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## **WELCOME!**

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Welcome to the Seton Parish Preschool Program! Our program offers many experiences that will invite your child to grow. We are pleased that you have chosen to include us in this important time of development in your child. We will work with you to give your child an enjoyable, positive preschool experience. We invite you to visit with us often.

### **OUR PHILOSOPHY**

We know that each child is unique and that children learn at different rates. Our preschool staff nurtures the social, emotional, intellectual, and physical needs of children through developmentally age appropriate activities and experiences in a Christian setting.

This handbook contains information regarding our preschool program. It is very important that you read about our policies and procedures. This handbook will answer many of the questions you may have about our program.

Once again, welcome to the Seton Parish Preschool!

Sincerely,  
Dian Fogus Director  
600 Hill Road North  
Pickerington, OH 43147

614-833-0482, ext. 229  
[preschool@setonparish.com](mailto:preschool@setonparish.com)

## **LICENSING**

The Ohio Department of Job and Family Services regulates our program. The license is posted on the Preschool bulletin board, located in the Education Wing near the bathrooms. The laws and rules governing the preschool are available upon request or may be found at the ODJFS website. The program's licensing record, including compliance reports and inspection forms from the health, building, and fire departments, are available upon request from the department. The Ohio Department of Job and Family Services' toll free number is **1-866-635-3748, option 2, extension 4**. This number is used to report a suspected violation by the preschool. The local number is **614-466-7765**.

Seton Parish Preschool does not discriminate in the enrollment of children based on race, color, religion, sex, or national origin. Enrollment preference is given to members of Seton Parish.

## **GOALS**

Our program is designed for the children to:

1. Be safe and feel secure.
2. Receive individual attention and affection.
3. Develop satisfying relationships with other children and adults.
4. Develop self-discipline.
5. Experience successes in order to develop a positive self-image.
6. Learn to respect the personal and property rights of others.
7. Develop and realize their potential in all areas of development: social, emotional, physical and intellectual.
8. Develop skills that will enable them to be successful in a school setting.
9. Be given opportunities for creativity.
10. Be shown respect and kindness that reflects God's love for them and all of His creation.

## **HOURS OF OPERATION**

The preschool is in operation on Wednesday, Thursday and Friday from 9:30 a.m. to 1:30 p.m. Thanksgiving, Christmas, New Year's and Easter breaks are designated on our preschool calendar. The calendar is posted at the bulletin board and is also included with enrollment paperwork. The school year starts mid-September after the Seton Parish Festival and ends mid-May. The school year is 31 weeks long.

## **WEATHER CANCELLATIONS**

***PLEASE WATCH THE LOCAL NEWS FOR INFORMATION REGARDING PICKERINGTON SCHOOLS DELAYS AND CLOSURES.***

In the event of inclement weather, we will close if Pickerington Schools close. In the event that Pickerington Schools operate on a delay, we will start at 10:30am with dismissal at the normal time of 1:30pm. If once the school day begins there is a need to *close early* due to inclement weather or another event, parents will be called with details.

### **SPECIAL CIRCUMSTANCES:**

If the preschool is in session on a day that Pickerington Schools have a scheduled day off and there is inclement weather, the director will make a decision regarding a preschool delay or closure.

IF UNDER THESE CIRCUMSTANCES it is decided to delay or close, we will inform parents as quickly as possible, by phone and by posting information on the Seton Parish Preschool webpage and facebook page.

## **SAMPLE DAILY SCHEDULE**

9:30-10:30	Welcoming children Free-Play (art, learning centers)
10:30-10:40	Clean-up time
10:40-11:00	Circle time (story, letters, helpers, calendars)
11:00-11:25	Outside/large motor skill room
11:25-11:30	Restroom and hand washing
11:30-12:00	Lunch and clean-up
12:15-12:45	Music
12:45-1:15	Free play choices/ Learning centers
1:15-1:30	Story time and dismissal

Classroom schedules vary slightly so as to adapt to the skills and needs of toddlers, three year olds, and four and five year olds. Schedules are posted in each classroom.

Music is a weekly part of the program. Outdoor play is scheduled daily; the indoor large motor skill room will be used if weather conditions are not suited for outdoor play.

