

Immaculate Conception Preschool
Family Handbook
2024-2025



Mrs. Margaret Drew, Director
Mrs. Mary Heschel, Teacher
Ms. Marlena McCree, Aide

Immaculate Conception Preschool
109 W. 4th Street
Port Clinton, Ohio 43452
(419) 734-3315

Website: www.portclintonics.net

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Mission Statement

To strive for excellence in Catholic education by creating a Christian environment in which all children are respected and encouraged to develop in their faith. (Revised 2006)

Philosophy

Immaculate Conception Preschool reflects the total Christian development of the child – physically, mentally, emotionally, academically, socially and spiritually. The preschool environment will foster this development and will work closely with parents and guardians in helping the child to grow to the fullest potential, developing a respect for God, self, others and all God's creatures. Each student is a unique expression of God's creativity and is respected and encouraged as an individual.

Goals

1. Because the growth of each child is important in the program of the Immaculate Conception Preschool, the following goals have been established:
2. To provide an environment that is comfortable, inviting, and conducive to the growth and development of each child.
3. To engage in activities that are age-appropriate, varied in materials and involvement in order to best challenge and respond to the needs of each child.
4. To provide a Christian atmosphere for the children.
5. To work with the children and their families in helping the child grow and mature.
6. To create learning opportunities for the child and offer times of unstructured free time, group activities and individualized attention.
7. To introduce and successfully expose each child to school, allowing for a positive transition towards higher learning.
8. To encourage creativity in each child.



Personnel List

Administration

Rev. Jonathan Wight	Pastor/Local Superintendent
Mrs. Margaret Drew	Principal
Mrs. Gail Trent	Administrative Assistant

Teachers

Mrs. Mary Heschel	Preschool
Ms. Marlena McCree	Preschool Aide; Before Care
Mrs. Susan Adams	Kindergarten
Mrs. Peggy Crawford	Grade 1
Mrs. Donna Pump	Grade 2
Mrs. Christina Taylor	Grade 3
Mrs. Mary Ann Debo	Grade 4
Mrs. Theresa Radsick	Grade 5
Mr. Dominic Prenatt	Grade 6
Mrs. Emily Wamsley	Art
Mr. Greg Fox	Music
Mr. Del Culver	PE
Mrs. Maria Lucas	Spanish
Mrs. Erica Ward	Reading Specialist –Title I / Intervention Tutor, Data (ASP)
Ms. Jill Stephenson	Intervention Specialist
Ms. Tammy Parker	Jon Peterson Aide
Mrs. Kristen Quisno-Witt	Speech/Language Therapist (ASP)
Mrs. Cheri Sergent	Occupational Therapist (North Point ESC)
Ms. Rachel Helle	Physical Therapist (Magruder Hospital)
Ms. Amanda Jones	Preschool Itinerant (Port Clinton Student Services)
Ms. Andrea Reinhart	Preschool Speech (Port Clinton Student Services)

Support Staff

Mrs. Jennifer Roberts	Student Development/Marketing
Mr. Temey Whitt	Maintenance Director
Mr. Steven Harper	Custodian
Mrs. Dianna Sarty Bloomfield	After School Kids Care
Ms. Monica Monak	Cafeteria Service
Mr. Rok Scott	Technology Specialist
Mr. Robert McMahon	Liturgical Music
Mrs. Kathy Boreman	Business Manager
Mrs. Kim Amenta	Parish Secretary

State Licensing

Immaculate Conception Preschool is licensed by the State of Ohio, Department of Education, Division of Early Childhood Education. The license is posted in the preschool coatroom.

The law and rules governing licensors are available in the main office of ICS school. The preschool's licensing record including compliance report forms and evaluation forms from the health department and fire department are available upon request. The Ohio Department of Education Ombudsman's telephone number is available for any person to use to report a suspected violation by the preschool.

