

## MISSION STATEMENT

Jesus gave children a place of importance in the Kingdom of God. Jesus said to the Disciples, "Let the children come to me . . . the kingdom of God belongs to such as these." (Mark 10: 13-14)

Saint Anselm Early Childhood Education Program guides children in a nurturing environment to provide children with an opportunity to learn and explore through play together in a safe, Christ-centered atmosphere.



## PHILOSOPHY AND GOALS

Saint Anselm Early Childhood Education Program is a caring, stimulating, safe setting suited to the three, four, and five year old child, guiding them in their social, spiritual, emotional, cognitive, and physical development by learning through play. As the first link between families and schooling, Saint Anselm Early Childhood Education Program strives to develop the autonomy of the preschooler in a Christian, developmentally appropriate environment.

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept himself or herself, relate to others, and respond positively to the environment. While family relationships provide a young child with the best models for developing attitudes, values, and appropriate behavior, the interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him or her.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicates that these early years are crucial for learning and, in fact, form the basis for all future learning.

Saint Anselm Early Childhood Education Program strives to provide a creative learning environment for the young child. Interaction with other children and adults in an atmosphere of Christian love and concern promotes the healthy development of the child. In partnership with Saint Anselm Parish and community, and the family, we provide a Catholic Christian education through which gospel values are presented, lived, and fostered.

Children will be provided with opportunities to investigate and explore their world creatively in a hands-on environment. Children are unique individuals who are eager to learn, and we value their differences, needs, learning styles, experience, and interests. Extensive research has shown that children learn through active involvement and play, constructing, demonstrating and representing their knowledge in a wide variety of ways. The social component of learning stresses the importance of interactions, cooperation and collaboration. We recognize that learning opportunities must be age and individually appropriate.

Our goals are:

1. To provide a secure and trusting environment with caring adults who will be a source of support for the parents as well as the child;
2. To provide opportunities to interact with their peers and adults in order to enhance their social development, experience accomplishments, increase independence, and form friendships;
3. To develop their knowledge and skills in basic academic subject areas;
4. To develop a greater sense of self-confidence, promote respect for self, others, and the environment;
5. To celebrate the joys of being a child of God through sensory-based experiences, stories, prayer, and songs;
6. To treat each child as an individual and with respect through developmentally and age appropriate activities.

## LICENSING

Saint Anselm Preschool is licensed through the Ohio Department of Education to have in ratio twelve students to one teacher/aide in a three year old class. The four year old classes may have in ratio fourteen students to one teacher/aide.

The license and occupancy permits are posted on the wall located in the hallway by the entrance.

The school is inspected by the health, fire, and building departments. These records are kept in the preschool classroom files as well as in the main school office.

The rules governing the preschool and our licensing records are available upon request.

Any questions about the rules and requirements of the preschool 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  
(614)466-0224

## PROGRAM OFFERINGS

### Three Year Old Class

**Monday and Tuesday 8:30 a.m. - 11:30 a.m./8:30 a.m. - 3:10 p.m.**

- Child must be three years old by September 30<sup>th</sup> and toilet-trained.

-If child has a September birthday, he/she will start after birth date.

**Mon., Tues., Wed. 8:30 a.m. - 11:30 a.m./8:30 a.m. - 3:10 p.m.**

- Child must be three years old by September 30<sup>th</sup> and toilet-trained.

-If child has a September birthday, he/she will start after birth date.

### Four Year Old Class\*

**Wed., Thurs., Fri. 8:30 a.m. - 11:30 a.m./8:30 a.m. - 3:10 p.m.**

**Mon., Tues., Thurs., Fri. 8:30 a.m. - 11:30 a.m./8:30 a.m. - 3:10 p.m.**

**Mon. through Fri. 8:30 a.m. - 11:30 a.m./8:30 a.m. - 3:10 p.m.**

**\*All Four Year Old classes are designed to prepare the children for kindergarten.**

### LENGTH OF SCHOOL YEAR

The Saint Anselm Early Childhood Education Program is in session from the end of August through the mid-to-end May. The program will follow the Saint Anselm School calendar. A calendar will be provided to parents at the beginning of the school year. When Saint Anselm School is closed, the Early Childhood Education Program is closed. In case of bad weather, Saint Anselm School closes when the West Geauga Schools close; notification is also given through the Saint Anselm School One-Call Phone System.