**OUTDOOR PLAY:** The children will play outside each day when the temperature with wind chill is not below 25 degrees and the temperature with humidity is not above 90 degrees. We will not play outside if our playground is covered with snow/ice or water. If it is raining, snowing or lightning.

## **PARENT/GUARDIAN RESPONSIBILITIES**

SIGNING IN AND OUT: Arrival: The parents/guardians must sign their child in on a sign-in/sign-out sheet before taking the child to his or her respective classrooms. **Children must be escorted to and from the classroom by an adult; please wait until the doors have been opened by the teachers to enter the classroom.** Parent/guardian must allow enough time for the child to put away his/her tote bag and lunch. It is the responsibility of the parent/guardian to make the teacher aware of the arrival of his/her child. If the teachers are not in the classroom, do not leave your child.

Departure: The parent/guardian must sign each child out on the sign-in/sign-out sheet upon picking up their child. The parent/guardian should make the staff aware that the child is leaving. An “Authorized Pick-up List” must be completed in order to specify who is allowed to pick up each child. The form gives the option for parents/guardians to be the only people allowed to pick up the child. Teachers should be made aware when someone from the list is picking up your child.

If someone other than the persons listed on the “Authorized Pick-up List” is to pick up your child, notice must be given to the teachers or director. **In case of an emergency or unexpected change in who will be picking up your child, the parent/guardian should call Seton Parish church office (614-833-0482) to give permission to release the child. Do not leave a message on the preschool voice mail, as it may not be received in time.** The parish office will promptly notify us, and the director will contact you to verify the information. (A child cannot be released to someone other than those listed on the “Authorized Pick-up list” if this is not done.) Anyone picking up a child may be asked to show her/his driver’s license or photo ID.

In the event of any issue regarding custody of a child, Seton Parish Preschool must be provided with court-issued custody papers that clearly describe the custody arrangements. Any person granted custody in such papers may pick up the child while that person has custody, and may designate other persons who are authorized to pick up the child at such times. Seton Parish Preschool may not legally refuse the right to release a child to a person having custody.

**CLOTHING:** It is recommended that children wear comfortable and washable clothing as well as comfortable shoes so that they feel free to take part in all activities. We encourage parents/guardians to **AVOID** flip-flops, “cros” and sandals. Snow boots can be worn into school in inclement weather, but a child should change into other comfortable shoes upon arriving to school.

**TOTE BAG:** Every child should have a tote bag or backpack that is large enough to carry art projects and notes. Each child will also need a change of clothes (including socks and underwear) to keep in their backpack in case of an accident. *Make sure all items are labeled with the child’s name.*

**PERSONAL ITEMS:** Children may need the security of a favorite item from home to help diminish separation anxiety. These items may include a favorite blanket, book, stuffed animal or family picture and are allowed *if needed*. However, we ask that other toys, particularly toy guns or weapons, be left at home.

**BIRTHDAYS:** Birthdays are important to young children. While there is no requirement to celebrate your child’s birthday at preschool, if you choose to do something (such as provide a snack or drink for the class) please notify your child’s teachers so they can plan accordingly. Those with summer birthday can celebrate their half birthday

We respectfully ask that you do not use classroom cubbies to hand out invitations to children *unless* ALL the children in the class are being invited.

**PARENT ROSTERS:** Classroom rosters are available upon request; the rosters will contain only the names and telephone numbers of those families who have given Seton Parish Preschool permission to do so. Please note that no addresses or children’s names are allowed on these rosters.

## **PARKING LOT SAFETY**

Our first concern will always be the safety of your children. **Please make sure anyone who transports your child is aware of these rules for Seton's parking lot.**

- 1) **Do not park in the portico (the covered space near the chapel).** Use only designated parking spots, and park in the handicapped spots only if you have the proper permit.
- 2) **Do not drive through the portico as you enter or leave the parking lot.** Cars driving through this space pose a safety risk for those who are trying to walk in or out of the church or Eucharistic Chapel.
- 3) **Please heed the YIELD signs that are placed throughout the parking lot.**
- 4) **Pedestrians have the right of way.**
- 5) **Follow the Speed Limit of 10 mph.** Any accident with a child and a car could have horrible consequences, but even more so if the car is speeding.
- 6) **Do not use your cell phone while walking your child to and from your car to the building.** All parking lots pose a danger for children, and your children are depending on you to keep them safe.
- 7) **Do not use your cell phone while you are driving through the parking lot.** Because there can be more than 50 children coming and going from dozens of cars at any given time, every driver's attention needs to be on the parking lot.
- 8) **Please do not allow your children to play in or handle the drainage stones** that surround the building.
- 9) **Please do not allow children to climb the trees.**

