



# ST. ALBERT THE GREAT PRESCHOOL

# PARENT HANDBOOK

**ST. ALBERT THE GREAT PRESCHOOL**  
**6667 WALLINGS RD, NORTH ROYALTON, OH 44133**  
**440/237-1032**

## **PHILOSOPHY AND GOALS**

St. Albert the Great Preschool is designed to teach developmentally appropriate skills and to provide our students and their families with a caring Catholic-based foundation in an atmosphere that encourages the social, spiritual, emotional, physical, and intellectual growth and development of each child. We strive to make learning exciting, so the experience will be enjoyed to the fullest and will give each child a good self-image and confidence in his/her ability to succeed at new skills and challenges.

The child should:

1. Develop a positive self-image and acknowledge his/her self-worth.
2. Develop basic social skills.
3. Increase independence.
4. Develop a trust in adults other than his/her parents/guardians.
5. Enjoy being part of a group and accept the need to share and cooperate.
6. Respect the rights of others and defend his/her own rights.
7. Develop the desire to learn.
8. Become aware of the fact that he/she is a child of God and will grow in His love.
9. Attend school on a regular basis.

## **LICENSING STATEMENT**

St. Albert the Great Preschool is licensed to serve preschool children ages 3 through 5.

The Ohio Department of Education issues St. Albert the Great Preschool a license, which is posted on the Parent Bulletin Board, located at the entrance of Room 111. The laws and rules governing preschools are available for review upon request. The licensing compliance record of St. Albert the Great Preschool is available upon request from the Ohio Department of Education at (614) 644-0224 and may be used to report a suspected violation.

## **DAYS, TIMES & TUITION OF PROGRAMS**

Turn in your completed registration packet to get your choice of am or pm. It is done on a first come first serve basis according to the preschool admissions criteria list.

St. Albert the Great Preschool will be in session from September to May. Classes meet as follows:

**3-Year Old Program** – Must turn three by September 30<sup>th</sup> and be toilet-trained.

Days Attending: Tuesday/Thursday morning or afternoon

9:00am–11:30am session or

12:30-3:00 pm session.

**4-Year Old Program** – Must turn four by September 30<sup>th</sup> and be toilet-trained.

Days Attending: Monday/Wednesday/Friday morning or afternoon

9:00am - 11:30am session or

12:30 - 3:00 pm session

**4-Year Old Program** – Must turn four by September 30<sup>th</sup> and be toilet-trained.

Days Attending: Monday thru Friday morning or afternoon

9:00am - 11:30am session or

12:30 - 3:00 pm session

**5-Year Old Program** – This program is for children from 4 years 8 months to 5 years 6 months

Days Attending: Monday thru Friday morning or afternoon

8:15 am - 11:15 am session or

12:15 - 3:15- pm session

## **DAILY SCHEDULE**

- Free Play
- Opening Circle
- Religion
- Exploration Time at Centers
- Story Time
- Bathroom Break
- Snack
- Arts and Crafts
- Fine Motor
- Gross Motor/Outdoor Play
- Closing Circle – Prayer & Review of Day

# CURRICULUM

St. Albert the Great Preschool follows the Ohio Department of Education Context Standards, which is aligned with the Diocesan Graded Course of Study.

A good preschool program promotes the development of mind, body and soul of young children. Our curriculum is developed using a “hands-on” approach to learning, rather than stressing specific subject areas. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit. The daily schedule includes both quiet and active play, and includes individual small group and large group activities.

## Components

**Religion** is an integral part of the Catholic Preschool Program. It is the preparation time for more formal instruction in the years ahead. Religion is the development of a positive self-image in relationship to a loving God. The basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child’s sense of God comes from the warm atmosphere of love and acceptance in the preschool environment where the child learns about God’s wonderful world. Classroom prayer prepares him/her to participate in the celebrations of the Church.

**Language** is the development of communication skills that enable a child to share his world with others. At the preschool level, these skills include listening, speaking, and thinking. Transferring thoughts into words is the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feeling in various ways. An awareness of the five senses will stimulate a child’s curiosity as to the different ways his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry, and finger plays enhance the love of language.