Racial Nondiscrimination Policy

Immaculate Conception School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Authorization to Pick Up a Child

NO child will be released to a person not on the release form unless authorized by a parent in writing. If a note is sent, it must be brought when you drop off your child in the morning. A note from the person will not be accepted unless we can get a hold of you for verbal verification. If you are expected to pick up your child and cannot, please notify the school office, by telephone or text, with the name of the person that will be picking up your child. Verbal authorization will be accepted. Please let anyone on your authorization form know that a picture ID may be necessary for the release of the child.

Birthdays

If you would like to celebrate your child's birthday with a classroom treat, it would be very much welcomed. They may be shared at snack time. If your child has a summer birthday, it may be celebrated on a special "un-birthday" day. It is always fun to celebrate an "un-birthday". Please let Miss Mary know what day your child would like to celebrate his/her birthday. All treats from home must comply with rules regarding allergies.

Calendar

Immaculate Conception Preschool follows the school year calendar which coincides with the Elementary School, sharing holidays and/or vacations. You will receive monthly newsletters and calendars to inform you of the many activities of the preschool. This information is also available on the school's website www.portclintonics.net.

Conferences

Parent/Teacher conferences will be held twice during the preschool year. School calendars will reflect the specific dates of the conferences. Parents are also encouraged to contact Miss Mary or Mrs. Margaret Drew in the event a question or concern arises. A conference will always be made available to discuss any problem. Information about preschool will be given to parents on a regular basis through written communication and email. Please feel free to call the preschool at 419-734-3315 to set up a conference if a question or concern arises.

Confidentiality of Data and Student Records

It is the policy of Immaculate Conception School that the confidentiality of personally-identifiable data relating to all students, their parents and families shall be protected at all stages of collection, storage, disclosure, and destruction.

Daily Schedule

The underlying goal of the early childhood program is to provide the young child with opportunities to succeed in all areas of development. The key to a successful schedule is a balance of activities throughout the school day. Children need to offset activity with quiet time, group with individual time, and indoor with outdoor time. Routines and structured times are important because preschoolers like to anticipate and repeat events. Although a basic schedule is important, the time table below will be used as a rule of thumb, allowing flexibility for student interest and special events. Each theme is built

around daily activities which introduce or reinforce developmental skills that lay a foundation for future academics. Because young children have a natural curiosity and an eagerness to explore, the skills are introduced not through drill but, through fun and exciting activities. At IC Preschool, opportunities are provided for creative learning through fun age-appropriate activities. Learning about God is a celebration we share in song, story, drawing and many more activities.

Daily Schedule 3 Year Old Class (Tuesday/Thursday)

8:15 Class Begins/Free Play
9:00 Circle Time
9:30 Snack Time
9:45 Centers
10:45 Playground/Gross Motor
11:10 Large Group
11:15 Dismissal
11:15-3:30 Leap Time/Extended Day Available

Daily Schedule 4 Year Old Class (Monday/Wednesday/Friday)

8:15 Class Begins/Free Play
9:00 Circle Time
9:30 Snack Time
9:45 Centers
10:45 Playground/Gross Motor
11:10 Large Group/ Storytime
11:15 Small Group
11:45 Clean up/Restrooms
12:00 Lunch
12:45 Rest/Nap
1:30 Large Group/Fundations
1:45 Centers
2:30 Outside
3:00 Closing Circle
3:15 Dismissal

Delays and Closings

1 Hour Delay: Preschool Schedule...9:15a.m.-3:15 p.m.(4 yr. old class) - M.W.F.
9:15 am - 11:15 am (3 yr. old class) – Tu.& Th.

2 Hour Delay: Preschool Schedule...10:15 a.m. -3:15p.m. (4 yr. old class) M.W.F.
10:15 am- 12:15 pm (3 yr. old class) – Tu.& Th.

Discipline Policy

Positive Discipline is used at IC Preschool.

Please see ODE approved Discipline Policy below.

