

St. Mary's School  
129 St Mary Street Phone 419.943.2801  
Leipsic, Ohio 45856  
Website: ls.noacsc.org

**St. Mary's exists to nurture the whole child through a Catholic Christian setting that aids in the development of the whole child: spiritually, academically, socially, and physically. As part of a Catholic community living out the Gospel message, the school and family collaborate to nurture self-worth, respect, and an appreciation of the pursuit of knowledge.**

**St. Mary's Pre-Kindergarten Handbook  
2025 - 2026**

**All Missions are Possible with God**

St. Mary's Catholic School  
Leipsic, Ohio

Students and Parents,

Welcome back to St. Mary's Catholic School and to the 2025 – 2026 school year. It is our privilege to work with all of you this year. As always, it is our goal to provide a safe and rewarding learning environment for all our students. Elementary school is extremely important in the educational, social, and emotional development of your child. The success that your he/she experiences will hinge greatly on the cooperation between your child, his/her teacher, you as a parent and me. We encourage you to be active members of your child's educational process and we believe it is a vital part of his/her education.

To that end, please review the handbook with your child. Highlight policies and procedures that help regulate all our school activities. Keep a copy of the handbook throughout the year; it will be an important resource for answering many questions.

If at anytime during the year, you have questions or concerns, please feel free to contact me at 419-943-2801. I hope that by working together, we create a positive and safe learning environment for all St. Mary's Catholic School students.

God Bless,

Miranda Osborn, principal

## Mission Statement

St. Mary's exists to nurture the whole child through a Catholic Christian setting that aids in the development of the whole child: spiritually, academically, socially, and physically. As part of a Catholic community living out the Gospel message, the school and family collaborate to nurture self-worth, respect, and an appreciation of the pursuit of knowledge.

## Philosophy and Goals of the Pre-Kindergarten Program

The first years of life are of vital importance to a young child's growth and development. Foundations are laid which influence the child to accept himself/herself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior.

Children grow and gather knowledge most effectively through concrete and actual experiences. Therefore, our goal is to create a stimulating “play” environment rich in hands-on opportunities for each child. The curriculum is designed to meet the needs of the whole child. Activities, events, and experiences will be incorporated to enhance the growth of the child’s spiritual, physical, cognitive, social, emotional, creative and language development.

### **Course of Study**

St. Mary's Pre-Kindergarten follows the course of study written by the Catholic Diocese of Toledo. This can be found on the Diocesan website: [www.toledodiocese.org](http://www.toledodiocese.org)

## Admission Policy

“In accordance with Christian principles, St. Mary’s Catholic School recruits and admits students of any gender, race, color or ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of gender, race , color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities.

### Requirements for Admission

Students in Pre-Kindergarten must have the inoculations required by the State of Ohio per their age.

Parents will complete and provide to the school a medical emergency form which will include at least the names, address, and phone numbers of 2 persons (in addition to the parents) to contact in case of emergency if the parent cannot be located.

## Registration and Fees

Children shall be accepted on a first come basis. Class sizes are limited. In the event these limits are reached, St. Mary's parishioners will be accepted first. There is a registration fee that is non refundable.

Registration Fee **\$ 25** (one-time fee, non-refundable)

All children must be fully potty trained and not rely upon a pacifier or sippy cup.

### Monday - Wednesday - Friday Classes

Monday, Wednesday and Friday classes.

Children must be 4 years old on or before December 30th of the current school year to enroll for that school year.

Fees are \$2025/year = \$202.50 per month for 10 months

### **Tuesday-Thursday Classes**

Children must be 3 years old on or before October 1st of the current school year to enroll for that school year

Fees are \$1525/year = \$152.50 per month for 10 months

### **Monday - Tuesday - Wednesday - Thursday - Friday Classes**

Fees are \$2525/year = \$252.50 per month for 10 months

### **Cumulative Record Individual Start Date for Each Child**

The preschool program shall secure and have on file all required information prior to receiving a start date approved by the Pre-K Director unless otherwise required. The cumulative record shall include but is not limited to:

- 1. All Forms in the Entrance Enrollment Packet**
- 2. Emergency Medical Authorization Form**
- 3. Pre-K Medical Examination/Physical**
  - a. Current – dated within 12 months
  - b. Medical examination/physical documentation must have a signature from a physician, physician assistant, clinical nurse specialist, or certified nurse. Physical documentation must be updated annually thereafter.
- 4. Dental Information – on the Pre-K Medical Examination/Physical Form**
  - a. The name of the child's dentist and any dental information.
- 5. Immunization Record –Up to Date**
- 6. Student Internet Access Consent Form and Promotional Materials Release Form**
- 7. Authorized Pick Up List**
- 8. Class Roster Statement, Screening, Assessments, & Evaluations**
- 9. Family Information**
- 10. Custody Court Documents – if applicable**
- 11. Income Guideline Form**

\* Health Screening Community Resources (local dentists and doctors) are available upon request. St. Mary's Preschool Staff reviews the Student's Entrance/Enrollment Packet, including Health Screenings, after being submitted by parents to the program and annually at the beginning of each school year when all student information is updated.

Missing information is requested in the following manner: directly with parents, telephone conversations, email, or letter. Upon the completion of each child's records review, a St. Mary's Staff Member will contact the family with an individual entrance date.

### **Schedule**

The Pre-Kindergarten program runs from 8:10 a.m. - 3:00 p.m. The doors will open at 7:55 a.m. Public school transportation may be able to accommodate your child's arrival and dismissal needs. This needs to be pre-arranged by contacting the transportation department at your local Superintendent's office.

**If an adult other than a parent is to accompany a child from school, the teacher is to be notified in writing of names of person(s) to whom the child can be released.**

### **Arrival , Dismissal, and Absentee Policy**

- **Arrival**
  - An adult or authorized person must accompany the child to the classroom door. It is important to arrive promptly to ensure that your child will receive the benefits of the entire class time. We thank you for your cooperation.
- **Dismissal**
  - The parent or authorized adult must meet the child at the middle doors and pick up the pre-kindergarten child.
- **Absence**
  - The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by a note or call the school office (419-943-2801) before 8:10 a.m.

### **School Calendar**

St. Mary's Pre-Kindergarten follows the same calendar as the K-8. A school calendar will be provided for you at the beginning of the school year. You will be notified by note or in the parent bulletin if any changes occur during the school year.

### **Cancellations or Delays**

St. Mary's Pre-Kindergarten runs on the same schedule as the K-8 which will be canceled or delayed if Leipsic Local Schools cancels or delays.

### **Parent - Teacher Conferences**

Scheduled conferences will take place twice a school year. These are on the school calendar and reminders will be sent in advance of the conferences. Individual conferences will also take place as needed throughout the school year.

### **Parental Participation**

Custodial parents are welcome to observe or join our classes. We believe that parents are one of the most important factors in the success of a Pre-Kindergarten program. We want to invite our parents to take an active role by participating in the classroom as often as their schedules allow. Custodial parents can also become involved by participating as a classroom volunteer. If you have a musical background, play and instrument, speak another language or have other skills or talents, please share with us. Parents are required to report to the office prior to their participation in the classroom.

### **Dress Code**

Tennis shoes are acceptable. Please make certain your child has straps on the backs of sandals for safety. Students are permitted to wear shorts during the months of August, September, May and June. Please dress your child in clothes he/she can manage. All outdoor clothing should be labeled with your child's name.

\*Please keep a complete set of extra clothing at school for emergencies. Remember as your child grows and the seasons change, these need to be changed.

Please make sure your child is wearing the appropriate shoes for school. Close toed shoes are highly recommended. Also, please make sure your child is wearing pants that allows them to buckle on their own.

## **Specific Dress Code Requirements:**

### **Shirt/Blouse**

**Polo Shirt - Any color collared, polo shirt.**

**Religious Shirt - Shirt, Blouse, Sweatshirt,  $\frac{3}{4}$  sleeve, long sleeve. NO** Spaghetti strap blouses are **not** to be worn. Blouses need to have straps that are at least the width of a credit card and no “undergarments” should be visible under the arms.

**St. Mary’s Shirt, Blouse, Sweatshirt,  $\frac{3}{4}$  sleeve, long sleeve. NO** Spaghetti strap blouses are **not** to be worn. Blouses need to have straps that are at least the width of a credit card and no “undergarments” should be visible under the arms.