**Math Readiness** at the preschool level involves the development of cognitive skills. Piaget calls the way a child perceives the relationship between two objects “logic-math knowledge.” This knowledge comes from an understanding of colors and shapes, quantitative concepts such as size difference, basic counting skills through practical application, classifying, forming sets and recognizing numerals. These concepts are taught through manipulative and play experiences.

**Motor Skills** are a vital part of the young child's development and are crucial to the learning skills he/she will need in the future. The preschool child learns with his/her body. These motor skills are not to be overlooked in the favor of cognitive skills.

**Gross Motor:** Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities of walking, running, jumping, hopping, skipping and bike riding. Hand-eye coordination is attained by throwing a large ball, catching, or aiming for a target. Rhythm and movement provides an outlet of creative expression and the joy of using the body in dance, games and organized play.

**Fine Motor:** Eye-hand coordination is developed through manipulating clay, stringing beads, hammering, pasting, coloring, painting, pouring, lacing, and using scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged, although dominance is not always achieved yet. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

**Specials:** Children attending the preschool programs will have the opportunity to participate in classes taught by St. Albert the Great School specialists. These include: Computer, Physical Education, Library, Music, and Art.

## **STAFF/CHILD RATIOS**

The teacher to child ratio is 1:9. Maximum group size is 2:18.

## **ADMISSIONS**

Children are enrolled in the preschool program beginning after our Open House. All children must be 3 or 4 years of age by September 30th and must be toilet-trained. Children are enrolled in the program based on St. Albert's Admission Policy.

# ADMISSION POLICY

Applicants will be accepted in the following order:

1. Participating Parishioners – Families contributing at least \$750.00 per year
2. Siblings of currently enrolled students (K-8) in good standing
3. Parishioners with children enrolled in our preschool
4. Registered Catholics of other parishes
5. Non-Catholic Religious Families
6. Late Applicants

\*\*Enrollment in St. Albert the Great Preschool does not automatically guarantee a child's acceptance into Kindergarten at St. Albert the Great School. A meeting with the Pastor of St. Albert the Great Church is required for enrollment in Kindergarten.

A non-refundable registration fee of \$100.00 is required of all students when submitting the Pre-Enrollment Form.

At the time of registration, the following documents are required:

- \*Birth Certificate
- \*Baptismal Certificate
- \*Custody papers (if applicable)

There will be a \$12.00 bank fee for any check returned from the bank for insufficient funds.

No child may attend classes until **all forms are returned and completed in full**. A current, yearly physicians exam is required for attendance. **All medical information forms must be turned in prior to the first day of school. No child will be permitted to attend preschool without these forms. No exceptions.**

Please notify us immediately of any changes in your place of employment, residence or telephone number. We must have a working emergency number at all times.

## **DRESS CODE**

Parents are encouraged to have their children wear clothing which will allow students to play and explore freely. Therefore, casual washable clothing is recommended. Please dress your child in clothes that encourage independence in dressing. Children are encouraged to dress themselves and will receive help if needed. Please encourage the same at home. Halter tops or tops with spaghetti straps hinder freedom of movement.

Preschool children are full of energy and constantly on the go. Therefore, tennis shoes are the desired form of footwear for preschool children. Please **do not** send your child to class in sandals, open-toed shoes, flip-flops, clogs, or backless shoes.

Please put an extra set of clothes (pants, shirt, underwear, and socks) in a zip-lock plastic bag with your child's name attached to the bag to be kept at school for accidents. If your child borrows clothes from the school, please wash the items borrowed and return them. Underwear should be replaced with new ones.

Label ALL items that your child will be bringing to school. This includes clothing, school bags, etc. Please do not let your child bring in any toy from home unless it is designated as Show-n-Tell Day. This will allow for fewer personal toys being lost or broken.

## **SCHOOL ORIENTATION AND SEPARATION**

We are aware and sensitive to the fact that for young children it is sometimes hard to do new things such as separate from parents. Therefore, we will provide a Meet & Greet experience in your child's classroom to allow for a positive adjustment and beginning school experience.

On the first day of school children will arrive using the pick-up/drop off line. The school counselor will be available to assist with children who are having difficulty separating from a parent/guardian.

