

Queen of Peace School

Preschool & Prekindergarten Handbook



QUEEN
OF PEACE
SCHOOL

Revised April 2023

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Queen of Peace School

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Preschool and Prekindergarten Handbook

Philosophy and Vision

The preschool environment at Queen of Peace is child-centered and promotes learning as an active process through exploration and play. Children are given information about a central theme and encouraged to explore and discover the topic through guided play. Science, oral language, math, pre-reading, writing skills, self-expression, fine arts, and motor skills will be incorporated in their learning center-based environment. We are committed to providing an environment that emphasizes growth in all areas of child development: physical, social, emotional, and cognitive. Our staff strives to engage, challenge, and promote creativity in each child.

School Hours

Your child is a member of one of the following Preschool classes:

2022-2023 School Year Offerings

Half Day Pre3 – Mornings (3-4 years old)

- 2 day: Monday – Tuesday (7:50 – 10:20)
- 3 day: Monday – Wednesday (7:50-10:20)
- 4 day: Monday – Thursday (7:50-10:20)
- 5 day: Monday – Friday (7:50-10:20)

Full Day Pre3 (3-4 years old)

- 2 day: Monday – Tuesday (7:50 – 2:20)
- 3 day: Monday – Wednesday (7:50-2:20)
- 4 day: Monday – Thursday (7:50-2:20)
- 5 day: Monday – Friday (7:50-2:20)

Half Day Pre-Kindergarten – Mornings (4-5 years old)

- 3 day: Monday – Wednesday (7:50-10:20)
- 4 day: Monday – Thursday (7:50-10:20)
- 5 day: Monday – Friday (7:50-10:20)

Full Day Pre-Kindergarten (4-5 years old)

- 3 day: Monday – Wednesday (7:50-2:20)
- 4 day: Monday – Thursday (7:50-2:20)
- 5 day: Monday – Friday (7:50-2:20)

License

Queen of Peace School will not exceed the following required state ratios:

- 3-year-olds 1:12
- 4-year-olds 1:14
- 5-year-olds 1:14

Admission Policy

Children 3-5 years of age may register at Queen of Peace Preschool on a parishioner or non-parishioner basis. Enrollment of the non-parishioner preschooler does not guarantee enrollment in the preschool program the following year. Non-parishioner preschool enrollment is on a year-to-year basis.

Guidelines for Admission Eligibility:

1. Current preschool students
2. Parishioners with siblings in Queen of Peace School
3. Parishioners new to the school
4. Non-parishioners with siblings in Queen of Peace School
5. Non-Parishioners new to the school

Enrollment Policy

Enrollment shall be granted without discrimination in regard to sex, race, color, religion, political belief, national origin, or disability. Enrollment is subject to completion of all required paperwork. The birthday cut off is August 1. All students must have control of bodily functions. A copy of the legal custody agreement must be submitted and on file at school in the case of a divorce or dissolution.

*Required paperwork includes:

- Copy of Birth Certificate
- Registration Application
- Proof of Immunization
- Medical statement signed by physician (must be updated every year)
- Handbook Acknowledgement Statement
- Media Release Form

Early Intervention Recommendations

Sometimes, a child may exhibit atypical behavior(s) which may warrant us to evaluate and assess the child's actions in the classroom. When this occurs, a variety of factors will be considered in this process. Input from the child's parents will be valued, as we do recognize that you know your child best. Observation notes and recommendations from classroom teachers and other staff members will be solicited. An assessment(s) may be

administered or recommended by preschool staff that evaluates the behaviors being displayed. Cognitive skills, social and emotional maturity, motor development (both fine and gross), and speech will be examined. Queen of Peace School may also request a written opinion from a child development specialist, such as a pediatrician or a child psychologist, as a part of this process. It may sometimes be suggested that a parent seek an evaluation from another source (i.e. a public school district or a pediatric therapy clinic) that may be able to provide additional or alternate therapy.

It is our sincere desire to recognize our students' developmental strengths and weaknesses and foster areas of growth. Many studies point to how beneficial early intervention can be in assisting children who are displaying actions and tendencies that are atypical. With the assistance of parents and other professionals, we strive to teach the whole child at Queen of Peace School and meet all of their needs.