**Pants and Shorts Code-** Dress pants, shorts, capri’s, mesh pants, basketball shorts any solid color, Khaki, Blue, Black and/or Jeans. If jeans are worn, their appropriateness will be evaluated in the same way dress pants will be checked: 1) they are a solid color, 2) the waist band is on the waist, not the hips, 3) the jeans do not have any type of holes in them, and 4) the pants are not tight fitting or dragging on the floor. Lined or unlined mesh pants and shirts are not included in our dress code.

NO LEGGINGS, JOGGING PANTS, SWEATPANTS, ARE PERMITTED FOR ANY GRADE LEVEL

Shorts must be finger tipped in length or longer. Shorts are permitted from April 15th thru October 15th

**Shoes-** Tennis shoes may be worn at any time. A good gym shoe and socks are necessary for gym classes. Socks (and/or tights/hosiery for girls) are to be worn with shoes. Sandals and shoes must have a back or heel strap. Stacked heels and shoes with wheels are not permitted.

**Dress Code for Mass-** Dress shoes and pants (not shorts) or other dress clothes are recommended when students serve, read, lead petitions or are part of a procession during Mass. They may change after Mass.

**Hair-**Hair should be well groomed, clean, and should not interfere with vision. Ladies may wear hair jewelry such as headbands or barrettes as long as they are conservative. Gentlemen’s hair should be no longer than one inch above the collar. Fad hairstyles, distracting hairstyles or unnatural hair color will not be permitted for anyone. The principal will have discretion in determining whether or not a hairstyle is considered distracting.

### **Cosmetics**

Cosmetics, hairspray, and body spray are not to be brought to school. Only middle school ladies are permitted to wear light makeup, and only if it is applied before coming to school. Excessive make-up will not be permitted.

### **Dress Code During Cold Weather Months**

We recognize the importance of daily outdoor play. Children will be outdoors for recess unless it is raining or temperature and wind result in a -20°F wind-chill factor. During cold weather, please make sure your child wears a warm coat, hat, gloves and boots for comfort and safety. Label each garment with your child's name.

### **Toys from Home**

Please do not bring toys or stuffed animals from home. This can be a huge distraction. Thank you for your cooperation. If toys or stuffed animals are brought in, they will be left in the child's bookbag.

### **BIRTHDAY CELEBRATIONS**

Parents may send in treats for a birthday celebration. The respective classroom teacher will know if care needs to be taken because of an allergy of one or more students in the class. Please note NO pop, juice, Gatorade will be allowed. Water only please!

### **Snacks/Drinks**

#### **Smart snacks in school**

#### **Any food sold in schools must:**

- Be a "whole grain-rich" grain product; or
- Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or • Be a combination food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).\*
- Snacks must be prepackaged

**NO pop, Gatorade, juice are permitted for snacks.**

### **Lunch**

Students have the option of purchasing a hot lunch at Leipsic Local School or packing a lunch. Extra milk is also available for purchase. Leipsic Local Schools participates in Ohio's school lunch program and lunches are well-balanced and affordable. Free and reduced prices are available for those who qualify. An application will be sent home at the beginning of the school year. St. Mary's students walk as a group with adequate supervision the block to Leipsic Local School for lunch each day.

### **St. Mary School Hand Washing Policy**

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty (20) seconds, paying close attention to the surfaces between the fingers and

on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is the policy of St. Mary's School that students and staff will wash their hands with soap & water.

1. After using the restroom
2. Before and after eating
3. If their hands are visibly soiled
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, vocational facility or other educational venue that soils hands
5. If the student or staff member encountered chemicals during cleaning the school environment
6. After cleaning animal habitats or handling animals
7. Before and after each task when preparing food in any class such as family science or an integrated class
8. After athletic practices and games
9. If the student or staff member has encountered bodily fluids (e.g., blood, nasal discharge, mucus from coughing, etc.)
10. After recess
11. After sneezing or coughing

When soap and water are not available and hands are not visibly soiled, CDC guidance adds that alcohol-based, waterless hand wipes or gel sanitizers may be used in place of hand washing on most occasions. Not all sanitizers are effective, however. A 60 percent minimum alcohol concentration is necessary to kill most harmful bacteria and viruses.