### STAFF

All staff and faculty meet current State Teacher Certification requirements. They are also required to have participated in the *Virtus Program* of the Diocese of Cleveland (child abuse recognition and prevention training) and have a background check and fingerprinting. Each classroom has staff qualified to teach preschool. The teachers have degrees in Early Childhood Education and experience working with the young child. Each classroom has a teacher's aide who is well-qualified with experience and education. Staff is trained in first aid, communicable diseases, awareness of child abuse, and CPR classes. Staff members also participate in child development opportunities annually.

The Director of the Early Childhood Education Program is a shared position with the lead Early Childhood Teacher and the principal of Saint Anselm School.

The preschool staff member/child ratio is established according to the requirements of the Ohio Department of Education and will be maintained at all times. No child shall be left alone or unsupervised.

## **ADMISSIONS POLICY**

Saint Anselm Early Childhood Education Program is open to students of any race, creed, national and ethnic origin. Children will be considered for admission according to the following priorities:

1. Preference in enrollment is given to children of parishioners of Saint Anselm Church who are registered and practicing Catholics. Evidence of Catholic practice is attendance at weekend Liturgy, regular use of church envelopes, and support of the values taught in the Catholic faith.
2. After children of parishioners, preference is given to families of other Catholic churches with the same guidelines outlined above.
3. Siblings of children already enrolled in Saint Anselm School will be given first consideration whenever possible.
4. If space is available, children of other faiths will be accepted.
5. The principal will determine who will be admitted to Saint Anselm Early Childhood Education Program.
6. Registration will be confirmed when all required forms and records (legal, health, etc.) have been received.

## REGISTRATION

The requirements for registration include: birth certificate, Baptismal certificate, Cumulative Records Form, Emergency Form, Tuition Deposit, Pay Plan, child custody papers (if applicable), Directory and Photo Release, Physical Exam, Emergency Transportation Authorization, and Pick-up Authorization. All forms must be completed and returned to the school **prior** to first day of school. Annual physicals must be valid for the entire school year. The State of Ohio Health regulations require parents to present documentation of: 4 DPT; 3 Polio; 1MMR; Hepatitis B; HIB; Varicella. \*TB test is recommended but not required. (In addition: 3 doses of Hepatitis B and a second dose of MMR will be required for incoming kindergarten students.) Registration is official once all of these requirements are met and completed forms have been returned to school.

**Important Note: All children must have completed medical forms *before* entering school (Ohio Preschool Licensing Rules 3313.67)**

The importance of complete, accurate permanent record files cannot be over-emphasized. The permanent record is filled out when the child enters school and it is filed in the school office. Each year, parents will be asked to complete a new form to assure accuracy of the information and note any changes.

## RE-REGISTRATION

Families whose children attend the Early Childhood Education Program will be required to re-register each year. This re-registration will take place in January, and must be confirmed by the payment of the non-refundable registration fee.

Transition from Pre-K to the kindergarten class at Saint Anselm School begins in the spring. Orientation meetings and additional information is provided to the families at that time. Notices of these meeting are mailed to the families

## REGISTRATION OF NEW CHILDREN

Registration of new children will occur for the number of available places after the re-registration of the current Early Childhood Education Program enrollment. Confirmation is determined when registration paperwork, registration fee, and deposit are collected.

## WITHDRAWAL POLICY

The Early Childhood Education Program reserves the right to assess all incoming students to determine readiness for the preschool program. If needed, a conference will be held to assess the child's needs and a course of action put in place. If a child is asked to withdraw, a pro-rated refund of tuition will be made. If a parent chooses to withdraw his/her child for reasons other than job relocation, no tuition refund will be given.

## TRANSITIONS

Throughout childhood, children face changes at home and at school. These changes can be small and go unnoticed, or they can be life-changing. Beginning preschool is a transition that holds many changes for children. The importance of parents' involvement in their child's transition from home to school cannot be stressed enough. With the support of caring parents, this transition can be a positive experience for a child, giving him or her sense of self-confidence and accomplishment. Please visit: <http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Family-Resources/Helping-Your-Child-Make-Successful-Transitions-Home> to review tips for helping your child transition from Home to School:

**Tips for Helping Your Child Transition from Home to School** Give your child opportunities to leave you and spend time fun times with other adults and children.