## ARRIVAL AND DISMISSAL PROCEDURES

At the Parent Orientation Meeting in August, parents will be given a card which should be placed in the window on the driver's side of the car to help with the dismissal of the children.

The following procedures will be enforced regarding preschool arrival and dismissal. Parents will enter the school complex using the driveway in front of the church. Go past the rectory and school, bear to the left towards the school and stop at the first cone (closest to the playground). A preschool teacher or aide will escort your child into the school/to your car.

3's & 4's Morning Classes:	Drop off - 9:00 - 9:10 am Pick up - 11:30 - 11:40 am
3's & 4's Afternoon Classes:	Drop off - 12:30 - 12:40 pm Pick up - 3:00 - 3:10pm
Pre-K Morning Class:	Drop off - 8:05 - 8:15 am Pick up - 11:05 - 11:15 am
Pre-K Afternoon Class:	Drop off - 12:05 - 12:15 pm Pick up - 3:00 - 3:10 pm

In addition, the following school procedures must be followed:

1. If you arrive at a time other than those listed above, please park in Parking Lot B and "buzz in" for entrance at the main school door. Please stop at the school office for assistance. This procedure is enforced for all students attending St. Albert the Great School.
2. Please do not tap on classroom windows to ask for entrance assistance.
3. Please do not attempt to get a student's attention to open the doors for you. This is in direct conflict with what we are teaching our children.
4. If someone other than the designated person is picking up a child, permission by the parent/guardian must be given to the teacher in writing and a picture ID is required. No exceptions.



## **LATE PICK-UP FEES**

There is a fee for late pick-up after your child's class. The fee per child is as follows:

5 minutes late	\$5.00
10 minutes late	\$10.00
15 minutes late	\$20.00
20 minutes late	\$30.00
30 minutes late	\$50.00

It is not our wish to collect money in late pick-up fees but rather to insure the prompt and efficient dismissal of children.

## **TELEPHONE ACCESS**

St. Albert the Great Preschool's telephone number is: (440) 237-1032. A staff member may be reached at this number Monday through Friday from 8:00am to 4:00pm. Please be aware of program class times when calling. If classes are in session, please leave a message and the staff will get back to you as soon as possible.

## **PEANUT FREE SCHOOL**

The St. Albert the Great Preschool is a peanut free environment. Please make sure your child's personal daily snack and all party favors do not contain peanuts, nut oil, tree nuts, or peanut derivatives of any kind

## **SNACKS**

Parents will provide their child with a nutritious snack when their child attends the program. A "nutritious snack" means a snack that provides nutritional value, containing a fruit or a vegetable. Please make snacks easy for your child to open and eat, as snack time provides an opportunity to practice self-help skills and manners. Please put one snack in a plastic bag with your child's name on it. Please provide a **reusable** water bottle each day.

## **CLASSROOM ROSTER**

A roster will be prepared annually for each group of children in the program. This will include the name, address and telephone number of each child and parents/guardians. This will be prepared only after each parent/guardian has signed a statement indicating whether they desire to be included in the roster. This roster will be available upon request and will be furnished to no other persons but the parents/guardians and school administration.

## **ABSENCES**

When your child is absent from school, the parent/guardian must phone in the absence to St. Albert the Great School at (440) 237-1032

## **CLOSINGS**

In the case of extremely bad weather, we will close to ensure the safety of the parents and staff. St. Albert the Great Preschool will be closed whenever the North Royalton City Schools close for snow and/or weather emergencies. We will update our website to reflect any school closings. Parents will be notified of school closings through an alert now phone call.

## **HOLIDAY CLOSINGS**

Preschool classes will adhere to the day school calendar which will be given out at the Parent Orientation meeting in August each year. The following holidays and no-school days will be observed.

New Years Day  
Martin Luther King Day  
Presidents' Day  
Easter Break  
Memorial Day  
Thanksgiving Break  
Christmas Break  
Labor Day  
In-Service Teacher Days

## **PARENT/TEACHER COMMUNICATION**

We pride ourselves on our positive interaction with parents. Please feel free to discuss any concerns or suggestions you may have with your child's teacher, preschool director or school principal.