- Hand washing signs will be posted at all rest rooms and/or hand sinks.
- Soap, warm water and towels will be located at all hand washing areas.
- The school will provide education in hand washing and hand hygiene at least once every school year.
- Plans for monitoring the hand hygiene protocol are:

1. Teachers will give demonstrations on proper hand washing techniques
2. Teachers will give ample time at restroom breaks for proper hand washing by students

### **Behavior Management Policy**

The 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.
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, and/or 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 Pre-Kindergarten 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 Pre-Kindergarten program.

## **Behavior System**

### **Preschool Disciplinary Procedures & Policies**

Proverbs 10:17 tells us "He who heeds discipline shows the way to life, but whoever ignores correction leads others astray."

It is our desire for Saint Mary's students to be salt and light in the world, showing the way to live and not lead others astray! A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.  
Facilitating children in their attempts to settle their own disputes.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group (Timeout) – one minute away for each year of age.  
Children will be within sight of a supervising adult during this time out.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns (Incident Report).

Disruptive Behavior distracts from the full benefit of the Pre-Kindergarten program and will result in consequences. The following behaviors are considered disruptive:

- 1.) Requires constant attention from the staff
- 2.) Inflicts physical or emotional harm on other children, adults, or self.
- 3.) Disrespects people and materials provided in the program.
- 4.) Constantly disobeys the rules of the classroom
- 5.) Verbally threatens other students and/or staff.
- 6.) Uses verbal or physical activity that diverts attention away from the group of children.

Children cannot become self-disciplined unless adults teach them right from wrong. At Saint Mary's, children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in our school. This is in line with God's relationship to us. He has given us His Word so that we may know how to live, and He has promised to discipline us if we belong to Him. Proverbs 3:11-12 "My son, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the son he delights in."



## **Medication**

Medicine will not be distributed to students unless the correct medical forms from the school office authorizing the school to do so have been completed and on file. Medicine will be kept in the school office until it is time for the child to take it. Students should not have medicine (including cough drops or aspirin) in their possession. If cough drops are necessary, the students must have a note from the parent/guardian giving the student permission to use such medication. Cough drops are to be kept in the teacher's possession until needed. Administration of any drug (prescribed or over the counter), without the order of the physician and permission of the parent/guardian could be interpreted as practicing medicine and is, therefore, prohibited by law.

## **Illness/Accidents**

**PRESCRIBED AND NON-PRESCRIBED MEDICATION POLICY** Ohio law prohibits school personnel from dispensing medicine (including aspirin or Tylenol) to the students without the proper forms. Any medication to be taken must be kept in the school office along with the parents' medical release form. Doctors are the only persons qualified to prescribe medications. Pharmacists dispense them. The diagnosis and treatment of illness is the responsibility of a family physician, not the responsibility of your school or any of its employees, including nurses or other authorized school personnel. It is diocesan policy to discourage the taking of any oral medication during the school day. There are, however, some unique circumstances which require the cooperation of physicians, parents, and school personnel in overseeing the administration of prescribed medication to students. The school should not routinely administer any non-prescribed (over the counter) drugs, medications, preparations, or remedies without the parent's approval.

The nonprescription form must be completed and signed by parent / guardian. When a student is so ill that oral medication is temporarily required, parents / guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student possibly needs to take prescribed oral medication during the regular school day while at school, the following rules shall apply:

10 All school personnel must be informed that the administration of any drug (prescription or over the counter) without the order of the physician and the permission of parent / guardian could be interpreted as practicing medicine and is prohibited by law. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours. Whenever a student must take prescribed medication during school hours the appropriate physician request and parent release forms must be on file before the student will be allowed to begin taking the medication in school. Medication is to be brought by a responsible person to the school office, in the container in which it was dispensed. For each prescribed medication, the container shall be labeled with the following information: Student's name, name of physician, date, name and telephone number of the pharmacy, name of medicine, dosage, frequency, and any special handling and storage directions. At school all medications are to be kept in the school office in a secure and safe storage unit strictly not accessible to students. Any unused medication not claimed by the last day of school will be destroyed by school personnel by flushing it down a toilet.