Talk about school in positive ways.

Give your child opportunities to play with items like scissors, crayons, pencils, markers, paint and paper.

Read books to your child and talk about the pictures and the story.

Encourage your children's independence by letting them follow simple directions and by letting them do tasks on his own.

Take your child to visit the school. Playing on the playground, touring the building, and finding the bathrooms are helpful activities at this time.

Ask your children what they think school will be like. You may learn that your children understands what to expect, or you may find that they have unrealistic fears or misunderstandings. Listen and talk about school.

Take practice trips and follow the route to school.

Expect your child's transition to be successful. Remember the adjustment will take time.

Your positive outlook can help your child; let him know you are confident in his ability to do well.

Transition Policy: To help with this important task of transitions, the Early Childhood Program director and staff will ask all parents/guardians to 1) Review Transition tips as well as complete and sign the Transition Goal Sheet at Orientation Meeting. 2) Review and sign Transition Goal Sheet, adding notes and changes accordingly at fall conferences. 3) Review and sign Transition Goal Sheet at spring conference, including ideas for kindergarten transition.

## **FINANCES**

### Tuition and Fees:

Tuition and fees are determined yearly as a result of the consultation between Pastor, Principal, and Finance Council. The registration fee is nonrefundable and is due at the time of registration or at re-registration. Parents have three payment options for tuition:

- a single payment due July 15
- two payments - half due July 15 and the other half due January 15
- monthly payments through an automatic transfer (EFT = electronic fund transfer)
- a supply fee of \$25 per child is due at registration

Statements will be sent out through the parish business office.

All questions concerning payments should be directed to Mrs. Kathy Popelka at the parish office: (440)729-5119.



## CURRICULUM

Saint Anselm Early Childhood Education Program curriculum is designed to meet the needs of the growing whole child. Activities are provided to enhance the child's spiritual, social, emotional, and physical development. Experiences in literature, science, art, music, and physical education further enhance the child's social interaction and intellectual development.

Saint Anselm Early Childhood Education Program follows the curriculum as set by the Diocese of Cleveland. This curriculum is aligned with and contains the standards as established by the Ohio Department of Education. In addition, the faculty and staff follow guidelines from the National Association for the Education of the Young Child. (NAEYC)

Copies of the curriculum and State standards may be found in the principal's office.

## RELIGION READINESS

Religion is an integral part of our Early Childhood Education Program. Each child will be encouraged to develop good decision-making skills, form good habits, and develop a positive self-image in relationship to a loving God. The basis for a deep love of God comes from the examples set by family, school, and parish community. A child learns to love God through a warm atmosphere of love and acceptance. A child learns to appreciate God's wonderful world through the discovery of the gifts of our five senses.

The main strands of the religion curriculum are Discovering God's World, Prayer and Celebration, People in Our World, and Loving God and Others.

There will be many daily opportunities for the children to pray and celebrate throughout the year with prayer services and activities. The four year olds and PreK students will have Prayer Partners whom they will pray for and with throughout the school year and occasionally do special projects with them.



## **READING READINESS AND LANGUAGE DEVELOPMENT**

Language is the development of communication skills that enable children to share their world with others. Language skills at the early childhood level include listening, speaking, and thinking. The young child learns to transfer thoughts into words and to express a sense of self-awareness through the appropriate expression of his/her thoughts and feelings.

Visual and auditory discrimination, along with memory development, are important readiness skills that are taught through play and exploration activities. A love for the importance of language will be incorporated via stories, drama, songs, finger plays, listening, speaking, discussions, pre-writing, and play.

As children mature, they will learn to recognize certain sounds, syllables, and rhymes; identify their own name in print and recognize some words; gather clues from pictures and learn directions; learn cause and effect; predict endings; demonstrate comprehension by responding to questions; gain information from many sources; create (write and illustrate) stories. All these and more are part of the language arts curriculum where the reader and writer begin to develop.

## **MATH READINESS**

Math Readiness at the early childhood level involves development of cognitive skills such as recognizing colors, shapes, and quantification concepts such as size and shape differences, basic counting skills, and classifying and ordering of objects. These concepts are learned through hands-on activities with manipulatives and play experiences. Pencil and paper activities are kept to a minimum at this age, but may be used as part of an assessment process.

