



# Little Scholars Academy Parent Handbook 2020-2021

Please refer to the St. Mary School 2020-2021 Return to School Plan on our school website [www.stmaryschoolchardon.org](http://www.stmaryschoolchardon.org) for revised policies and procedures due to COVID-19.

## **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. In partnership with our families, we empower our students through cooperation, collaboration, critical thinking, and creativity to become leaders and lifelong learners with a sense of understanding and compassion for others.

### **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 \$100.00 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.

## **Discharge Policy**

The Preschool reserves the right to cancel the enrollment of a child for the following reasons:

- Non-payment or excessive late payments of tuition
- Not observing the rules of the preschool outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children by parent or child
- Unsafe behavior of a child
- Reduction of student/staff ratio due to state mandates

## Class Sessions

All families are to follow the arrival and dismissal procedures. 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 30<sup>th</sup> in the year of entrance.

<u>Age</u>	<u>Time</u>	<u>Length</u>	
4 Pre-K Flex Class	morning (5 Days or 3 Days)	9:00 a.m.-12:00 p.m.	3 hours
	afternoon (5 Days or 3 Days)	12:30 p.m.-3:30 p.m.	3 hours
	all day	9:00 a.m.-3:30 p.m.	6 ½ hours
4 Pre-K All Day		9:00 a.m. - 3:30 p.m.	6 ½ hours
3 Preschool	(3 Days)	9:00 a.m.-11:45 p.m.	2 h 45min.

**A typical schedule for the 3-year-old Preschool program- subject to revision:**

### Morning

9:00 a.m.	Welcome/ Free Play
9:30 a.m.	Circle Time
10:00 a.m.	Music/Exercise
10:30 a.m.	Centers
11:00 a.m.	Clean up/Wash Hands
11:10 a.m.	Snack
11:25 a.m.	Story Time
11:35 a.m.	Show & Tell
11:40 a.m.	Gross Motor
11:45 a.m.	Dismissal

**A typical schedule for the Pre-Kindergarten FLEX class – subject to revision:**

**Morning**

9:00 a.m.	Welcome/Free Play
9:15 a.m.	Circle Time
9:45 a.m.	Story Time /Vocabulary
10:00 a.m.	Restroom Break/Snack
10:30 a.m.	Centers/Math/Social St. /Science
11:30 a.m.	Outdoor Play/Gross Motor
12:00 p.m.	Dismissal/Lunch for ALL DAY students
12:30 p.m.	Rest Time/Free Play/Welcome
1:00 p.m.	Circle Time
1:30 p.m.	Story Time
1:50 p.m.	Restroom Break/Snack
2:00 p.m.	Centers
2:30 p.m.	STEM/Science/Related Arts
3:15 p.m.	Pack up
3:30 p.m.	Dismissal

**A typical schedule for the All Day program - subject to revision:**

9:00 a.m.	Welcome/Free Play
9:30 a.m.	Circle Time and Centers/Math/Language Arts/ Science/Social Studies
11:00 a.m.	Snack
11:20 a.m.	Outdoor Play/Gross Motor
11:45 a.m.	Story Time
12:00 p.m.	Lunch
12:30 p.m.	Rest Time
1:15 p.m.	Spanish with Mrs. Flynn twice a week
1:30 p.m.	Free/Play/Recess
2:00 p.m.	STEM/Science/Related Art
3:00 p.m.	Story Time
3:15 p.m.	Pack up
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 All Day Teacher Educational Aide	Mrs. April Burich
Pre-K Flex class	Mrs. Christine Graham
Pre-K Flex class Educational Aide	Mrs. Kimberly Alic
Preschool Teacher	Mrs. Kelly Yates
Preschool Teacher Educational Aide	Mrs. Gina Roosa

Auxiliary Support Staff: Nurse, Speech Therapist, and Psychologist

Parent Volunteers must be Virtus trained.

## **Before and After School Childcare**

If your child needs before and after care childcare, please contact the school office. This applies only to students enrolled in our Pre-K programs.

## **Attendance/Tardy Policy**

Parents must notify the office before 9:00 a.m. each day their child will be absent from the Preschool program.

Parents of Pre-K children must notify the office before 9 a.m. or 12:30 p.m. The office phone number is 440-286-3590.

## **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 your 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.
- Open-toed shoes, flip-flops, crocs, sandals, or slip on shoes are not permitted.