If a school has a full-time nurse, the nurse will oversee the administration of medication. In the absence of a full-time nurse, responsibility rests with the director. The school nurse will be the consultant and will be contacted when there are any questions about the type of drug, its administration or possible side effects. At no time will medication be administered or taken at school when there are unanswered questions. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code. A log will be kept for each prescribed or non-prescribed medication on which the school personnel will note at what time the student

was seen taking his/her medication. New request forms must be submitted each school year and when the medication or dosage is changed. Whenever a parent comes to school to give medicine to the child, he/she must come to the office to dispense the medicine. All of the above rules relate to the non-emergency overseeing or administration of prescribed drugs. In a medical emergency, the parent/guardian should be immediately notified, and appropriate arrangements made for immediate medical attention. The intent of these procedures is to ensure that no medication will be taken at school without administrative approval. This included prescription and nonprescription drugs, the only difference being that the administering of prescription drugs required a physician's and a parent's statement; the administering of nonprescription drugs required only the parent's permission. 11 The role of the school will be one of cooperation with the parent and student. The school will dispense medication only if there is no other feasible way and all of the above guidelines have been followed. St. Mary's Preschool reserves the right to exclude a child from school if, it is judged, a condition is serious enough to jeopardize the health of others. In some cases, a doctor's authorization may be required for re-admittance to school.

**IMMUNIZATION REQUIREMENTS** All children attending a daycare, Head Start or pre-school are required to have the following:

- Four doses of DtaP, DTP, DT or any combination
- Three doses of polio vaccine. OPV or IPV or any combination.
- One dose of measles, mumps and rubella (MMR) vaccine administered on or after the first birthday.
- Three or four doses of haemophilus b (Hib) depending on the vaccine type and the age when the child began the 1st dose and the last dose is after 12 6 months. One dose on or after 15 months of age is acceptable. No Hib given after 5 years.
- Three doses of hepatitis B vaccine - One dose of Varicella Vaccine

### **ACCIDENTS**

In case of a "mild" injury that does not require a doctor's attention, such as small bumps, bruises or scrapes the parent will be notified that day, either when the child is picked up from school or a phone call will be made. An incident report will be filled out and a copy will be given to the parents. Small bumps, bruises or scrapes will be given the appropriate first aid by a trained staff member and a notice sent home to the child's parent describing the incident and action taken. If an accident requires a doctor to be seen parents will be called and appropriate first aid given by trained staff.

### **Illness/Communicable Disease**

For the sake of your child's health and the health of others, please keep him/her home if he/she exhibits signs of illness. School officials never give internal medicines unless a note is filed and signed by a doctor with the school office for dispensing of medication.

If your child becomes ill at school, you will be contacted immediately. In order to prevent the spread of contagious/communicable disease, a Pre-Kindergarten aide or teacher will walk the sick child to the clinic/office in the school.

If a child in the class has been diagnosed with a communicable disease such as, but not limited to, mumps, measles, chicken pox, a note will sent home with the other children in the class with information to assist parents in watching for the disease. This will also be done in the case of head lice, scabies, or other infestations.

Parents will be immediately notified of a child's condition when the child is observed with any signs/symptoms of illness. Our program follows the Ohio Dept. of Health child day care communicable disease chart. A child that shows any of the following signs/symptoms will immediately be isolated and discharged to a parent/guardian: Diarrhea/ Vomiting Severe coughing, causing the child to turn red/blue in the face or makes a whooping sound Difficult or rapid breathing Yellowish skin/eyes Conjunctivitis

(pink eye) Temperature of 99.9 or higher Untreated infected skin patches Unusually dark urine and or grey or white stool Stiff Neck Evidence of lice, scabies, or other parasitic infestation An isolated child will be cared for in a room not being used by the rest of the preschool students, within sight and hearing of an adult at all times. Made comfortable and observed closely, then discharged to a parent/guardian as soon as practical. The child may return to school after 24 hours symptom free of fever, vomiting /diarrhea or after being seen by a doctor and deemed free of the disease.

**AIDS POLICY** Based on current evidence, casual person to person contact poses no risk in the transmission of AIDS. Children should be allowed to attend school in a regular classroom setting provided: The health status of the child, as determined by his/ her physician, allows participation in regular classroom activities. The child behaves acceptable i.e., does not bite other individuals or exhibit other violent behaviors. The child does not have any open sores or skin eruptions.