## **LUNCHES**

Children are required to bring a lunch from home. The container must be labeled with the child's name. **A cold pack must be included daily in each lunch, as lunches are not refrigerated. Two napkins or paper towels are also needed, as a child's lunch cannot be served directly on the table surface.**

**Please keep in mind we are not able to heat or microwave food**

## **DIETARY REQUIREMENTS**

ODJFS Rule 5101:2-12-22 reads: "A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by...USDA... **This includes at a minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits (one serving of each is recommended) and one serving of bread or grains...** The sizes of individual food servings may be varied according to the developmental needs of the child."

You can meet the requirements for vegetables and fruits several ways:

- two servings of vegetables, or
- two servings of fruit, or
- one serving of a vegetable and one serving of a fruit.

A *servings size guide* is available below.

You may also include cheese or yogurt BUT THESE DAIRY PRODUCTS DO NOT REPLACE THE REQUIREMENT FOR FLUID MILK. If whole milk is used, it must be vitamin D fortified. Low fat and skim milk may also be used but must be vitamin D *and* vitamin A fortified. Flavored milk is allowed but no milk substitutes or imitations. If your child would like something in addition to milk water may be provided. Juice is not allowed at lunch time.

FLUID MILK MUST BE INCLUDED IN EACH LUNCH UNLESS YOUR CHILD HAS A MEDICAL REASON THAT PREVENTS HIM/HER FROM HAVING MILK.

In the event that your child has forgotten their lunch, we will supplement the child's lunch, in accordance with licensing regulations. If we must repeatedly supplement your child's lunch, this could result in an additional fee.

Keep in mind that we are not able to heat or microwave food.

### **MODIFIED DIETS/ ALLERGIES**

If your child's diet needs to be modified for medical reasons, the prohibited foods must be listed on the form "Child Enrollment and Health Information" (ODJFS # 01234) and an additional form "Request For Administration of Medication (ODJFS #01217) needs to be completed. A list of children with allergies/diet modifications is kept in all rooms and areas where children gather.

Parents/guardians should discuss with teachers ways to accommodate their child with food allergies during class cooking projects, birthday celebrations and holiday parties.

ACTION: Final

Appendix B to Rule 5101:2-12-22

ENACTED  
Appendix  
5101:2-12-22

DATE: 12/06/2016 10:23 AM

Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:  
[http://www.fns.usda.gov/ond/care/ProgramBasics/Meals/Meal\\_Patterns.htm](http://www.fns.usda.gov/ond/care/ProgramBasics/Meals/Meal_Patterns.htm)

## **PARTICIPATION**

We know it is important for the parents/guardians and teachers to work together to ensure that the needs of every child are being met. Your participation in program activities and your comments are always welcome. Parents are encouraged to visit the preschool at any time to contact their child, evaluate the care provided by the program, or evaluate the premises. Please notify the director upon your arrival, sign in and use a visitor badge while you are visiting.

Several times throughout the school year, there will be holiday parties and community visitors. We encourage parents/guardians to join us for these programs and parties. For special classroom activities, the teachers will give you information about how you can contribute (e.g. snacks, dressing your child in a special way, photos from home, selecting items for a share bag).

At times throughout the school year, the program can use assistance outside of the school day with preparations of crafts, newsletters and book orders. Contact the director or teachers if you are in a position to help.

## **VOLUNTEERING**

In accordance with the Diocese of Columbus Safe Environment Standards, any adult who *volunteers* in the preschool program must be fingerprinted, and the results of a background check must be on file with Seton Parish. A certificate verifying completion of Protecting God's Children must also be on file with Seton Parish. Parents/guardians are not required to "volunteer"; however, if they choose to, the above requirements must be met.

## **MOTHERS**

Mothers needing to breastfeed or pump breast milk while at preschool may use the Parish Nursery located next to the Library in the hallway down from Herrmann Hall.

