



Little Scholars Academy

Parent Handbook

2018-2019

Little Scholars Academy of St. Mary School Chardon Philosophy

The primary purpose of Little Scholars Academy of St. Mary School Chardon is to provide a transition from home to a school atmosphere. While recognizing that family relationships provide the young child with the best model for developing values, attitudes and appropriate behavior, we also provide the preschool aged child an opportunity for interaction with other children and adults.

Our Preschool/Pre-Kindergarten program promotes the spiritual, social, emotional, physical and intellectual growth of the young child through age appropriate developmental experiences and play activities.

Little Scholars Academy of St. Mary School Chardon was established in 2004 and complies with the laws of the State of Ohio and the guidelines from the Office of Catholic Education of the Diocese of Cleveland.

Mission Statement

Little Scholars Academy of St. Mary School Chardon provides a quality Catholic education for Preschool/ Pre-Kindergarten children. We strive to develop each student's unique potential in an environment of Faith, in cooperation with the Family, and with a vision for the Future.

Preschool/Pre-Kindergarten Goals

Little Scholars Academy of St. Mary School Chardon program assists the young child to develop:

- Continued awareness of the child's relationship to God
- Positive self-image and acknowledge personal self-worth
- Auditory, fine motor, gross motor, language and visual skills
- Basic social skills as part of a group

- A sense of age appropriate independence
- Respect for the rights of others and God's creation
- A desire to learn

Admission Policy

Little Scholars Academy of St. Mary School Chardon admits students of any race, color, national or ethnic origin.

Registration

Registration is held in conjunction with St. Mary School during Catholic Schools Week. We adhere to the following criteria:

- Students in 3-year-old class enrolling in 4-year-old-class
- Registered members of St. Mary Church
- Those with siblings at St. Mary School first
- Catholics from parishes without preschools
- Non-Catholics

3-year-old (Preschool) class may have 1 adult for every 12 children.

Pre-Kindergarten class may have 1 adult for every 14 children.

Once the maximum enrollment is reached in a session, families will be placed on a waiting list in the order in which they apply.

Registration is complete when the following forms are received by the office:

- Registration form with \$75.00 non-refundable registration fee
- Immunization form and report of a physical examination from child's physician
- Copy of child's birth certificate
- Copy of child's Baptismal certificate
- Copy of custody/Guardian papers if applicable

Tuition is published at the time of registration.

Class Sessions

All families are to follow the arrival and dismissal procedures. There will be a helper to help the children walk to their classrooms. Parents should not walk through the halls. If an adult other than yourself is picking up or dropping off your child (a friend, neighbor, grandparent, aunt or uncle), the teacher must be informed in writing beforehand. The names of these people must be listed on the Authorization Form. For early dismissal and pick up you must go to the school office. If your child is going to be late, please bring them to the office.

Students must be toilet trained and must be 3 years old or 4 years old before September 30th in the year of entrance.

<u>Age</u>	<u>Time</u>	<u>Length</u>	
4 Pre-K ½ Day a.m.		9:00 a.m.-12:00 p.m.	3 hours
Pre-K ½ Day p.m.		12:30 p.m.-3:30 p.m.	3 hours
4 Pre-K All Day		9:00 a.m. - 3:30 p.m.	6 1/2 hours
3 Preschool		9:00 a.m.-11:45 p.m.	2 h 45min.
3 Preschool		12:45 p.m. - 3:30 p.m.	2 h 45min.

A typical schedule for the 3-year-old Preschool program is as follows:

Morning Afternoon

9:00 a.m.	(12:45 p.m.)	Welcome/ Free Play
9:30 a.m.	(1:00 p.m.)	Circle Time
10:00 a.m.	(1:30 p.m.)	Music/Exercise
10:30 a.m.	(2:00 p.m.)	Centers
11:00 a.m.	(2:30 p.m.)	Clean up/Wash Hands
11:10 a.m.	(2:40 p.m.)	Snack
11:25 a.m.	(2:55 p.m.)	Story Time
11:35 a.m.	(3:05 p.m.)	Show & Tell
11:45 a.m.	(3:15 p.m.)	Gross Motor
11:45 p.m.	(3:30 p.m.)	Dismissal

A typical schedule for the Pre-Kindergarten Half Day Program is as follows:

Morning **Afternoon**

9:00 a.m.	12:30 p.m.	Welcome/Free Play
9:15 a.m.	12:45 p.m.	Circle Time (Art AM-Wednesday)
9:30 a.m.	1:00 p.m.	Circle Time (Art PM-Wednesday)
9:45 a.m.	1:15p.m.	Book Time /Vocabulary
10:00 a.m.	1:30 p.m	Bathroom/Snack (Music AM-Tuesday)
10:15 a.m.	1:45 p.m.	Bathroom/Snack (Music PM-Tuesday)
10:30 a.m.	2:00 p.m.	Centers/Math/Soc St. /Science Dina School Fri.
10:45 a.m.	2:15 p.m.	Centers (Phys. Ed AM Thursday)
11:00 a.m.	2:30 p.m.	Centers (Phys. Ed PM Thursday) Dina School Fri.
11:30 a.m.	3:00 p.m.	Gross Motor
11:45 a.m.	3:15 p.m.	Pack for Home
12:00 p.m.	3:30 p.m.	Dismissal

A typical schedule for the All Day Program is as follows:

9:00 a.m.	Welcome/Free Play
9:20 a.m.	Clean Up
9:25 a.m.	Circle Time/Calendar/Weather/Math/ L.A.
9:50 a.m.	Centers/Social Studies/Science/Math/L.A.
10:00 a.m.	Dina School (Fridays)
10:45 a.m.	Physical Education (Wednesdays)10:45-11:15 a.m.
11:00 a.m.	Clean up
11:10 a.m.	Snack
11:20 a.m.	Outdoor Play/Gross Motor
11:45 a.m.	Story Time
11:30 a.m.	Art (Tuesdays) 11:30-11:55
12:00 p.m.	Lunch
12:30 p.m.	Rest Time
1:05-1:15 p.m.	Show & Tell (Begins in October)
1:15 p.m.	Spanish with Mrs. Flynn twice a week
	Art Bus once a month (Mondays)
1:30 p.m.	Free/Play/Recess
1:45 p.m.	Music 1:45-2:30 (Mondays)
1:50 p.m.	Restroom Break

2:00 p.m.	STEM/Science 2:00-2:30/Easel Painting (Yoga-Wed.)
2:30 p.m.	Computers (Tues.) /Watch a show/movie
3:00 p.m.	Story Time
3:15 p.m.	Ready to Go Home
3:30 p.m.	Dismissal

These schedules are flexible and designed to meet the needs of the children.

If St. Mary School closes for weather or illness related reasons, Little Scholars Academy is also closed. Please watch the news for any school closings. There will also be a text/email sent with any important information of a closing.

Staff

Principal	Mrs. Friederike Wintersteller
Preschool/Pre-K Lead Teacher	Mrs. Linda Flynn
Pre-K All Day Teacher	Mrs. Linda Flynn
Pre-K Half Day Teacher	Mrs. Amy Ryan
Preschool Teacher	Mrs. Kelly Yates
Pre-K All Day Teacher Aide	Mrs. Donna Henry
Pre-K Half Day Teacher Aide	Mrs. April Burich
Preschool Teacher Aide	Mrs. Gina Roosa

Auxiliary Support Staff: Nurse, Speech Therapist, and Psychologist

Parent Volunteers are welcome!

Attendance/Tardy Policy

Parents must notify the office before 9:00 a.m. or 12:30 p.m. each day their child will be absent from the Preschool program. Parents of Pre-Kindergarten children must notify the office before 9 a.m.

Special Dismissal

In the event that a student must leave before the end of a class session, the

parents must present a note beforehand, stating the reason for early dismissal or call the school office.

Preschool/Pre-Kindergarten Clothing

Preschool and Pre-K students wear comfortable play clothing that is appropriate for school wear, weather conditions and the relaxed atmosphere of the classroom.

- Dress your child appropriately for the weather.
- Buy clothes with simple fastenings, so the child is able to learn to dress on their own.
- Make sure the buttons, zippers, and snaps are in good working order.
- Boots should be large enough so they can learn to manage them on their own.
- Please have your child wear tennis shoes or rubber-soled shoes to school.
- No open-toed shoes, flip-flops, sandals, or slip on shoes can be worn to school. No Crocs please.

Extra Clothes

Please send an extra change of clothes (underwear, pants, shirt, and socks) in a large Ziploc bag marked with your child's name. This bag will remain in the classroom in case your child has an accident. Keep in mind the different seasons.

Discipline Policy

The goals of Little Scholars Academy of St. Mary School Chardon are to help each child develop a feeling of self-worth, competence, and mastery. The discipline procedures are designed to be fair, consistent, and effective. The approach is to use positive reinforcement (praise), warnings, and assertive discipline, including time-out from the group for behavior that is disrespectful, disrupts the program or endangers others.

Guidance at Little Scholars Academy of St. Mary School Chardon shall involve establishing rules for safety, general health, and social interaction. A comfortable atmosphere and consistent daily schedule will provide for feelings of

security and confidence in each child. Each child's individual rights shall be respected at all times. Stickers, awards, and occasional treats will be part of developing this environment. A Behavior Chart will be sent home each day to tell you how your child did that day.

