

## **QUEEN OF PEACE PRESCHOOL**

**2550 Millville Ave.  
Hamilton, OH 45013  
Phone: 863-8705**

### **PHILOSOPHY**

The Queen of Peace Preschool began as a program for preschool aged children to complement the existing grade school. Its function is to provide enrichment experiences for the spiritual, mental, social, physical, and emotional development of the younger child. The values of the preschool are based on Christian ideals.

### **GOALS**

The goals of Queen of Peace Preschool include teaching spiritual and social skills through the respect of self, others, and property. Proper health practices and good daily living habits will be stressed as a part of the total well being of the child. Cognitive skills such as shapes, numbers, letters, cutting, and writing, along with other concepts and themes will be an integral part of the program. Group and individual activities will provide the opportunities to develop gross and fine motor skills. The students will participate in a variety of quiet and active play activities. The children will learn to understand and follow directions and instructions. With this knowledge, they can become self-disciplined, as well as become self-confident and independent.

Through this preschool environment, we hope to develop the child's creativity and expression. We will foster a positive attitude toward school and an enthusiasm for learning which we hope will carry on through each child's life.

### **ADMISSION POLICY**

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

Guidelines for Admission Eligibility:

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

Children must have control of bodily functions. A copy of the child's birth certificate, an application form providing information about the child, an emergency medical

authorization, the child's medical statement including immunization records, and a registration fee must be submitted before the commencement of school. A copy of the legal custody agreement must be submitted and on file at school, in the case of a divorce or dissolution.

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.

### SCHOOL SCHEDULES

If your child will be **three years old by August 1<sup>st</sup>**, the preschool class you are eligible for is "Thursday/Friday AM," which meets from 8:45am to 11:05am.

If your child will be **four or five years old by August 1<sup>st</sup>**, and you would like for your child to attend a pre-kindergarten program three days a week, there are two options available to choose:

Monday/Tuesday/Wednesday AM which meets from 8:45am to 11:05pm

**OR**

Monday/Tuesday/Wednesday PM which meets from 12:00pm to 2:20pm

If you would like your four or five year old to experience a pre-kindergarten program five days a week, there are two options available to choose:

Monday – Friday 12:00pm through 2:20pm

**OR**

Monday – Wednesday AM (8:45 – 11:05) **AND** Thursday – Friday PM (12:00 – 2:20)

The preschool will follow the Queen of Peace School schedule for emergency closings and delays. Parents will be notified through our automatic phone system. You will never hear a specific Queen of Peace Preschool closing, but **if you hear that Queen of Peace School is closed, the preschool is also closed.**

A morning one-hour delay will not affect the preschool. **If Queen of Peace is on a two-hour delay, the morning preschool is cancelled.**

Parents will receive a monthly newsletter containing pertinent information such as classroom activities, parties, and field trips.

### FEES

A non-refundable registration fee of \$50.00 per child is to be paid when the application for preschool is submitted. Tuition will be paid through automatic deduction of designated account, or a one-time payment can be made. The automatic deduction is done in ten payments from August through May. The tuition for preschool is to be paid regardless of short illness or vacation. Tuition cost is as follows:

- Two-day Class - \$140.80 per month/\$1,408.00 per year
- Three-day Pre-Kindergarten Class - \$165.80 per month/\$1,658.00 per year
- Five-day Pre Kindergarten Class - \$228.60 per month/\$2286.00 per year

### STATE DEPARTMENT PHONE NUMBER/ INSPECTION REPORTS

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

### ARRIVAL AND DISMISSAL

Transportation to and from school is the responsibility of the parent/guardian. All arrangements for car pools are strictly between parents. Parents must complete an "Authorized Pick-up" form designating specific people who are permitted to pick-up the child after class. If a car pool is formed, this must be stated on the pick-up form.

When dropping off or picking up your child, drive in the entrance behind the preschool, off of Rosary Circle. Please park and walk your child to the glass preschool door where a teacher will be waiting. Dismissal will be at 11:05 a.m. for the morning classes and 2:20 p.m. for the afternoon class. Please come to the preschool door to pick up your child.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

### ABSENCE PROCEDURES

If your child is ill or has a communicable disease, please keep him at home, so as not to infect the other children. Please call the preschool at 863-8705 to inform the teachers of your child's illness.

### EMERGENCIES, ILLNESSES, COMMUNICABLE DISEASES, MEDICATION

A first aid kit will be kept in the classroom for minor incidents. In the event of a more serious injury, the teacher will contact the school office immediately. In an extreme emergency, the police and/or life squad will be obtained and the parent or alternate person will be notified.

Children who become mildly ill will be isolated from the other students. The child's parent will be called and their directive followed.

No child will be permitted to attend the preschool if he has an infectious or contagious disease. The teachers will do a visual examination as the child enters the classroom.