## **COMMUNICATION**

A monthly newsletter will keep you informed of the program's events, schedules and activities. The sign-in table and monthly calendar at the bulletin board will contain special notices from time to time; there may also be notes in your child's cubbie, notes at the classroom doors or on bulletin boards in your child's classroom. Each classroom will also provide a monthly newsletter with class-specific activities, goals and themes.

With Seton Parish Preschool's sign-in/sign-out procedures, parents/guardians who transport their child(ren) will be in contact with the teaching staff each day. If at any time, parents/guardians want to discuss more of their child's development and progress than what is discussed at arrival and departure, arrangements can be made to meet with the child's teachers between 1:15 and 2:00 on the day(s) your child attends. If others transport your child to and from preschool, or if these times cannot accommodate your schedule, please contact the director to make other arrangements.

Teachers will complete an evaluation for each child in the fall and in the spring copies of which will be sent home. Parent teacher conferences will be offered in late January.

If there are any problems or concerns involving your child and the preschool program, please first approach your child's teachers, and if the issue is not resolved, the director can be contacted.

Hours of availability for the director are as follows:

During the school year, mid-September through mid- May:

TUESDAY: 8:00-12:00    WED/THURS/FRI: 8:00-3:00

Summer hours vary, but voice- and e-mail are checked on a regular basis.

Donna Swartz and Karen Pitt are the designated persons in charge if the director (Dian Fogus) is not on the premises.

## **GUIDANCE POLICY**

The staff for Seton Parish Preschool understands that helping a child develop self-control is very important. Our goal is that each child will learn self-discipline through careful guidance. Constructive, developmentally appropriate guidance and management techniques are used at all times and include such measures as: redirection, modeling appropriate behavior, separation from the problem situation, and talking with the child. Your child will be treated with love and respect. Our expectations will be kept within the child's abilities to understand. We will use positive guidance, acknowledge their feelings, set clear limits, and if necessary, use an appropriate time away from the situation to help the child gain control of himself or herself. The teachers will not impose punishments for failure to eat or for toilet accidents. This discipline policy applies to all teachers, staff, volunteers and parents/guardians while they are at the preschool and follows the methods and procedures listed within ODJFS Rule 5101:2-12-19 concerning child guidance.

If a child demonstrates behavior that requires frequent "extra attention" from the teachers, we may choose to develop and implement a behavior management plan. This plan would be consistent with the requirements of ODJFS Rule 5101:2-12-19. If the situation arises where a child is consistently endangering himself, peers, or teachers, every attempt will be made to work together with the family to correct the behavior. The safety of all children is our primary concern; therefore, if the behavior is not corrected, it may be necessary to dismiss the child from the program.

## **SAFETY POLICY**

The following guidelines help to ensure the safety of your children while they are in the care of Seton Parish Preschool:

1. Children will be under the care and supervision of a staff member at all times.
2. Parents/guardians are required to sign-in each child upon arrival and to leave the child in the care of a staff member. Upon departure, the parent/guardian must sign-out the child and notify a staff member as they leave.

3. Parents/guardians are responsible for keeping all emergency records and contact numbers updated at all times. This includes leaving a phone number on the sign-in sheet where you can be reached while your child is at preschool.
4. No child shall be released to an unauthorized individual without permission from the parent/guardian. No child will be dismissed to a juvenile younger than 16. Parents/guardians must complete an “Authorized Pick-up List”; you may choose to specify on this list that no one is authorized except the parent/guardian.
5. Fire drills are to be held monthly and a record of these will be posted and maintained at the center. Tornado drills are also conducted, as well as emergency lock-down drills. Each classroom and area where children gather has a copy posted of emergency procedures. In the event that the facility needs to be vacated, the Parish Activity Center (PAC) will be used. If that facility is also unsafe, Spence Funeral Home, located adjacent to Seton Parish, will be used.
6. First aid kits are located throughout the building and each room and area has a posted plan of evacuation.
7. A telephone is located in the Religious Education Office, the Church office, and the Preschool office. Each teacher has a cell phone as well as the director.
8. All spray aerosols are prohibited when children are in attendance at the center.
9. The program will only administer emergency prescription medications, e.g. Epipen, emergency inhalers. For further information, please see ADMINISTRATION OF MEDICATIONS in this handbook.
10. The director and each staff member are mandatory reporters and therefore required by law to immediately notify the local public children services agency when they suspect that a child has been abused or neglected.
11. The entrance doors to the building that face Hill Road/256 will be locked while the children are in preschool.
12. The entrance doors that lead into the Education Wing will be locked between the hours of 10:00 am and 1:15 pm. If you are dropping off or picking up a child during these times, please use the doors at the portico.
13. Doors to the classrooms will be locked after the children arrive in the morning.
14. An intercom system is available it will be used to notify all of the classrooms if there is a safety concern in the building, on the parish property, or on the properties bordering the building. A coded system will alert the teaching staff *without* frightening words or warnings that might upset the children.