## **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.

## **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 staff members will

- Explain the rules in a cheerful manner to make them understandable and acceptable to the child.
- Be consistent, firm, fair.
- Enforce the rules in a positive, impersonal way.
- Redirect an uncooperative child to another activity or redirect the entire activity into a more wholesome direction.
- Guide the child to self-correction.
- Help the children understand one another's actions.

If necessary, the child's parent may be called to remove the child from the situation.

## **Behavior Management/Discipline**

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional wellbeing of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (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 in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment

### **Communication**

Parents will receive a copy of our monthly calendar. This will give you an overview of what will be happening during that month. A weekly newsletter will also be sent home.

Parent-Teacher Conferences for Pre-Kindergarten/Preschool classes will be held twice per school year. If a conference is desired at any other time, parents are to contact the child's teacher through a written note or email. Teachers can then assign a time and notify parents with the specifics of the conference.



## Medication

Rule 3301-37-04 of the Ohio Administration code specifies the requirements for administering medication to children in preschool programs in public school or chartered non-public schools:

A. Only employees who are licensed health professionals, or who have completed a drug administration training program conducted by a licensed health professional and considered appropriate, may administer to a student a drug prescribed for the student.

B. The **"Permission Form for the Daily Consumption of Prescription Medication"** must be completed by your physician detailing the name of the drug, dosage and the time interval the medication is to be taken. A copy shall be on file in the main office or the nurse's office.

C. Written permission must be received from the parent or guardian of the pupil requesting that the school comply with the doctor's orders.

D. Medication must be brought to school in the original labeled container and only enough medicine for a five-day supply.

E. Liquid medication shall be the responsibility of the parent and will be administered only at the principal's discretion.

F. The Board of Education shall provide secure, lockable storage facilities in each building.

G. The school nurse will inform school personnel of potential benefits and side effects of the drug being administered.

H. The employee responsible for administering the medication shall keep a daily record which will be kept on file for one year.

Schools may not administer over-the-counter medicines unless the **"Request for Assistance in the Administration of Non-Prescribed Medication"** form is completed and signed by the parent. This form is good for only one week.

## Illness

Please refer to the **St. Mary School 2020-2021 Return to School Plan on our school website [www.stmaryschoolchardon.org](http://www.stmaryschoolchardon.org) for revised policies and procedures due to COVID-19.**

If parents suspect that their child may be ill in the morning, they may want to keep their child at home and notify the school. In case of a child being ill at school, parents will be notified and may be asked to pick up their child early. Medication must be brought in by the parent or guardian and the correct school form completed and signed by the physician and parent for medication to be administered.

When a child becomes ill at school, he/she is isolated from the other children and made as comfortable as possible until a parent arrives. To return to preschool after an illness, a child should have been fever-free for at least 24 hours.

### **Emergencies**

Each student must have an emergency medical form on file. This form stipulates at least two (2) people to contact in case of an illness or an accident in addition to your doctor, dentist, and hospital of preference. It is very important to complete this form should we be unable to reach you in the event of an accident or emergency.

### **Too sick for school?**

During the colder months, colds and other illnesses are common in young children. You don't want your child to miss school; but neither do you want to send a sick child to school and endanger him or her and other children as well. When *should* your child stay home from school? Here are a few guidelines you might wish to follow:

**A runny nose**, is the way many children respond to pollen, or simply a change of season. If it isn't a common cold, then it's an allergy and allergies aren't contagious. Don't keep the child home.

**A bad cough or cold symptoms** can indicate a severe cold, bronchitis, flu, or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. But if your child is not acting "right", has difficulty breathing, or is becoming dehydrated, it could be serious. Check with your pediatrician right away.

**Diarrhea and vomiting** make children very uncomfortable, and being near a bathroom becomes a top priority. If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash, or general weakness, consult a doctor and keep your child out of school until the illness passes. However, a *single* episode of diarrhea or even vomiting, unaccompanied by any other symptoms, may not be reason enough for the child to miss school.

BUT...please make sure we know how to reach you or another responsible adult during the day, in case diarrhea and/or vomiting recurs and your child needs emergency

attention. (This is an important rule to follow *whenever* you send your child to school with any of the symptoms mentioned here.)

**Fever** is an important symptom. When it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Always check your child for a fever in the evening.

Fevers go down in the morning but will start to return and go up in the afternoon. Most pediatricians advise parents to keep children home during the course of a fever and for an *additional* 24 hours after the fever has passed.