When inappropriate behavior occurs, the child will be

- 1 Reminded of the rules
- 2 Guided to self-correction
- 3 Helped to understand why the behavior must change

If necessary, the child's parent may be called to remove the child from the situation. Please see attached addendum at the end of the handbook.

Communication

Parents will receive a copy of our monthly calendar. This will give you an overall of what will be happening during that month. A weekly newsletter will also be sent home. The calendar will be posted on the website.

Parent-Teacher Conferences for Pre-Kindergarten classes will be held in November and March. The March Conference is upon request.

Parent-Teacher Conferences for Preschool (3-year-old) classes will be held in November and March. The March Conference is upon request.

Parents may request a conference at any time during the year.

Health Policy

Regular attendance plays an important part in the development of your child's attitudes toward his/her school life. However, good health is more important than perfect attendance to keep him/her at home.

Please check your child for signs of communicable diseases before sending

him/her to school. If your child has any of these symptoms, please keep him/her home:

- Fever of 100*
- Sore Throat
- Diarrhea
- Vomiting
- Headache
- Earache
- Difficult or rapid breathing
- Conjunctivitis (Pink Eye)
- Evidence of Lice
- Yellow skin or eyes
- Stiff neck
- Infected skin patches

Children who have been absent from school for illness may return when they are no longer contagious and have been without fever for 24 hours. A communicable disease chart is posted in the classroom. Parents of children in the Preschool/Pre-Kindergarten will be notified of possible exposure to a communicable disease.

All communicable diseases require a written release by a physician before the child may return to school.

Accidents

Emergency cards for each child must be on file. In case of an accident, parents will be contacted and their instructions followed. If parents cannot be located, information on the emergency card will be followed.

Transportation

Students are transported to and from school by parents or their designated representatives.

Safety Procedures

The teacher will establish simple routines for safety in the classroom the first days of school. Fire Drills must be held at least once a month. Tornado Drills must be held during the tornado season. These drills are usually held in conjunction with St. Mary School.

Curriculum

The curriculum for Little Scholars Academy of St. Mary School Chardon is based on the guidelines of the Diocese of Cleveland and the State of Ohio. We offer readiness lessons in the areas of:

Religion	Language Arts
Reading Readiness	Math Readiness
Social Studies	Science/Health
Art	Music
Large Muscle Skills	Small Muscle Skills
Creative Play	Spanish

Birthdays and Snacks

Healthy snacks should be packed every day. These snacks should contain foods from at least 2 of the food groups. It is important that you notify the teacher of any foods to which your child may be allergic. Each child should bring his/her own snack to school. Please make sure you **do not** pack any **peanut/tree nut products**.

Students in the All Day Program must have a packed lunch every day, unless they are purchasing a hot lunch. Everyone must have 2 snacks and drink packed for that day.

Birthdays may be celebrated on a given day closest to the child's birthday. Students may bring in a goody bag that contains non-edible items. This is due to the increase of food allergies.

**DUE TO STUDENT ALLERGIES,
NO PEANUT/TREE NUT PRODUCTS PLEASE!!!!!!!!!!!!**

Supplies

Each child is asked to bring in supplies. Please review the list of supplies that was sent home over the summer.

This list varies from year to year, so please check the list we send home in the summer.

Suggestions to Parents

- Send your child to school well rested.
- Always show an interest in your child's schoolwork. Proudly display these efforts for all to see.
- Take time to hear and answer their questions.
- Teach your child to keep crayons, scissors, and hands away from his/her mouth.
- Plan for your family to enjoy books, stories, and pictures, take trips, picnics and share in wholesome television programs and movies.
- Talk about school as a happy and pleasant event.

Thank you for the trust and confidence you place in us. We look forward to working with you, the first educators of your children! May we create a wonderful and memorable year together.

Little Scholars Academy of St. Mary Chardon is licensed through the Ohio Department of Education. Preschool Licensing Rules are available on request in the Preschool/Pre-Kindergarten Classrooms or the Principal's office.

The license and occupancy permits are posted in the classrooms.

The Preschool/Pre-Kindergarten classrooms are inspected by the Departments of Health, Fire and Buildings. These records and all Emergency Drill practices are on file in the preschool classroom files.

Questions about State Preschool Rules may be addressed to:

**The Ohio Department of Education
Division of Education Services
Early Childhood Section
65 S. Front St. Room 202
Columbus, Ohio 43266**

or on line at:

<http://www.ode.state.oh.us/ece/licensing/psrules.asp>. Or by phone: 614-446-00224

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