## **COMMUNICABLE DISEASE POLICY**

A person trained to recognize the common signs of communicable disease or other illness shall observe each child as he/she enters a group. **If your child shows any sign of illness, please keep him/her at home.** This is in consideration for the ill child as well as for the other children. Hand washing and disinfecting procedures are used throughout the facility and antibacterial soaps are available at all hand washing areas for staff and children. The following shall be recognized as signs of illness and /or disease:

1. Temperature of 100 degrees F or over (taken by maxillary method) child must be fever free for 24 hours before returning to school
2. Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty four hour period)
3. Excessive green discharge from the nose
4. Severe cough; causing the child to become red or blue in the face or to make a whooping sound
5. Difficult or rapid breathing
6. Sore throat or difficulty swallowing
7. Strep throat (until 24 hrs. after physician prescribed medication has been given)
8. Yellowish skin or eyes; stiff neck with elevated temperature
9. Untreated infected skin patches, unusual spots or rashes
10. Evidence of lice, scabies, or other parasitic infestations
11. Unusually dark urine and/or gray or white stool
12. Conjunctivitis (bacterial) Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain. Child can be readmitted after 24 hours of antibiotic.
13. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
14. Any communicable disease such as chicken pox or scarlet fever

**CHILDREN SHOULD NOT BE BROUGHT TO SCHOOL IF THEY SHOW ANY SIGNS OF ILLNESS OR DISEASE AS LISTED ABOVE. IF, UPON ARRIVAL, A STAFF MEMBER OBSERVES ANY OF THE ABOVE LISTED SYMPTOMS, THE CHILD WILL BE SENT HOME AT THE DISCRETION OF THE DIRECTOR.**

If during attendance in the program a child shows signs of illness, the parent/guardian or emergency contact will be notified. The child will be isolated from the other children, but remain under adult supervision until he/she is picked up. When it is known or suspected that children have been exposed to a communicable disease, parents/guardians will be notified by a sign posted at each classroom door. Please notify us immediately if your child has been diagnosed with a communicable disease so that we can take appropriate action within the program. (We will not name the child who is ill on the notice.) The Ohio Department of Health Communicable Disease Chart is posted at the preschool bulletin board.

## **REQUIRED FORMS/MEDICAL INFORMATION**

The following forms must be completed and on file before a child can be in attendance at Seton Parish Preschool:

1. Registration Form
2. Child Enrollment and Health Information (JFS #01234) which includes the Emergency Transportation Authorization\*
3. Child Medical Statement \* \*(JFS # 01305) which must be signed by a physician
4. Authorized Pick-up List
5. Family Contact Information
6. Tuition Agreement
7. If a child has allergies or modified diet, additional forms are required. (JFS #01236 and #01217)

*\* As a condition of enrollment, Seton Parish Preschool requires that parents/guardians grant permission for emergency transportation. Discuss with director if you have a concern with requirement*

*\*\*This medical statement verifies that a child has been seen by a physician for a well-child exam within the last 12 months. The physician certifies that the child is free from communicable diseases and must also supply a list of immunizations the child has received. If the child has not received his or her immunizations a signed note is needed from the Dr. for admittance*

*This form is required by ODJFS and may need to be renewed during the course of the school year, depending on the date of the last well-child exam. Seton Parish Preschool will notify a parent/guardian well in advance of a medical statement that is about to expire so that a new form can be completed at the next well-child exam.*

## **ACCIDENTS/EMERGENCIES**

In the case of a minor accident or injury, a teacher or director will assess what needs to be done to care for the child. An incident report will be completed when an accident or injury warrants first aid. The report will be completed by a staff member and signed by a parent/guardian. A copy will be given to the parent/guardian and the original will be kept in the preschool office.