### **Snacks**

A healthy snack will be provided by parents daily. A schedule will be sent home at the beginning of each month.

### **Field Trips**

The class may be going on field trips that require driving and car seats or booster seats. You will be notified in advance and will need to follow the school directives for drivers. Students may also be going on walking field trips. Permission Slip needs to be filled out at the beginning of the school year.

### **Mass**

The Pre-Kindergarten students will be attending Mass weekly.

### **Inspection reports**

The current license and the latest inspection report will be on display in the Pre-Kindergarten classroom and the school office and are available for review at any time.

### **Complaints**

From time to time a situation may arise that causes a parent or guardian to be concerned. We encourage parents to contact the teacher first. If the situation is handled in a satisfactory manner, no further action is needed. If, however, the situation is not resolved or if a child or children are in danger, parents are asked to contact the school principal by visiting the school office, calling 419-943-2801, or sending a letter stating the problem. The principal will then follow up and act accordingly.

While we expect to never have any situations that cause you any concern from time to time an issue may arise. You have the option to contact the Ohio Department of Education (ODE) at 1-877-644-6338 in order to formalize your concern.

You may view our inspection reports at any time posted in the school office and also in the Pre-Kindergarten classroom.

### **COMMUNICATIONS**

Family newsletters and other important communications are sent home via email. Newsletter can also be found at [ls.noacsc.org](http://ls.noacsc.org).

Some weeks a plastic envelope will come home. Please be very careful to read all communications from the school. The plastic envelopes are to be returned the next school day.

If a non-custodial parent wishes copies of the plastic envelope contents and copies of report cards to be mailed, that parent will need to notify the school office of such request.

Individual classroom teachers communicate on a regular basis with parents. Parents should be aware of the days and the methods used by the teacher - i.e., classroom newsletters, homework, messages, etc. – that are sent home regularly.

If a student or parent is having a problem with a teacher, the parents should go directly to the teacher before going to the principal or the pastor.

Remind - Please sign up for Remind. This is a great way to receive text messages about important messages from the school.

### **CONFIDENTIALITY**

All persons can expect confidentiality from school personnel as long as no one's life, health, or safety is at stake. Parents will be promptly notified of teacher concerns.

Anything that is written down and handed in by students will also be subject to the above criteria.

### **CONTACTING TEACHERS**

If at any time a teacher needs to be contacted, please call the school office. The teacher will return your call as soon as possible. Please do not stop by a teacher's room during the school day, as that is valuable instruction time for all students. Please do not call teachers at home unless the teacher has indicated that this is acceptable. At the beginning of each year, each teacher will relate his/her preferred method of communication. Teachers may have obligations after school and are not always available, so it would be best to call ahead of time to schedule an appointment.

### **VISITORS TO THE BUILDING**

All visitors, regardless of purpose, are asked to sign in at the office and receive a visitor's pass. All visitors will be admitted through the east door on St. Mary's Street.

### **Parent Volunteers**

Parents are cordially invited to visit the school any time between 8:00 a.m. and 2:30pm during days of operation. Parents are welcome to enter into the children's activities, but at the direction of the teachers on duty. All volunteers must go to VIRTUS.org and complete the Expectation Form, the new on-line course and the background screening. This is at a cost of \$25.00. This fee is good for five (5) years. All requirements must be completed 5 days to volunteering at St. Mary's school.

If you are a returning volunteer--- you will receive an email notification from VIRTUSONLINE which gives you credentials for the new Protecting Youth Program. When you receive your credentials, you should log in. Within a couple of weeks, we will review whether your background screening is up to date. If any of the background requirements are expired, you will receive another email indicating that you must complete the course of the background screening. You will then need to log into VIRTUS in order to take the course (Protecting God's Children) or submit your name and SSN for a background screening. The online course is free, the background screening is \$25.00. This fee is good for five (5) years.

Parents are always encouraged to volunteer. This can be in the classroom, at special events and/or as a chaperone on a field trip. When acting as a volunteer you are a representative of our school. Please remember that any pictures you take while volunteering, should they include children not your own, may not be used for public display, i.e., Facebook, Instagram, etc. in order to protect the privacy of our students.