Arrival

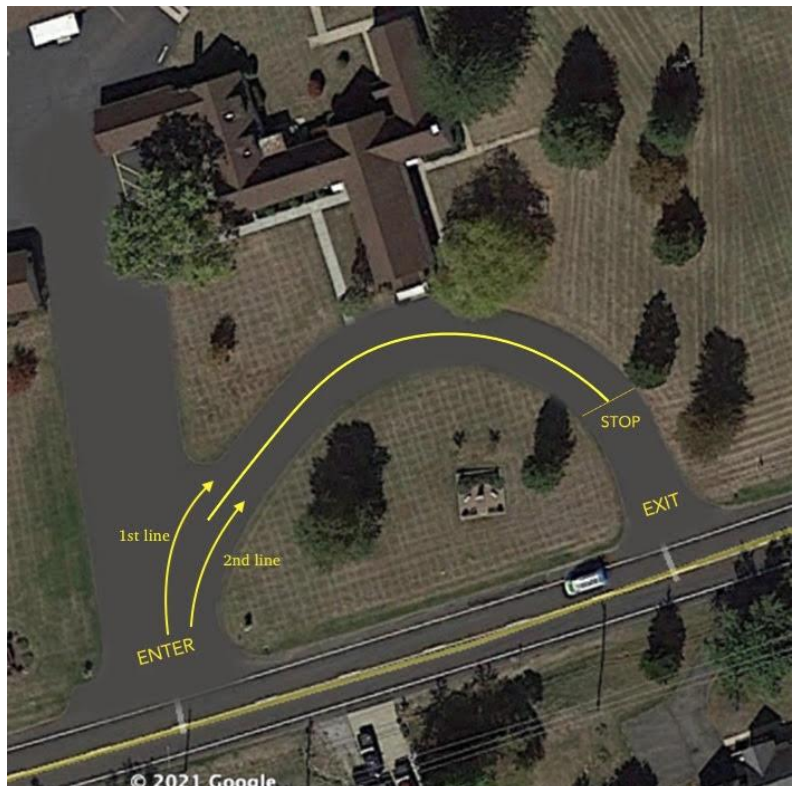
All Pre3 & Pre-K students arriving by car, will be dropped off at the Preschool Traffic Circle from 7:40 – 7:50 AM (see right).

All Pre3 & Pre-K students arriving with older siblings at the main school building will walk with their older sibling to the Kindergarten Breakout Space which opens at 7:10 AM.

Students will be washing hands immediately when they come into the classroom. We ask that you say a quick good-bye so we can begin right away.

Tardy

If you are running late, please call the office. If we do not hear from you after thirty minutes from your expected drop off time, we will call you to check on the child. **After 7:50, your child needs to be dropped off at the main school office. We will not unlock or open the door after 7:50.**



Map Data & Imagery © 2021 Google

Absences

If your child will be absent or tardy, you need to call the office. When your child returns, please send a note indicating why your child was absent.

Dismissal

If your child is riding the bus home, we will walk your child to the oldest sibling's classroom so they can walk out safely together to the bus. Morning Pre3 & Pre-K students will dismiss at 10:20 from the Preschool Traffic Circle (see above). If your child is a full-day student with no older sibling, they will be dismissed at 2:20 following the Preschool Traffic Circle.

Release of Students

Students will only be released to persons on the release form completed at the beginning of the school year.

Snack

Students enrolled in the full-day programs need to pack an afternoon snack. Suggestions for a healthy snack include apples, bananas, carrots, dry cereal, cheese, crackers, yogurt, teddy grahams, celery sticks, and pretzels.

Lunch

Students enrolled in the full-day programs will be eating lunch at 10:40. We do not have a microwave or refrigeration of students' lunches so an insulated bag with an ice pack should be in your child's lunch to help the food keep. Please pack utensils if one will be needed for lunch. Uneaten food will come home so you can regulate how much to send and know exactly what has been consumed. State law requires that your child's lunch be of a certain nutritional standard. The Ohio State Licensing Department requires a wholesome lunch to include items from each food group. Drinks must be 100% juice, water, or milk. White milk may be purchased from the cafeteria for a yearly fee of ten dollars. (This fee could change prior to the start of the school year.)

Birthdays

We will be celebrating your child's birthday in class on his or her special day. Students with a summer birthday can use their 1/2 birthday as their special day or a day in May. Birthday treats are optional. Please let us know a few days in advance if you are bringing treats so we can set aside time for the students to enjoy them.

Toys at School

Do not send toys with your child to school. Also, jewelry and watches can become a big distraction. Please be mindful of other students. Your child will be asked to put items in their book bag if they become a distraction.

Show and Tell

Each week students have the opportunity to show and tell an item. The preschool students can bring a special item each Wednesday to tell their peers about. The prekindergarten students share Wednesdays with their peers also. Wednesday's show and tell item needs to begin with the letter of the week that we are studying. The show and tell items can be toys, pictures, or other special trinkets. The items will be placed back in book bags after the show and tell time.

Newsletters

You will receive a weekly email newsletter if your child is in the prekindergarten class. Parents in the preschool class will receive monthly newsletters. The newsletters will inform you of our focus and lesson topics along with school information and important updates. You will be emailed the newsletters at the email address you indicated on registration papers. If you would like another email added, please let us know.