In case of an emergency, the Violet Township Emergency Squad will be called and if necessary, the child will be transported to the hospital. The parents/guardians will be contacted immediately after the emergency squad has been called. *As previously stated, as a condition of enrollment, Seton Parish Preschool requires that parents/guardians grant consent for emergency transportation.*

**There is always at least one staff member present who is currently certified in Basic First Aid, Communicable Disease, and CPR, as well as Recognition and Prevention of Child Abuse/Neglect.**

## **ADMINISTRATION OF MEDICATIONS**

As stated in this handbook concerning our Safety Policies, Seton Parish Preschool will only administer emergency medications such as an Epipen or and emergency inhaler. A parent/guardian will provide training regarding the administration of the medication for the director and for the staff members who care for the child. The medication must contain a prescription label with the child's name and a current date (within the last 12 months). Ohio Department of Job and Family Services (ODJFS) Forms #01236 and #01217 must be completed and training must be conducted before medications will be kept on site. Only adults who have been trained will administer emergency medication.

## **REGISTRATION FEES AND TUITION**

Parents/guardians will be required to pay a yearly non-refundable registration fee. The fees are as follows:

One child	\$85.00
Each additional child	\$75.00

Tuition rates are determined by establishing the cost of running the program for the year, then divided into nine monthly payments. A 10% discount is given to families with more than one child enrolled. Tuition rates listed in this handbook reflect sibling discounts as specified.

Tuition is due on the first Wednesday, Thursday, or Friday of the month that we are in session. Tuition may be paid by cash, checks, credit card or electronic funds transfer (EFT). Checks should be made out to *Seton Parish Preschool*. There may be a late fee of \$5.00 for those payments received after the second week of the month. Tuition must be paid during a child's absence in order to guarantee continued enrollment. If tuition is not paid for a period of 60 days, continued enrollment will be at the discretion of the director and administrators of Seton Parish Preschool and Seton Parish. No balance can be carried forward after the final day of preschool in May of each year.

The school day ends at 1.30 pm. At the discretion of the director, late fees of \$5.00 may be charged if late pick-ups are frequent.

## **WITHDRAWAL POLICY**

In the event a child is being withdrawn from the program, a two week written notice should be given to the director. We may ask you to reimburse the program if the two weeks' notice is not given.

## **ABSENCES**

If a child is going to be absent or late, please notify the preschool office (614-833-0482) as soon as possible so the teachers can be informed. If the child is absent due to an illness, please inform the office of the nature of the illness so that exposure notices can be given to other families if necessary.

2017-2018  
Monthly Tuition Rates

1 Day Program	\$ 90.00
2 Day Program	\$155.00
3 Day Program	\$232.00
1 Day w/ Sib. (1 Day)	\$162.00
2 Day w/ Sib. (1 Day)	\$221.00
2 Day w/ Sib. (2 Day)	\$279.00
3 Day w/ Sib. (1 Day)	\$290.00
3 Day w/ Sib. (2 Day)	\$348.00
3 Day w/ Sib. (3Days)	\$418.00

## **AGE GROUPS**

### **TODDLERS**

Our toddler teachers can spend time with each child and learn individual needs in this classroom setting. Since children learn through play and exploring, we provide them with a wide range of activities throughout the day. Language development, enriching the vocabulary, teaching some self-help skills socialization, sharing and potty training skills are all being nurtured during this period of growth. Toddler activities also help develop small and large muscles and introduce letters, colors, numbers and shapes.

### **PRESCHOOLERS**

Preschoolers love to try new things, so our preschool program for 3 to 5 year olds features developmentally appropriate play-based learning in a caring and loving atmosphere. Hands-on sensory experiences help children understand concepts as we emphasize pre-reading, language, science and math skills, while our crafts focus on the process not the product. Small groups are used at craft and language arts tables that allow for individual instruction. Being in a caring and nurturing environment also gives each child the opportunity to develop a positive self-image. Our program is designed to encourage a love of learning while preparing them for kindergarten and beyond.

### **STAFF/ CHILD RATIOS**

The license capacity in each age category of the program is 0 infants, 12 toddlers, 64 preschoolers, and 15 school-age. The program observes the following staff/ child ratios for each group:

Toddlers 1:4	group size = 8
Three year olds 1:6	group size = 12
Four & Five Year Olds 1:7	group size = 14*

\*An aide is added when group size exceeds this number.