Math Readiness skills include: sorting and copying patterns; matching similar items; determining first, next, and last; recognizing number names and numerals from 0 to 10; constructing equivalent sets; graphing in many ways; beginning to learn the concept of money; beginning to measure; learning comparative concepts like bigger/smaller, more/less, lighter/heavier. These skills are developed through exploration, play, repetition, and over the course of time.

## **SOCIAL STUDIES**

Children at the early childhood level learn attitudes that promote responsible citizenship and an appreciation of American culture, traditions, heritage, and diversity. They begin to become aware of communities as groups of people living, working and playing together cooperatively. They develop decision-making skills and organizing information skills. They also learn to identify needs, wants, and production/consumption skills.

Much of the social studies strand is developed through circle time, calendar activities, and story time. The children will progress from focusing on themselves to identifying and appreciating family members and the many helpers in our community. Field trips and speakers will help to expose the children to the wider community. Within the class, they will learn to work as a group, sharing and taking turns.

## **SCIENCE**

The young child is naturally curious, observant and questioning. They enjoy being "scientists" as they attempt to find meaning in their environment by investigating and interacting with real objects, developing science inquiry and application skills. Their knowledge of science grows out of an attempt to make sense of the world by relating new experiences to some prior knowledge. They learn to organize their knowledge. They come to realize that objects have particular size, color, weight and texture. They begin to learn how to sort, compare and categorize. They witness life and growth and realize that living things have needs as they change, develop and grow. Through the topics of Earth and Space Science, Life Science, and Physical Science the child's concepts about the natural world are expanded and enhanced.

## **SOCIAL/PERSONAL/EMOTIONAL DEVELOPMENT**

The young child needs to understand him/herself in order to better relate to other children and adults. Through basic interactions, the young child establishes autonomy and learns skills to help him/her relate to the world. For the young child, areas of personal development include: knowing one's name and age; eventually one's address, phone number, and birthday; care for toileting needs and washing hands; separating from parents with relative ease; dressing one's self; care for belongings and respecting others.

Social development includes: cooperative play and sharing; following directions; initiating conversation and play situations with peers; entering into group activities; developing positive relationships with teachers; and caring and helping others.

## **PHYSICAL DEVELOPMENT**

The young child naturally learns and explores using his/her body. Motor skills are a vital part of the young child's development and are crucial to the learning skills needed in the future. These skills actually support cognitive skill development and should not be overlooked.

### **Gross Motor Skills:**

Include large muscle activities such as walking, running, jumping, hopping, and skipping. Arm-eye coordination is strengthened by throwing and catching bean bags and large balls. Rhythm and movement provide an outlet for creative expression and the joy of using the body in dance, games, and organized play. Organized games and activities help to develop cooperation and a spirit of good sportsmanship. Through positive reinforcement, children develop self-confidence in their capabilities.

### **Fine Motor Skills:**

Include the development of dexterity and strength of small muscles which enhance the development of a readiness for the reading/writing process. Eye-hand coordination is developed through such activities as manipulating clay, stringing beads, hammering, tearing, pasting, gluing, using crayons, painting, pouring, lacing, and using scissors. Eye tracking is another important motor activity that promotes the left-to-right progression needed for reading readiness.

## **ART**

Early childhood art activities are joyful, creative experiences, full of self-expression, exploration and experimentation. Emphasis is placed on process over product. A variety of textures, materials, tools, and skills will be used in the daily art activity. Art centers containing clay, glue sticks, stickers, markers, etc are available for children to use to develop fine motor skills and create "masterpieces."

## **MUSIC**

The young child develops a love and appreciation of music through singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities. Daily activities will include singing songs, reciting poems, chants, and finger plays. Saint Anselm School also provides children time with the school music teacher.

## **TECHNOLOGY**

Each classroom is equipped with a SmartBoard. iPads are periodically utilized during center time.

## **CHILD EVALUATION**

Children will be evaluated formally and informally (screenings, observations, checklists, etc.) during the course of the year to promote a greater understanding of the needs and growth patterns of the child, as well as strengthen home-school communications. Any time a parent wishes to speak with a teacher, an appointment may be made with the teacher at a mutually convenient time. A teacher may request a conference if areas of concern arise. Parent/teacher conferences will be held in the fall and spring.