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

IC Preschool uses constructive, developmentally appropriate child guidance and management techniques at all times. Positive discipline is to be used by all staff members including: redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

IC 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 punishment such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to another 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 a closed room.
5. No child shall be subject to profane language, threats, derogatory remarks about themselves, their family, or other verbal abuse.
6. Discipline will not be imposed on a child for failure to eat, nap or for toileting accidents.
7. Discipline used shall not humiliate, shame, or frighten a child.
8. Discipline will not include with-holding food, rest, or use of bathroom.
9. Separation should only be used for brief periods appropriate for the child's age and developmental ability. The child shall be in a well-lit area within sight and hearing of a preschool staff member at all times.
10. IC Preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance of the program.

Each parent or guardian of a child enrolled in the preschool program shall be given a copy of the written discipline policy.

All preschool staff members shall receive a written copy of the preschool's behavior management/discipline policy at the time of hire.

IC Preschool consequences for discipline infractions which will apply to all persons on the premises and shall be applied as follows:

Stoplight behavior chart is utilized.

- Green signifies good behavior
- Yellow signifies a minor behavior change
- Red means a more serious behavior change

The Bucket Filling Technique is also in place as an additional discipline procedure

- If a child is caught doing a good deed they are allowed to put a ball in the bucket
- If a child is caught doing a bad deed, they are to take a ball out of the bucket

Time-outs for inappropriate behaviors are used after consequences one and two have not been successful

A behavior chart is sent home to the parents at the end of each day. If the child remained on the color RED a note explaining the chart, in detail, will be included for the parent

It is the goal of the IC Preschool to positively reinforce behaviors for the child's success in a school setting.

Rule: 3301-37-10

Revised: 10/2013

Enrollment Policy

1. Enrollment shall be open to any child provided a payment plan is mutually agreed upon and the preschool can meet the needs of that child.
2. Enrollment shall be granted without discrimination.
3. A child must be 3 years old or 4 years old by September 30th of the school year and FULLY potty trained. **NO PULL-UPS AND NO DIAPERS.**

Withdrawal Policy

When a parent is planning to withdraw their child from Immaculate Conception Preschool, the director shall be notified immediately. Refunds for registration and snacks will not be given. Prorated tuition can be discussed with the director. Financial appeals may be made to the Pastor.

Extended Care Charges

- o Leap Time Extended Care is available, if attendance for this service is confirmed with the school office, to preschool children registered at ICS.
- o Families using Leap time will be billed a \$60.00 Snack Fee per child per year. This fee is separate from preschool registration fee.
- o Children may begin arriving in the classrooms at 8:00 a.m. unless other arrangements have been made through the school office. If arrival is before this time children may attend the Before School Care Program with a charge of \$5.50 per hour to be charged to the child's account and invoiced on a monthly basis.
- o Leap Time (preschool extended care) is offered until 5:30 p.m. The charge for Leap Time is **\$5.50** per hour. Please be prompt when picking up your child, as a late fee of \$15.00 will be charged for those picking up after 5:30 pm.

Field Trip Expectations

Field trips, as learning experiences, are encouraged since such activities can do much to emphasize and build on information learned in the classroom setting. Places are chosen at the discretion of the classroom teacher in order to be appropriate to the age and interest of the students.

ALL parents/guardians must sign a permission form for their child. Only the signature of the custodial parents/guardian will be accepted as valid. At times, parents/guardians will be invited to chaperone for a field trip, or to provide transportation. ALL parents/guardians driving or chaperoning for the field trips are required complete the Toledo Diocesan requirements prior to any volunteering; BCI/Selection.com Report, Protecting God's Children online program and print certificate, and be approved by the Diocese of Toledo in the Virtus program, these are good for 5 years. Parents are to possess a valid driver's license and carry regular auto insurance. Volunteers who drive must be at least 25 years of age. If parents are driving all current regulations from the state transportation and safety department must be followed.

Preschool age children must be in a car seat provided by the parents of the child.

Drivers must also sign a Diocese of Toledo Employees and Volunteer Vehicle Affirmation Form, which is in the school main office.

Financial Agreements

A non-refundable payment of \$150.00 shall be paid upon the enrollment of each child per year along with a snack fee of \$60.00 per child.