## **TRANSITIONING POLICY**

### **PLACEMENT:**

Seton Parish Preschool operates mid-September through mid-May. Each child's placement in the program is based on his/her age *as of August 1 of each year*. This "cut-off" date positions most children to progress through preschool and into elementary school aligned with the date used for Kindergarten placement by Pickerington Schools, the district in which Seton Parish Preschool is located.

### **BEGINNING THE SCHOOL YEAR:**

Children in our program remain in the class they were assigned for the full school year, just as they will do in elementary school and beyond. While we recognize that children grow physically, socially and academically at varying levels, this formula most mimics the dynamics of their experience in elementary and secondary school.

Before a child is enrolled, we encourage families to tour our facilities during a school day. This gives the child and parent/guardian a chance to see the program first hand.

Each year, a "Meet the Teachers" day is held before school begins. This gives the child and parent/guardian the opportunity to meet the teaching staff as well as the other children who will be in the child's class. It also gives the child exposure to the classroom and building.

### **ONCE SCHOOL HAS BEGUN:**

If a child is struggling with separating from his/her parents/guardians, the director will work with the families individually. With separation issues, we can modify hours (drop off later in the morning and/or pick up earlier in the afternoon), bring siblings who are in the program into the classroom for brief visits, or visit a sibling in his/her classroom. A comfort item can be brought from home, such as a blanket, stuffed animal or toy. Bringing a picture of the family to keep in the classroom can also help.

If efforts to settle the child are not effective, staff and parents will discuss starting the child at a later date. Consideration will be given to the child's wellbeing, the preschool experience of the other children in the classroom, and the staff's ability to provide a positive learning environment for all the children. If it is determined that the child cannot adjust after sufficient

attempts are made, the spot on the roster will be relinquished unless the family chooses to pay monthly tuition rates until the child can return. However, if the spot is given up, the family will have priority to enroll at a later date.

#### POTTY-TRAINING:

For the Caterpillar class, children do not need to be potty-trained. A form is completed by the parents/guardians for children in this age group to identify the stage of diapering/potty-training each child is in.

**For all other classes for 3, 4 and 5 year olds, a child must be fully potty-trained and able to meet his/her toileting needs independently.** If a child in this age group struggles with staying dry as the school year approaches, parents are asked to discuss this with the director. Together it will be determined if the child is able to begin. If there are numerous potty accidents once the school year has begun, the director and family will determine if the child can continue. If it's determined that the child will not be able to continue, the spot on the roster will be relinquished, unless the family chooses to pay monthly tuition rates until the child can return. However, if the spot is given up, the family will have priority to enroll at a later date.

#### TRANSITIONS DURING THE SCHOOL YEAR:

If your child joins the program after the school year has begun, when possible, we conduct a tour so that the child can be introduced to his/her classmates before his/her first day of school. The new child will also be introduced in the classroom newsletter so that other families in the class know there is a new family to be welcomed into the program.

If a family needs to withdraw from the program before the end of the school year, staff members will discuss with the parent/guardian any plans for the child's last day. (i.e. snacks/small party, new contact information; portfolios/photos to be sent at later dates. )

In the spring, children will be introduced to the next "grade" level. The Caterpillar class (2 and 3 year olds) will visit both the Ladybug and Bumblebee classrooms for 3 and 4 year olds. Ladybug and Bumblebee children will visit the Dragonfly and Butterfly rooms for 4 and 5 year olds.

The Dragonfly and Butterfly class will have a visit from a Kindergarten teacher from the area who will answer their questions about Kindergarten and talk with them about what to expect when they enter elementary school.

### SETON PARISH PRESCHOOL STAFF

#### CATERPILLARS

Heather Tarrant &

#### BUMBLEBEES

Donna Prestifilippo & Heather Kessler

#### LADYBUGS

Melissa Shafer & Theresa Kline

#### DRAGONFLIES

Paulette Nedeau & Leslie Stephan

#### BUTTERFLIES

Karen Pitt & Donna Swartz

Rene' Shotwell-aide Wednesday, Thursday

#### MUSIC

Janet Reale – Music, Movement & Me

#### LUNCH AIDE

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://ifs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