Students who arrive at school or become ill at school with any of the following conditions shall be sent home: diarrhea - abnormally loose stool two or more times; severe coughing - causing child to become red or blue in the face or to make a whooping sound; temperature over one hundred degrees F., taken by axillary method; skin rash of a contagious nature; impetigo, or crusty, wet skin disorder; vomiting; evidence of lice infestation, including the nit; scabies; or parasitic infestation.

A child isolated due to suspected communicable disease shall be: Cared for in a room or portion of a room not being used in the preschool program and within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. The child will be 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. The child will be observed carefully for worsening condition, and discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

A child will be readmitted to school after a full recovery from the illness, and when a parent or doctor indicates the child is well. Children need to be fever free, without medication for 24 hours, before returning to school. If after inspection of the child by the teacher there is a question of recovery, the teacher may ask for written permission from the child's medical physician.

No medication will be dispensed by a teacher at school. Please give any such medications at home.

Parents of enrolled children will be notified by a written letter when their children have been exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

All preschool staff is trained in the management of communicable disease, signs and symptoms of illness and hand washing and disinfection procedures every 3 years.

### HEALTH SCREENINGS

The State of Ohio mandates vision and hearing screening. The school nurse will conduct health screening programs for vision and hearing. These screenings are used to alert parents to potential problems in these areas. Screenings are not intended as a substitution for regular examinations by a physician. Parents are responsible for meeting their children's basic health and immunization requirements with regular check-ups.

### PARENTAL VISITS AND CONFERENCES

An orientation day for each class will be planned for the first week of school. The purpose of the orientation is for parents, children, and teachers to become familiar with each other and the surroundings. At this time, all forms necessary for enrollment should be completed and on file. Any other pertinent information will be dispensed.

Parents participating in any classroom activities must be fingerprinted for a background check and have attended an orientation session on Archdiocesan Child Protection Policies.

Parent participation in such events as special class projects, conferences, field trips, and parties is encouraged. Progress reports will be distributed in January and May. Conferences will be held in the fall and spring. However, the teacher or parent may request a special conference anytime the need occurs.

### SNACKS

Queen of Peace Preschool is a peanut free preschool. No hard candy/no popcorn

Please send a daily snack for your child. A beverage is not necessary; the children may get a drink at the nearby water fountain. The birthday of each child will be celebrated near the child's birth date. Summer birthdays are celebrated during the month of May. Each child may bring a special snack for the class on his/her birthday.

If your child has any food or drink allergies, please inform the teachers.

### SUPPLIES

Schoolbag - Your child should bring a schoolbag to school each day. The schoolbag should be large enough to accommodate crafts and papers.

Please send your child to preschool in tennis shoes or shoes with a closed toe that are comfortable and appropriate for playing and climbing.

### TOYS/SHARING DAY

A schedule will be sent home monthly designating when your child is "Star of the Day". He/she may bring a stuffed animal, photographs, shells, etc. - something of interest, which he would like to show the class. Since we have many toys at school, please do NOT permit your child to bring toys to school, unless it is a special day, or your child is the "Star of the Day."

### FIELD TRIP PROCEDURES

Field trips are an important part of our preschool program. They help the teachers to broaden the experiences and the knowledge of the students. Each field trip will be announced in a written letter to the parents. This letter will include a permission form stating the date, time, and field trip destination. This permission form must be signed and dated by the parent/guardian and returned to school before a child will be permitted to participate in the field trip.

An emergency transportation authorization signed by the parent/guardian at the time of registration will be in the possession of the teachers on the field trip.

When we have off-site field trips, we will meet at our destination rather than at Queen of Peace School. Each student must be accompanied by a parent or responsible adult.

### DISCIPLINE

Preschool staff members in charge of a child or a group of children shall be responsible for their discipline. 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.

Our preschool's 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, 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 preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

All discipline problems will be handled individually with special considerations made for the developmental differences of each child. The children will be encouraged to handle the differences between each other. If the problem persists or gets out of hand, teacher intervention will take place followed by a discussion between the parties involved. If a serious problem occurs, the child with the negative attitude will be separated from the others for a short period of time so that he has a chance to think about his actions. He or she will be permitted to return to the classroom activity provided the

proper behavior is accepted and understood. Parents or guardians will be informed of severe behavior problems either verbally or by a written note.

In handling discipline at Queen of Peace Preschool, our main concern is for the emotional well-being and safety of each child. It is our intention to provide for a pleasant and positive attitude toward school. Children will be frequently praised for appropriate behavior.

The parents of a child enrolled in the preschool will have access to this handbook online or in hard copy form. All preschool staff members also have a copy.

The Queen of Peace Preschool and/or teachers retains the right to amend this handbook for just cause.