Communication

Each Monday you will receive a school email through Option C.

Important Considerations When Communicating with School Staff

We believe that a strong, open, and constructive partnership with parents is conducive to student success. Generally, the principal will deal with questions concerning school policy and procedures. The teachers will respond to questions involving student progress and academic performance.

If a parent has an issue or concern involving student academic performance or teacher instruction, the child should be the first point of contact, followed by the teacher if unresolved issues remain. If this discussion does not provide a satisfactory solution or plan for addressing the matter, the parent should then contact the school principal. If this does not lead to resolution and the issue is of sufficient importance to warrant it, the parent may contact the pastor and/or the Catholic Schools Office at the Archdiocese of Cincinnati.

The school requires that all parent-staff communication be civil and respectful. The school will not engage with communication that does not meet this standard.

Parents and school staff will sometimes disagree on things. This is expected. Disagreement itself is not a bad thing. It can lead to conversations that result in solutions to problems and improvements to policy. Such constructive interactions are positive features of a healthy school culture.

In order for an interaction to be constructive, it must start with the presumption of positive intent and a polite request for more information. No phone call, email, or other message that starts with any angry, overconfident, premature, or ill-informed accusation is one that will end well for anyone involved.

This rule is not designed to silence critics. Its purpose is to ensure that critics approach interactions with staff members in a professional manner.

Also, anyone who undermines the school with a smear campaign, whether on social media, by word of mouth, or other means, will be dismissed from the school. This policy does not punish anyone for sharing criticism of the school. It DOES punish those who go out of their way to spread unfounded or exaggerated criticism, especially absent any civil or respectful attempt to present the criticism to school staff in the dignified spirit of seeking a solution to a problem.

Attire

The children's activities, both indoors and outdoors, are vigorous and messy. Therefore, please send your child to school in play clothes that are washable, comfortable, allow freedom of movement, and are easy for the children to handle. Children will be encouraged to be responsible for their garments and difficult zippers, belts, and buttons are frustrating. **Please send your child in gym shoes or rubber-soled shoes for safety purposes.** Please label all of your child's outerwear (hats, mittens, boots, and coats). Your child must pack a full set (underwear, socks, shirt, shorts) and place them in a Ziplock plastic bag, labeled with your child's name. This change of clothes will be kept at school in a box and changed out when the weather gets cooler.

Accidents

If your child has a urine accident, we will have your child change into the prepared clothes in their school bag. If your child has a bowel movement accident, we will have your child clean themselves the best they can. We will also have your child change their clothes. If your child is unable to clean themselves up efficiently, we will be calling you to come clean them up or take them home for the day as we are not allowed to wipe and clean your child. Any student that has 3 or more accidents in a 2-week (10 school days) time frame will be asked to stay at home to work on toilet training skills. We will work together to determine when the student is ready to return to school after conferencing.

Daily Schedule

Queen of Peace provides a balanced daily schedule of all preschool students. Daily activities include large group instruction, learning centers, gross motor play, and small group activities. A more detailed schedule will be given out at the beginning of the school year.

Outdoor Policy

Children will be going outside every day except when there is a heavy rain or in extreme weather conditions. It is expected that all children who are at school will participate in our outdoor time (please dress your child accordingly). Our staffing does not allow us to properly supervise a child who must stay inside.

Weather Closings

When weather conditions necessitate a delay, early release, or school closing, you will receive a phone call from our principal.

Curriculum and Assessment

Queen of Peace provides a curriculum that is aligned with Ohio's Early Learning and Development Standards. The curriculum focuses on the following domains: Social-Emotional Development, Approaches to Learning, Cognitive Development and General Knowledge (including Mathematics, Science, Social Studies), Language and Literacy Development, Physical Well-Being and Motor Development. Additionally, students will participate in specials with those content teachers.

Student development will be assessed both formally and informally throughout the school year. The information gathering of your child will be used to ensure growth and kindergarten readiness.

Conferences

A scheduled conference is held in the fall for all parents to attend. We will also conference in the spring as needed to assess the growth of your child and their readiness for the upcoming school year.

Field Trips

Our students will be offered field trip experiences. Parents or a guardian will be attending with the student for these special events. More information will be sent home as we finalize the date(s).

Rest Time

If your child is a full-day student, they will be taking a rest period. Your child will have their own mat to sleep on. You may pack a blanket and pillow for your child to rest with.

These items **must** stay at school in a tote or plastic bag separate from their school bag. The last day of the week that your child attends, we will send home rest items so they can be washed. Your child does not have to sleep during rest time. They do, however, need to rest. Students will not be talking or playing with other students during this time.