## **CUMULATIVE RECORDS**

It is the policy of the Preschool to maintain cumulative records. These records shall exhibit among other information and data, the names of the students enrolled, as well as formal screenings/evaluations.

## **SPECIAL PROGRAMS**

Throughout the year, parents and family will be invited to programs where children will demonstrate some of the songs, finger plays and activities they have learned.



## SAMPLE SCHEDULE

8:20-8:30

Arrival Time: Limited choice activities at the tables.  
The schedule of the day may include:

8:30-11:25

Circle Time

Morning Prayer

Pledge of Allegiance

Attendance

Calendar/weather

Finger Plays

Large Motor Exercise

Introduction to Lesson or topic of the day



Activity Time #1

Children experience play activities, art,  
and learning centers.



Bathroom/Snack Break

Mystery Bags (Show and Tell)

(Please practice clues with your child.)



Activity Time #2

Children experience play activities, art,  
and learning centers.



Religion

Music/Movement Activity

Large Motor Activity



Storytime - Mystery Reader

11:25

Closing- Prayer, Song, Pack up

11:30

Dismissal



\* Schedules may be altered based on the needs of the different classrooms and teachers. Art, music, Physical Education are offered at various times daily.

## SAMPLE AFTERNOON SCHEDULE

11:30-12:10

Free Choice/Play:

12:10-12-45

Restroom Break/Lunch

12:45-1:00

Music/Movement Activity  
Large Motor Activity

1:00-2:00

Rest Period

2:00-2:45

Weekly themed activities

2:45-3:00

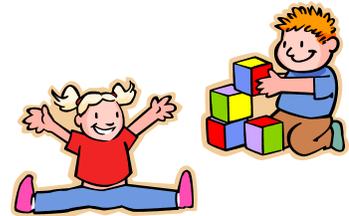
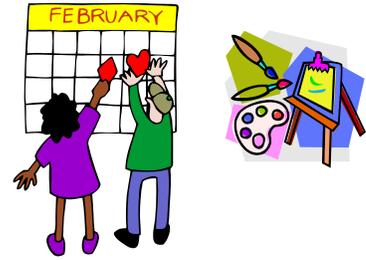
Clean-up/Story

3:00-3:10

Closing- Prayer, Pack up

3:10

Dismissal



\* Schedules may be altered based on the needs of the students and teachers.

# **SCHOOL POLICIES AND PROCEDURES**

## **STUDENT BEHAVIOR CODE**

Saint Anselm Early Childhood Education Program is called to be a community based on the fundamentals of Christianity. Growth in self-discipline, a healthy responsibility for Catholic moral values, and a loving respect for the rights of all persons are encouraged and nurtured.

## **DISCIPLINE POLICY**

We aim to make Saint Anselm Early Childhood Education Program a happy experience for each child. We provide an interesting program, affection, order and routine, and security for each child. We want to teach children respect for themselves and others. We believe children learn through positive reinforcement and direction. Staff members of each group are responsible for the discipline of the children that are assigned directly to them. The goal of discipline is for each child to achieve self-control. Good discipline is founded on a loving and caring relationship between adults and children. Setting clear and fair behavioral limits that are enforced consistently and regularly are key elements in good disciplinary practice. Developmentally appropriate practices and limits that help define the boundaries of behavior for children will be used.

Occasionally, a child may be given a short time-out period within the classroom environment. There are three main reasons for time-out periods:

1. to allow the child time and opportunity to calm down and regain control
2. to prevent the child from hurting themselves and others;
3. to prevent the destruction of property, materials, and equipment.

If a child continues to have difficulty and the unacceptable behavior continues, parents will be notified. If necessary, the child will be removed to the school office under the care of the principal or other designated personnel, and the parents may be asked to pick up the child. No child will be left alone.

If the child's behavior is an ongoing problem, continues to be disruptive to the class and the child is unable to learn self-control, a conference or written warning will be sent home. If, after assistance by teachers and parents, there is no improvement, the parents will be asked to withdraw the child.