PAYMENTS: Preschool is on a 10-month payment schedule. Payments are due the 1st day of each month (August - May). Payment in full is also accepted. Payments should be made in the school office. Payment will not be refundable in case of absence. If payment is not received by the 15th of the month, an additional late fee of **\$35.00** will be assessed. There is a **\$35.00** charge for any returned checks. In addition, if WeShare is used for payment a minimal fee is charged.

Payments may be made in the following ways: online using our website www.portclintonics.net using the Donate Now button with a debit or credit card, or by check.

Health Requirements

1. A certificate of good health, signed by a licensed physician, is required at the time a child is admitted to the preschool or within thirty days after the date of admission should that date occur within the preschool year. This is a state requirement. A 13 month verification of good health and immunizations are required with physician signature thereafter.
2. Parents are asked to notify the school office whenever a child has been exposed to a contagious disease. You will be notified by phone, in person, or in writing if your child is exposed to a communicable disease while at preschool.
3. All students are required to have completed their DPT, MMR, Polio, HEP B and HIB & Varicella immunizations (a minimum of 4 DPT and 3 Polio and 3 HEP B doses) or have a signed waiver on file in the school office.

Please keep your child home if the following symptoms exist:

If your child is absent, please notify the school office at 734-3315

- o A temperature of 100 degrees Fahrenheit
- o Conjunctivitis(pink eye)
- o Symptoms of possible communicable disease (sniffles, reddened eyes, sore throat, headache, and abdominal pain, plus a fever). A communicable disease chart is posted in the classroom.
- o Inability to participate in daily activities.

Please see updated Communicable Disease Policy below.

In Accordance with the Ohio Department of Education's preschool licensing rules, IC Preschool has implemented the following policy for ill children.

Any child exhibiting the following signs and or symptoms of a communicable disease will be taken to the Main School Office and their parents and or guardian will be notified that they will need to make arrangements to pick up their child:

- o **Diarrhea (more than one loose stool within a 24 hour period)**
- o **Severe coughing, causing the child to become red or blue in the face or to make a whooping sound**
- o **Difficult or rapid breathing**
- o **Yellowish skin or eyes**
- o **Conjunctivitis(pink eye)**
- o **Temperature of 100° Fahrenheit taken by the auxiliary method when in combination with other signs of illness**
- o **Untreated infected skin patches**
- o **Unusually dark urine and/or gray or white stool**
- o **Stiff neck**
- o **Evidence of lice, scabies or other parasitic infestations**

- o **Vomiting**
- o **Unexplained Rashes**

No child will be permitted to remain at school with any of the above symptoms.

Children may return to school when they have been symptom free for a period of 24 hours, without medication.

Lunch

Children attending Leap Time over the lunch hour (11:15-12:15) will need to have a lunch, either from home or purchased from the cafeteria. Hot lunches are provided by Port Clinton City Schools. With the support of a community eligibility program, all school lunches for students in the 2024-2025 school year will be free. If a student wishes to purchase 'extra' items, lunch money will be required. Checks should be made out to: Port Clinton City Schools. Lunch money can be sent to the school office.

Parents must notify the preschool of any known allergies your child has.

Medication

In accordance with our policy, ICS shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted when necessary for the health of the student.

Medication shall include all medicines, including those prescribed by a physician, and any over-the-counter drugs, preparations, and/or remedies. Treatment refers both to the manner in which a medication is administered and to health-care procedures.

Before any medication or treatment may be administered to any student during school hours, ICS requires the written verification from the child's physician and written authorization from the parent. The parent or guardian must complete and sign a "Parent's Request for the Administration of Medication by School Personnel" form.

The principal or secretary will be authorized to administer the medication in the original container in which it was dispensed by the prescribing physician. All medication must be brought to the school office by an adult.

The school will not be responsible for any medication that is lost or stolen.