Child Guidance

We are committed to using constructive, developmentally appropriate child guidance and management techniques in the area of discipline. The goal is for all children to have fun, feel good about themselves, and learn to regulate their own behavior by practicing social skills in a group setting. The following techniques will be used to help guide your child's behavior:

- Set clear limits
- Redirect the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior and reinforcing appropriate behavior
- Encourage children to control their own behavior, cooperating with others and solving problems by talking things out
- Intervene when needed, as quickly as possible to ensure the safety of all the children.
- Developmentally appropriate separation shall be no longer than one minute for each year of age. When the child is ready to return to the activity, the child and teacher will review the reason for the separation and what behavior is expected.

If there are any problems with a child's behavior in the program, the teacher will speak directly with the parent. Keeping open lines of communication, the teacher will work with the parent to prevent future problems.

- There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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 a protective bear hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.

- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of the preschool staff member in a safe, lighted, well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Supervision of Children

Students will be supervised at all times by a teacher, assistant teacher, or administrator.

Medical and Dental Emergency Plan

- The First Aid Kit is located above the classroom sink.
- Current emergency telephone numbers for the emergency squad, fire department, hospital and poison control center, children's protective agency, and police department are posted in the classroom.
- Staff members are trained in first aid, communicable disease, and CPR.
- Children's medical and admission records are located in the file cabinet in the classroom's restroom.
- Staff will observe a child upon entering school for signs of communicable diseases. Children who become ill during school hours will be isolated and the parent/guardian will be contacted at once.
- The Ohio Department of Health Dental First-Aid chart is posted in the classroom.
- In the case of a minor incident/accident staff will administer basic first aid and family will be contacted. If incident /accident is life threatening, EMS will be contacted and family will be notified. The child's records will be transported with the child when seeking emergency treatment. Emergency transportation will be provided by ambulance only.
- An incident/accident report will be provided to the parent/guardian any time an incident/accident occurs on the day of the incident/accident.

Emergency Procedures

In the event of a fire or tornado, staff will follow written instructions describing emergency evacuation routes and procedures to ensure that students reach designated areas safely. In order to prepare for the unlikely event of a fire or tornado, Queen of Peace will conduct monthly fire drills and periodic tornado drills. In the unlikely event that there would be an environmental threat or threat of violence, staff will secure students in the safest possible location and contact and follow directions by proper authorities. Parents will be notified as soon as the situation allows.

Licensing Information

Queen of Peace School is licensed by the State of Ohio Department of Education. The preschool license is posted on the bulletin board in the classroom. The phone number of

the Early Childhood Education office of the Ohio Department of Education is 614-466-0224. This number can be used for any suspected violation of the Revised Code or if you wish, to file a complaint. To comply with the State of Ohio Preschool Regulations, you may request an appointment with the preschool teachers to review any inspection reports of our preschool program.

Management of Illness

We will provide students with a clean and healthy environment. Students will be observed as they arrive at school to assess their general health. We ask that you not bring your child sick to school (they will be sent home).

A child with any of the following symptoms will be isolated and discharged to a parent or emergency contact (as listed on the emergency notification form):

- Temperature of 100 degrees Fahrenheit taken by the auxiliary method
- Diarrhea
- Severe Coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, obvious discharge, matted eyelashes, burning, itching and/ or eye pain
- Untreated/infected skin patch and unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Sore throat or difficulty in swallowing
- Evidence of untreated lice, scabies or other parasitic conditions

*** All children must be symptom free for 24 hours before they may return to school. ***

Medication

Medications will only be administered at school after the proper forms have been completed.

All medications will be stored in a designated area inaccessible to students. Prescription medications must be in the original container and will be administered as instructed on the container.

Modified Diet or Food Supplements

If your child requires a special diet, written instructions are required from the physician.

Parent/Family Involvement

Parents and family members are always welcome to visit the classroom. However, visits must be scheduled in advance with your child's teacher. All visitors must sign in at the

main office. Parents that are volunteering in the classroom must be trained according to the Archdiocese guidelines.

SafeParish Training

All adults who interact with students at a Catholic school must be SafeParish trained. Parents or grandparents who wish to volunteer, come into the classroom, or chaperone a field trip must complete this training prior to volunteering. Please use this website to register for an account. <https://www.aocsafeenvironment.org>. If you still have any questions after reading the memo, please contact Chad Riegert at criegert@qphamilton.org or 513-863-4344.

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Queen of Peace School plans to return to in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, Queen of Peace School will evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Queen of Peace School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Queen of Peace School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Queen of Peace School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Queen of Peace School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions, is the choice of each family, including ours. If student or parent(s) who visit Queen of Peace School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Queen of Peace School, attend any Queen of Peace School function, or visit Queen of Peace School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Queen of Peace School or any Queen of Peace School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.