**Strep throat and scarlet fever** are two highly contagious conditions caused by a streptococcal (bacterial) infection which include a sore throat and high fever. Some 12 to 48 hours after the onset of scarlet fever, a rash will also appear. A child with strep throat or scarlet fever should be kept home and treated with antibiotics, as prescribed by a physician. After 24 hours on an antibiotic, a child is usually no longer contagious and may – with a doctor's permission - return to school.

**Chicken pox**, a viral disease, is not life-threatening to children, but is very uncomfortable and extremely contagious. If your child has a fever, is itching, and begins to sprout pink or red spots (with "watery" centers) on the back, chest, and/or face, the chances are good it's chicken pox. Please tell us if it is; it's important that schools know this information. Keep your child home for at least a week from the time you first noticed the symptoms or at least two days after the last spot has appeared, whichever period is longer.

**Measles (or Rubella)** is a viral infection that attacks a child's respiratory system, causing a dry, hacking cough, general weariness, inflamed eyes, and fever. If these symptoms appear, keep your child at home and consult your doctor right away to avert more serious complications. If it is confirmed as measles, please let us know so we may be alert to symptoms appearing among other children at school. The measles rash of tiny hard red bumps will next appear on the child's face, behind the ears, and down the body. Your doctor may advise you to keep your child home for several days *after* the rash has disappeared.

**Conjunctivitis or pink eye** is highly contagious and uncomfortable, so take heed when your child complains of an eye or eyes burning, itching, and producing a whitish discharge. Minor cases (caused by a virus) and severe cases (caused by bacteria) require treatment with prescription eyedroppers. It is recommended to keep your child home until your doctor says gives permission to return to school.

**Ear infections** are also contagious and, unless properly treated by a physician, can cause permanent hearing damage. Here again you should follow the 24-hour rule for fever and complete the antibiotic therapy.

**Mites and lice**, once brought into a home or school, can quickly produce an epidemic of wholesale itching and scratching. Mites are tiny insects in the same class as spiders and ticks; they irritate the skin and cause scabies. Lice are tiny parasites (like ticks) that thrive on the warm, damp scalps of children. Caution your child against sharing anyone

else's comb, brush, or clothing, especially hats. If your child becomes a "host" to mites or lice, check with your doctor or the school nurse for the most effective way to disinfect your child, and all the child's clothing and bedding. If lice are found, your child will be excluded from school until they are treated and the school nurse has rechecked them. The school has a "No Nit" policy. If eggs are found, they must be removed before your child will be allowed back in the classroom.

**If your child is diagnosed with a contagious illness, please notify the school immediately. We will notify the other parents in your child's classroom with a letter stating that a certain illness is going around and what the symptoms are. All medical information is confidential and will not be shared with anyone other than school professionals directly in contact with your child.**

**Mildly ill** children are permitted to attend our preschool program. "Mildly ill" means that a child is experiencing minor cold symptoms and/or is not feeling well, but is not exhibiting any of the symptoms described in paragraphs below. Each day, as children enter the group, they are observed for signs of illness/communicable diseases.

### **Management of Communicable Disease**

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

(a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or gray or white stool;

(i) Stiff neck; or

(j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B) (2) of the Rule as well as the following;

(a) Unusual spots or rashes;

(b) Sore throat or difficulty in swallowing;

(c) Elevated temperature;

(d) Vomiting;

(4) Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.

(5) A child suspected of having a communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for signs of worsening condition; and

(e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;

- (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule; and
- (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

### **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 on the first day of school. Emergency 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**

Our curriculum is aligned to the State Standards and Academic Guidelines from the Office of Catechetical Formation of the Diocese of Cleveland. The curriculum helps us build a community of learners.

#### **Our Early Learning Curriculum Includes:**

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

## **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. Due to COVID-19, students are currently not permitted to bring in items to share (edible and non-edible) until further notice. We hope that throughout the year, goody bags that contain non-edible items can be brought in again. You will be notified then.

**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.

## **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 online at:**

**<http://www.ode.state.oh.us/ece/licensing/psrules.asp>.**

**or by phone: 614-446-00224**

**Little Scholars Academy of St. Mary School Chardon  
401 North Street  
Chardon, Ohio 44024**

**St. Mary School Office: 440-286-3590  
Fax: 440-285-2818**

Email: Mrs. Flynn [lflynn@stmaryschoolchardon.org](mailto:lflynn@stmaryschoolchardon.org),  
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St. Mary School website [www.stmaryschoolchardon.org](http://www.stmaryschoolchardon.org)