Principal- Edward Vittardi [evittardi@saint-albert.org](mailto:evittardi@saint-albert.org)

Preschool Director- Caroline Halle [challe@saint-albert.org](mailto:challe@saint-albert.org)

Together, we can give your child a pleasant and rewarding preschool experience, which will bridge their entrance into school academics.

Our usual means of communicating with the parents/guardians are written and carried home by the child in his/her book bag. Check your child's book bag daily to see if he/she is carrying correspondence, as the children may frequently forget that they have a message. These important communications may make a number of trips back and forth before they reach the parent and are answered.

A weekly newsletter will be provided to keep you informed of your child's activities and school news.

## **CONFERENCES AND PARENT PARTICIPATION**

A Progress Report will be sent home at conference time, advising parents of their child's adjustment to preschool. Conferences will be held in November with parents/guardians. You will be notified in advance of the dates and times available. Another conference is scheduled separately with the individual teacher for the needs of guidance as to which program the kids should go into.

Preschool days are full of fun activities and projects – some of which require parental cutting, gluing, assembly, etc. Parents will periodically be asked to assist with a school project, which can be completed at home. Parents will accompany their child on field trips throughout the year.

## **FIELD TRIPS**

Field trips are a means of expanding the child's view of the world. St. Albert the Great Preschool may take field trips each year. Each parent is responsible for their own child's transportation and supervision to, from, and during the field trip.

A person who is trained in first aid will attend all field trips and provide a first aid kit, which meets all requirements. All necessary forms will be taken to all outings for each child. Written permission, which includes the child's name, destination, date, and signature of the parent/guardian is required for each child to attend the field trip.

All vehicles used to transport children shall be insured, licensed, and operated in accordance with the state of Ohio laws, including but not limited to:

- ❖ Lighting requirements.
- ❖ Child restraint requirements.
- ❖ Driver must hold a current and valid driver's license and be insured.
- ❖ Children shall ride in the back seat. Each child must be secured in a weight or age-appropriate car seat.
- ❖ When four or more children are in a vehicle, there shall be two adults in the vehicle.
- ❖ One parent per every 2 kids will be in attendance.

## **VISION AND HEARING TESTING**

The St. Albert the Great School nurse will administer vision and hearing testing to the children enrolled in the preschool program. Communication will be sent home advising parents if additional testing is required.

## **SCHOOL SAFETY**

To provide a safe environment for all of our students, the following guidelines will be followed:

1. Doors will not be propped open. This breaches school security for all students and staff members.
2. If you arrive at a time other than those times listed, please park in the main parking area, and enter the building through the main school entrance and “buzz in” for admittance. This procedure is enforced for everyone wishing entrance into St. Albert the Great School. You will be asked to sign our visitor log in the school office and wear a school visitor badge.
3. If someone else is picking up your child, permission by the parents/guardians must be given to the teacher in writing. A photo ID is required. No exceptions.

Our program has immediate access to a working telephone within the preschool classrooms at all times. (440) 237-1032 (Ext. 49)

Regular fire drills, tornado drills, and lockdowns will be performed in accordance with the day school scheduling of such drills. Emergency awareness is part of our curriculum. A record of these drills is available on the emergency bulletin board inside the classroom. A letter will be sent home to parents, advising them that an emergency drill took place while their child was in attendance.

Fire, Tornado, and Lockdown procedures are posted inside the classroom which explain the action to be taken. The staff has been trained in their responsibilities in case of any emergency. Diagrams of evacuation routes are posted in the classroom.

Use of spray aerosols shall be prohibited when children are in attendance.

## **WITHDRAWAL POLICY**

In the event a parent wishes to withdraw their child from one of our programs, the parent should advise the Preschool Director in writing of the child’s name, program attending, and the date of the child’s last day. When we have been notified of your child’s pending withdrawal, we will send you a form to discontinue your direct deposit tuition payments. If your child will leave our program in the middle of the month, there will not be a refund for the remainder of the month. The registration and materials fee are non-refundable.