### **Fire, Tornado and School Safety Drills**

Fire drills are conducted once a month to familiarize students with the procedures to follow in case of an emergency. Tornado drills are conducted according to prescribed plans in preparation for severe storms or tornado warnings. A school lockdown drill will also be conducted at least once a year in compliance with the law.

St. Mary's School has adopted a detailed safety plan for school emergencies. There are specific procedures in place for dealing with different types of crisis situations, including shelter-in-place, lockdown, evacuation, etc.

If a "Lockdown" occurs during school hours, access to the building and parking lot will be restricted until the "Lockdown" is over.

### **CUSTODY**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is no court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

In the case of a divorce, the custodial parent of a student is required to supply a copy of current custody papers to the school office. Unless otherwise stated by court documents, either parent will have access to the student(s). Never married parents should also have custody documents on file, as needed.

Unless otherwise noted through official court documents, the school will release a child to a non-custodial parent.

### **Child Abuse**

School personnel are required by law to report any evidence of child abuse or neglect to Putnam County Job and Family Services. The school is required to and will cooperate 100% with law enforcement officials.

### **FUNDRAISING**

Tuition and parish subsidy are the basic sources of income for the operation of St. Mary's School. Fundraising is used as means of supplementing these basic sources. Our basic fundraisers are:

- KASH for KIDS – Through this program a percentage of your regular purchases from local businesses, as well as some in the larger cities near Leipsic, go directly to St. Mary's School. Parents and other parishioners place an order for gift cards or certificates either through the school or at church during the designated weekends.
- 300 Plus Club

- P.T.O. sponsored activities such as the Secret Santa Shop, Pizza Days, Bake Sales, etc.
- Harvest Breakfast – held on the 2<sup>nd</sup> Sunday in November – organized by the School Advisory Council
- Springfest – held sometime after Christmas in March – organized by the School Advisory Council and P.T.O.
- Christmas wreath sale in the fall, Plant Sale in the Spring
- Car Raffle
- Box Tops
- Ink Cartridges
- School Store Front
- Other big events as deemed necessary by the School Advisory Council

### **PRAYER**

As a school community we begin and end our day with prayer. Each teacher also leads his/her students in classroom prayers throughout the day. A variety of prayer experiences are provided at the different grade levels, for the different seasons of the church year and for special occasions. Once a year a school-wide retreat day is provided for the students.

### **SCHOOL PICTURES**

School photographs are taken early in the school year and again in the spring. All students have pictures taken in the fall for the school files. The exact dates and needed information are announced in a timely manner in the weekly newsletter

Unless you advise the principal to the contrary in writing, St. Mary's School will assume that we may use your child's photograph in school publications and in the local newspapers.

### **Teacher Background Information**

Each Teacher/Aide will complete the following.

- Resume
- References (x3)
- Diploma
- Transcript
- Background Check BCI and FBI
- CPR
- First Aid
- Virtus
- Protecting God's Youth

The Employer will check the BCI/FBI and contact three references listed on resume and application. The new employee will have CPR, First Aid, Virtus and Protecting God's Youth prior to start date of employment.

A) The director and staff shall be recruited, employed, assigned, evaluated, and provided in-service education in accordance with adopted board policies and without discrimination on the basis of age, color, national origin, race, sex, or handicap. (B) The preschool staff member assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements as prescribed in division (B) of section 3301.54 of the Revised Code. (C) Staff members, non-teaching employees, and volunteers shall annually sign a non-guilty/non conviction statement on a prescribed form. (D) Each director and preschool staff member shall be examined by a licensed physician,

