “designated” play area for use by the faculty during school hours only. For insurance purposes and school liability all other areas are “off limits” for play, unless supervised by a faculty member during school hours.
- **Intruders.** Persons with no legitimate reason or written documentation to be on preschool grounds will be asked to leave by preschool personnel. If the person does not leave or is armed, the police shall be called and preschool wide lockdown initiated immediately.
- **Natural or Human-Created Disaster.** In the event of a natural disaster (flood, earthquake or any other type of natural disaster) or human-created disaster (acts of terrorism, hostage taking, etc.) parents and staff will be notified immediately via phone or email. During school hours (7:30am – 5:30pm) all children will be kept on the preschool property or relocated to a safe location nearby until a parent/guardian picks them up.

## **INCLEMENT WEATHER**

- St. John Paul II Center will be closed or delayed for inclement weather when local school districts and government are both closed or delayed. Still, our center has its own exclusive circumstance. Please call us for the most up-to-date information in each unique situation: 856-874-6096.
- We strive to make the decision to close by 4:45 a.m. or earlier so we can notify parents immediately via email, voice recording, and our website. Please keep in mind that unusual weather conditions may force us to make the decision after this time. It is quite possible that parking or building issues could arise and not be discovered until after 6:00 a.m. In those cases, decisions on center closure may be made later in the day.

- Even if the weather conditions worsen, we cannot reverse our decision in the morning without endangering the children and staff. If conditions worsen throughout the school day, we may need to have an early dismissal, but we will give as much notice as possible through the previously mentioned methods of communication.
- Although we do our absolute best in this process, we know that often no perfect decision exists. If you do not feel that it is safe for your child to attend, use your best judgment whether or not he or she should attend. We prefer to exercise flexibility in these situations as opposed to an inflexible policy.

## **FIRE DRILLS**

- Fire drills are held regularly. Should an emergency requiring evacuation of the Center occur, you would be notified immediately.
- Lock-Down Drills are held at least two times a year in accordance with the regulations of the preschool emergency action plan. Teachers orient all students and classroom volunteers to follow drill procedures.

## **SUPERVISION**

At no time, will a child be left unattended, or out of sight or ear shot from the teacher assigned to their care. Staff will supervise children always, including naptime. Children will not be exposed to inappropriate language or media. Screen time will always be scheduled in advance with a parent's knowledge.

**Teachers:** All teachers are pre-screened with a thorough background check, including a criminal record check with the Bureau of Criminal Investigation. At all times, there will be a manager certified in CPR, First Aid, communicable disease and child abuse recognition and prevention at the center.

## **TOYS AND PERSONAL BELONGINGS**

Stuffed animals/pillows from home **are not permitted**. Suitable items for "SHOW AND TELL" or sharing time are permitted but must be labeled and taken home at the end of each day. **NO GUNS OR TOYS OF A VIOLENT NATURE ARE PERMITTED, ALSO NO LIVE PETS.**

## **CLOTHING**

Fresh air and exercise are important to a child's good health. Please be sure your child is dressed appropriately for the weather according to the season. The Center discourages the use of belts, open-back shoes including flip-flops, any clothing or jackets with string ties, shoes or sneakers with laces, boys' tight snap jeans, or one piece shirts that snap between the legs. Velcro tabs (fasteners) on clothing or sneakers, and elastic waistbands are highly recommended. **Fancy dress boots** are uncomfortable to wear for circle time and hazardous for activities such as a balance beam.

If your child wears any type of boot to school, please bring in another pair of shoes or slippers for them to change into.

Please provide a "**complete**" change of clothing, labeled with your child's name, and placed in a plastic bag. Remember to check periodically to see that these items still fit and are relative to the weather. Also, label your child's sweaters, jackets and hats, as well as, any other clothing/accessory that might be removed.

With regards to accessories...**SILLY BANDS ARE NOT ALLOWED AT SCHOOL.**  
Also, please note that for safety reasons, jewelry is not advised.

## **SOCIAL ACTIVITIES**

Field trips and social gatherings are important events for children. The Center provides this type of learning experience by bringing the “field trips” to the Center. There are nature walks, visits from Santa Claus, local fire companies, law enforcement agencies and medical professionals.

Each holiday is celebrated with a class pizza party (pizza is provided by the Center. Christmas and End of the Year programs, as well as, graduation, are also celebrated.

**Parents will be notified of each activity in advance.**

## **CLASS PARTIES**

A parent pays tuition for their child to learn, perform and enjoy their accomplishments. St. John Paul II Center has a moral obligation to every child of a parent who pays tuition to provide an environment where each “registered child” may enjoy these activities and treats as a “class activity”. Therefore with regard to class parties, any planned events, program, treats and games are **only** for the child who is registered at the Center. Siblings and relatives are invited to observe, but we need to respect and understand that the activities, accomplishments and rewards of a class should be shared **only** by the children in that class if we are to fully recognize their efforts and support the parents who pay for them.

## **PARENT PARTICIPATION**

Our academic programs give parents the opportunity to get involved with class parties! If you are looking for additional ways to get involved, please see your program’s director.

August	- Parent Orientation
September	- Center Opens
October	- <b>Family Rosary</b> *Pumpkin Picking - <b>St. John Paul II Day</b>
November	-Thanksgiving Food Drive *Thanksgiving Party
December	- Tree Trimming Festival - Christmas Program *Christmas Party - Santa’s Visit
January	- Parent Conferences/Progress Reports - <b>Open House/Registration</b>
February	*St. Valentine’s Day Party - Community Helpers Presentations (Nurse, Doctor, Pilot, Police Officer, etc.)
March	- Special Person’s Day
March/April	*Easter Party *Easter Egg Hunt -Earth Day
May	-May Crowning
June	<b>“End of School Year” Holy Mass</b>



- End of Year Program
- Graduation

\*For St. John Paul II Registered Students Only

**SUMMER PROGRAM**

The Center is open for the summer program from the July 01 through July 31<sup>st</sup>. Although our program continues to maintain our basic philosophies as listed on page 1 of this handbook, our summer program is more relaxed and allows more constructive leisure and fun activities, while stimulating individual growth... physically, socially and spiritually.

**WATER ACTIVITIES** will not be offered in the Center.

**PHOTO PERMISSION**

St. John Paul II Center takes photographs for of Facebook, Instagram and our website. We would like your permission to use pictures of your child\_\_\_\_\_

\_\_\_\_\_ YES. I grant permission to use photos of my child.

\_\_\_\_\_ NO. I do NOT grant permission to use photos of my child.

I have reviewed and received a copy of St. John Paul II Center Policies and Procedures.

Parent\Guardian signature \_\_\_\_\_