## **FAMILY CUSTODIAL POLICY**

For the safety of the children, our preschool will adhere to the “Family/Custodial Matters” guidelines found on page 39 of St. Albert the Great School Student/Parent Handbook which can be found on the school website. When there is a court order regarding custodial rights, the custodial parent must furnish our program with the court order and complete a custody form before a child may attend.

## **HEALTH AND SAFETY**

When an accident or injury occurs, the child will be taken to the nurse for observation. A copy of the Accident Report will be sent home that day with the child for the parent’s review and signature. The parent will return the signed original to St. Albert the Great Preschool the next day the child attends class. The original copy of the Accident Report will be put in the student’s file. A log of all accidents will be maintained.

Hand washing before and after meals, as well as after restroom breaks, are required. The preschool staff will also adhere to these procedures.

All preschool staff members are alert to potential hazards. No child is ever left alone or unsupervised. Children will be greeted at the school door by the teacher or aide and turned over to the parents/guardians at the end of the school day.

The school nurse and/or health aide will be available if needed throughout the school day. The school nurse, health aide, and preschool teachers are trained in first aid, CPR, and communicable diseases. In case of illness, a child will be removed from the classroom. The aide will walk the child to the clinic. If the parents/guardians are needed, you will be called. Please make prior arrangements to have someone care for your child if he/she becomes ill at school.

In case of emergency, the parents/guardians will be called and asked to come to the school. If it is a serious incident, 9-1-1 will be called. We will transport your child to the nearest hospital by emergency vehicle. The Assistant Principal, Preschool Director, or a staff member will accompany your child and take your signed permission slip. You will be called immediately and asked to meet us at the hospital.

Medical Emergency Release Forms for each child are kept on file. These forms have the pediatrician's telephone number, emergency telephone numbers, a list of the child's allergies, ongoing medication, previous hospitalizations and permission to obtain emergency care.

The teacher and the classroom aide are sensitive to the child's behavior and actions. They will observe the children for any health problems and refer them to our nurse who will notify you.

Please do not send a child to school unless his/her temperature has been normal for a minimum of 24 hours. Also, do not send a child with a cold, stomachache, vomiting, diarrhea, runny nose or earache.

## **MEDICATION POLICIES AND PROCEDURES**

Prior to administering any medication, food supplement, modified diet or fluoride supplement, the preschool shall:

Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement. Each time medication is administered; a written record or log including dosage, date and time shall be made. The record or log shall be kept on file for one year.

## **HEALTH CHECK SERVICES**

Health check services are available for families that are eligible for Medicaid. Health check is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

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

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Health check services are available to them. If you are younger than age 21 and are also enrolled, you can receive Health check services, too.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>



## **MANAGEMENT OF COMMUNICABLE DISEASES**

If a child has more than a runny or stuffy nose, he/she should not come to school.

Please follow these guidelines when your child is ill:

Please keep your child home 24 hours after a fever breaks.

If your child is sick during the night or before school, please keep them home.

If you suspect strep throat and have a culture taken, please do not send them back to school until you receive the negative result of the culture.

If your child has an auxiliary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the doctor, depending on the illness.

Please inform us if your child becomes ill with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

The staff is trained in communicable diseases, as required by the State of Ohio. They will observe all children upon arrival. If any communicable disease symptoms are present, the child will be escorted to the nurse for further observation.

If a communicable disease has been verified at St. Albert the Great Preschool or Day School, a letter from the school nurse will be sent home with the students, informing the parents of the nature of the disease; as well as, symptoms and preventative measures.

# LIST OF THE MOST COMMON COMMUNICABLE DISEASES

**Chicken Pox-** Fever; Rash appears in the form of small pimples which in a day fill up with clear fluid. The incubation period is between 14-21 days. Isolation period of at least 7 days.

**Measles (Rubella)-**Cold in head, feverishness, watery eyes, sneezing. Blotchy red rash appears on forehead, face and body. The incubation period is between 7-14 days. Isolation period is at least 5 days from time rash appears.

**Mumps-**Fever; Swelling of side of face and jaws as glands become swollen and tender. The incubation period is between 12-26 days. Isolation period until swelling of glands has disappeared and patient has recovered.