physician's assistant, advanced practice nurse, or certified nurse practitioner within twelve months prior to the first day of employment. An employee medical statement shall be on file and be available for review by the department. (E) Each preschool staff member shall be at least eighteen years of age and have a high school diploma or a certification of high school equivalency issued by the state board of education or a comparable agency. A staff member may be less than eighteen years of age if: (1) The staff member is a graduate of a two-year career-technical center childcare training program approved by the state board of education. (2) The staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career technical center childcare training program teacher/coordinator in the student's high school. (F) The director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or licensure pursuant to Chapter 3301-24 of the Administrative Code, and qualifications, respectively. The director and/or head teacher acting as the director shall be onsite at the preschool program at least half of the program's operating hours. (G) The director of each preschool program shall be responsible for the following: (1) Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following: (a) Requiring immunizations and compliance with emergency medical authorization requirements under section 3313.712 of the Revised Code; 10 (b) Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals; (c) Posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents; (d) Posting emergency numbers by each telephone; (e) Supervising grounds, play areas, and other facilities when scheduled for use by children; and (f) Providing first-aid facilities and materials. (2) Maintaining cumulative records for each child; (3) Supervising each child's admission, placement, and withdrawal according to established procedures; (4) Preparing a roster of children enrolled annually; (5) Ensuring that clerical and custodial services are provided for the program; (6) Supervising the instructional program and daily operation of the program; and (7) Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees. (H) The director of the preschool program shall meet one of the following: (1) A director in a preschool program operated by a public school shall hold either: (a) A valid pre-kindergarten teaching certificate, pre-kindergarten endorsement or pre-kindergarten associate license issued under section 3301.50 of the Revised Code. (b) A valid educator license (teacher, administrator, or pupil services) issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development or early childhood education from an accredited college, university, or technical college. (c) A valid principal license for grades pre-kindergarten through grade six pursuant to rule 3301-24-05 of the Administrative Code; or (d) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code. (e) If employed prior to July 1, 1988, a valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code. (2) A director of a preschool special education program operated by a public school or a county board of DD shall hold one of the following: 11 (a) A valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped; (b) A valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped; (c) A valid early childhood intervention specialist license; or (d) Meet the requirements of paragraph (I)(1)(b) or (I)(1)(c) of this rule. (3) A director employed to direct a program operated by an eligible, nontax-supported, nonpublic school shall be considered to meet the requirements of this rule if they

hold a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code. (4) A head teacher who meets educator licensure requirements as a director may be designated the director for purposes of this chapter. (I) Each class/group in a preschool program shall have assigned a head teacher in accordance with the following: (1) Publicly funded programs shall meet the staff criteria established in section 3301.311 of the Revised Code or be highly rated in Ohio's tiered quality rating and improvement system developed under section 5140.30 of the Revised Code; (2) Preschool programs operated by public schools shall have a head teacher for each class/group of children enrolled that meets one of the following: (a) Valid prekindergarten teaching certificate issued under section 3301.50 of the Revised Code; or (b) Valid prekindergarten associate license issued under section 3301.51 of the Revised Code; or (c) Valid kindergarten-primary certificate issued under sections 3319.22 to 3319.31 of the Revised Code and have completed at least four courses in child development in early childhood education from an accredited college, university, or technical college; or (d) A bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty quarter or twenty semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children; or (e) An early childhood license pursuant to rule 3301-24-05 of the Administrative Code. (3) Preschool special education programs operated by a public school or a county board of DD shall have a head teacher who holds one of the following educator credentials issued in accordance with Chapter 3301-24 of the Administrative Code or former rules of the state board of education and laws of Ohio: 12 (a) A valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped; (b) A valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped; or (c) A valid early childhood intervention specialist license. (d) A valid intervention specialist license that is valid for teaching visually impaired or hearing impaired, if the children are visually or hearing impaired ; (e) A valid supplemental teaching license in the area of pre-kindergarten special needs, early childhood intervention specialist, or intervention specialist in the areas of visually impaired or hearing impaired, if the children are visually impaired or hearing impaired. (4) A preschool program operated by an eligible nontax-supported, nonpublic school, shall have a head teacher who is at least eighteen years of age who has a high school diploma or certification of high school equivalency issued by the state board of education or comparable agency or holds a valid teaching certificate issued in accordance with section 3301.071 of the Revised Code.



\*Please complete and return this page of the handbook to your child's teacher.\*

Our family has read this handbook together and discussed it in its entirety. We understand our obligations as parents and students. We also understand St. Mary's Pre-Kindergarten obligations in educating children enrolled. We are excited about the new school year and look forward to working with the pastor, administration, and teachers at St. Mary's.

#### Policy Agreement

I have read the Pre-Kindergarten Policies and Procedures and have discussed this with my child and agree to comply with the discipline policies and procedures of Saint Mary's Pre-Kindergarten.

Student Name

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Parent/Legal Guardian Signature

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Parent/Legal Guardian Name Printed

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Date:

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Please return this form to the office.

God Bless