Change of Clothes

Please send a complete change of clothes (warm & cold weather). This should include underwear, socks, pants, and a shirt. Please do not send new clothes! It is nice for each child to have his/her own things to change into in case of a spill or *accident!* Each child must have a change of clothing available as required by the Ohio Department of Education licensing standards.

Nap/Rest Time Procedures

If your child will be participating in 4 year old preschool or Leap Time Extended Care, cots will be provided for rest time. **A small blanket and pillow is needed for rest time. Please be sure to label them!** A cubby in our coatroom will be provided to keep rest time belongings together. Also a small stuffed animal or doll is welcome for your child to nap with. Each cot is sanitized on a daily basis and thoroughly cleaned with CLOROX WIPES. Quiet activities will be available for non-nappers.

Parent Participation

Parents are encouraged to volunteer their time and talents throughout the preschool year. Your involvement helps to develop the teacher-parent-child rapport which is extremely important to your child's development. We realize that many parents work and are limited in the amount of volunteering which they can do. Grandparents, aunts, uncles, or close friends of the child are also welcome if the parent cannot get away from work. No younger or older siblings will be allowed in the building when parents/guardians are volunteering.

Activities which parents may participate in include: holiday parties, cooking with the children, story time, sharing a talent or profession with the children, and/or helping with programs.

ALL VOLUNTEERS MUST have met the Toledo Diocesan requirements prior to any/all volunteering. Please see the Field Trip Expectations area.

Drop off Procedures

Preschool parents are asked to park their vehicle in the blacktop parking area and not in the pickup lane. Please inform all persons who will be transporting your child of this rule. **Please do not leave your car running while dropping off your child!**

Pick Up Procedures

4 year old preschool parents are asked to either park their vehicle in the blacktop parking area and walk to pick up their child or park in the closest pickup lane to the backdoor of ICS. Please inform all persons who will be transporting your child of these options. **Please do not leave your car running while picking up your child!** 4 year old preschool pick up time is 3:15 PM.

3 year old preschool parents are asked to pick up their children in the front of the school in the bus lane. Ms. Mary and Ms. Marlana will walk the students outside to the flagpole and to your car.

Parent Rosters

Rosters of the names and telephone numbers of the parents or guardians of children attending the preschool are provided to each parent and guardian. The rosters will not include the names or telephone numbers of any parent or guardian who requests his/her name or telephone number to not be included.

School Bags

Your child needs to bring a school bag each morning of preschool. Please supply one that is large enough for their artwork and papers. Be sure to put your child's name on the outside of the bag.

School Closings/Weather Alert

Our preschool will be closed on the days the Port Clinton City Schools are closed. Listen to the radio or television even at the "hint" of inclement weather (including fog). We also have available the Port Clinton City Schools call alert system for your phone. All parents are signed up for this service, but are welcome to call the school office to be removed from the call list.

Snacks/Extended Care

Each session your child attends preschool, we will have a time set aside for snack. We will provide a snack (\$60.00 separate fee) for those children attending Leap Time Extended Care. In compliance with licensing, our snack will include two foods from the four food groups.

Toys from Home

Except for toys that are needed in the very first days of preschool to help ease your child's transition from home to preschool, we ask that you leave your child's toys at home. If you have a book that could be shared, please put your name on it. Each class will have a special day for "sharing" in which a special toy may be brought to show the class. **Guns, war toys, action figures, or toys of destruction, etc. are NOT permitted.**

What to Wear

Clean, comfortable play clothes are recommended. Tennis shoes are strongly suggested as we go up and down stairs and play on the playground. Please be sure your child has the appropriate clothing for the weather (jackets, hats, etc.). Please label your child's belongings.

Please contact Mrs. Margaret Drew, Principal/Director or Mrs. Mary Heschel, teacher at 734-3315 if you have any questions.

We look forward to a rewarding, fun year with each preschooler.

Please sign and return:

I have received and read and will abide by procedures contained in the Immaculate Conception Preschool Parent Handbook for the 2024-2025 School year. Please return to the school office by September 20, 2024. Thank you.

Parent/Guardian Signature

Date

Child's Name