**Scarlet Fever and Streptococcal Sore Throat-**Fever; headache, sore throat, vomiting. A fine rash appears with scarlet fever. The incubation period is 2-5 days. Isolation is required for 48 hours after start of antibiotic treatment. May be re-admitted to school upon written statement that the child has been treated. The name of the physician should be included.

**Impetigo-**Blister like lesions that later develop into crusted pus-like sores that are irregular in outline. Incubation is 2-5 days, occasionally longer. Impetigo is communicable from the onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.

**Conjunctivitis-**Redness and swelling of the membranes on one or both eyes with burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during course of infection and until discharges from infected mucous membranes cease.

The following precautions shall be taken for children suspected of having a communicable disease.

**A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.**

1. Diarrhea (more than one abnormally loose stool within a 24 hour period.)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing.

4. Yellowish skin or eyes.
5. Conjunctivitis.
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patches.
8. Unusually dark urine and/or grey or white stools.
9. Unusual spots and or rashes
10. Sore throat and difficulty swallowing and or elevated temperature
11. Stiff neck.
12. Evidence of lice, scabies or other parasitic infestation.
13. Elevated temperature
14. Vomiting

## **DISCIPLINE POLICY**

St. Albert the Great Preschool curriculum is designed to promote positive and enjoyable learning experiences for the child, and positive interactions between adults and children.

The goal of our Preschool Program is to help each child develop a feeling of positive self-worth and confidence. Therefore, discipline will be approached from the realization that children need to learn self-control and to be able to internalize rules of behavior. Clear rules of behavior and clear directions for compliance shall be established at the beginning of the year. Positive feedback will be given to the child for following the classroom rules.

The rules of the Preschool will be for safety, general health and social interaction. A comfortable atmosphere and consistent daily schedule will provide each child with a sense of security and confidence. Each child's individual rights shall be respected at all times.

The following list specifies the strategies for discipline and guidelines:

- \*Clear, consistent, and reasonable limits will be set, and followed through by enforcing these limits.
- \*The rules and directions for guidance will be done in a positive way.
- \*The child's positive behavior will be emphasized.
- \*The uncooperative child shall be directed to another activity.

\*When a child's negative behavior shall involve frequent hitting, pushing, biting, or harm to himself/herself or other children, or to equipment, the child shall be removed from the scene for a "time out."

\*Parents/guardians will be informed of inappropriate behavior.

If a child continues to have difficulty, the teacher/director will initiate observations times and conferences with the parents. If the child's behavior continues to be disruptive to the class and the child is unable to learn self-control after three weeks, a written communication will be sent home. If after six weeks of assistance by the teacher and parent/guardian there is no improvement, the parent/guardian will be asked to withdraw the child.

Under no circumstances will the following unacceptable methods of discipline be administered to any child of St. Albert the Great Preschool. Any violation by a staff member of any of the following will result in immediate dismissal.

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

All staff members have received a copy of the above discipline policies for review upon employment. All God's children at St. Albert the Great Preschool are precious and will be treated with respect and kindness.

## **SWIMMING POLICY**

St. Albert the Great Preschool will not provide swimming activities.

## **ABUSE REPORTING REQUIREMENT**

The staff of St. Albert the Great Preschool is mandated by Ohio Law to report suspicions of abuse or neglect to the Child Abuse Hotline at 696-KIDS. Staff members are trained in Recognition of Child Abuse and Neglect.

## **NON-DISCRIMINATION STATEMENT**

St. Albert the Great Preschool advertises in the public media in order to make openings known to all. St. Albert the Great Preschool recruits and admits students of any race, color, gender, or ethnic origin to all rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, gender, or ethnic origin in the administration of its education programs. Special needs children are welcome.

## **HIV/AIDS POLICY**

The preschool will follow the Diocese of Cleveland Aids Policy, which can be found on page 38 of the St. Albert the Great Student/Parent Handbook. Parents can download a copy from the school website.

## **ADDITIONAL INFORMATION**

If you desire further information regarding the programming at St. Albert the Great Preschool, the State Department of Education, Early Childhood Department can be called at (614) 466-0224. If you wish to obtain a compliance report, please contact the school office.