## BEHAVIOR CODE AND DISCIPLINE POLICY

At the Early Childhood level, a teacher guides a child's behavior to help him or her adapt positively to a social environment. They do this in a number of ways:

- Reinforcing positive behavior with a descriptive statement such as, "I saw you putting the book away. Thank you."
- Setting limits by focusing on the action--not on the child--by using such statements as, "The beads are for stringing."
- Using equipment according to defined "do's" rather than "don'ts."
- Being knowledgeable about child development and able to recognize behavior norms.
- Learning as much as possible about the individual child; observing carefully and maintaining good relationships and open communication with parents.
- Being familiar with the curriculum and knowing what is to be taught daily to the children on a long-term basis.
- Planning the environment carefully; scheduling activities so that quiet and physically active experiences are alternated; arranging the room so it welcomes and interests the child.
- Developing a positive relationship with each child; earning his or her trust so that the child will accept guidance.
- Accepting the child's feelings, always ready to assure the child that we care about him or her even if his or her behavior is inappropriate.
- Speaking to the child on his or her level, bending down, meeting him or her on eye level, putting an arm around the child and speaking in a clear, kind voice.
- Being sincere and calm and in command of any situation.
- Being consistent.
- Offering choices only when a legitimate choice can be given: i.e., "Would you like the truck puzzle or the elephant puzzle?"
- Setting an example by own behavior.

The first step in discipline is to praise appropriate behavior. When it is necessary to correct, children will be reminded of the rules, offered a compromise (if warranted), and cooperation will be expected. Dealing with any misbehavior will be done in a way that does not humiliate the child in front of the group.

Should any child become more seriously disruptive, causing potential harm to himself/herself or to others, the child will have quiet time out before being allowed to return to the larger group. If the unacceptable behavior continues, parents will be notified. If necessary, the child will be removed to the school office under the care of the principal or other designated personnel, and the parents may be asked to pick up the child.

No child will ever be left alone. Children are accompanied to the bathroom by either the teacher or the classroom aide. Children are instructed in proper hand washing procedures while in the bathroom. Soap and towels are provided in the lavatories.

Toileting accidents will be treated casually. If issues in this area continue, conferences may be requested.

In accordance with the Ohio Department of Education the following discipline issues are observed:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and 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 a protective hug, so that 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/herself or his/her 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 staff member in a safe, well-lighted and well-ventilated space.
- 10) The Early Childhood Education Program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.



## ATTIRE

Saint Anselm Early Childhood Education Program is designed for learning and exploration. Within the program, the children climb, crawl, dance, use clay, paint, and markers, sit on rugs, and often go outdoors. Keep these activities in mind and purchase washable, comfortable, simple clothing for school.

### Recommendations:

- ✓ Tennis shoes or rubber soles prevent accidents. **Avoid backless, open toe shoes, plastic shoes, and shoes that slip off easily.**
- ✓ Choose clothing children can remove by themselves quickly in the bathroom. (Pants with lots of buttons and snaps and belts can be very difficult.)
- ✓ Appropriate outerwear for outdoor play is essential. Please make sure to dress children according to the weather, especially boots on snowy, wet days. When boots are worn, children must change into shoes before entering the classroom. Please make sure that boots are easy to put on and take off.
- ✓ Mittens will not get lost if they are attached to a cord or if mitten clips are used.
- ✓ Hats and sweaters need labels to avoid mix-ups.
- ✓ In order to help children develop independence, please purchase items children can manage by themselves and take some time at home practicing with them.
- ✓ **PLEASE LABEL EVERYTHING!! (Jackets, sweaters, hats, even shoes)**
- ✓ Please send in a change of clothes in a bag marked with your child's name. Include shirt, pants, underwear, and socks. These will be left at school and used by your child in case of an accident.

## LOST AND FOUND

Please label **ALL** clothing. Lost and found articles will be placed in the classroom for two weeks. After this time, the items will be placed in the lost and found box by the school office. Periodically all unclaimed articles will be sent to various missions. Lost valuables (i.e., eye glasses, watches, keys, and jewelry) can be claimed in the school office.

## **OFFICE HOURS**

Phone messages for teachers will be accepted from 7:30 a.m. until 3:30 p.m. at (440)729-7806. Teachers will return calls during the day when they are free or after school. If there is an emergency that needs immediate attention, please call the school secretary at 440.729.7806 ext. 335.

## **REPORTING ABSENCE**

Please call the school office at (440)729-7806, ext. 335 to report your child's absence. If the illness is of a contagious nature, please notify the school immediately. See medical pages for more information.

## **EMERGENCY CLOSING PROCEDURE**

If the West Geauga Local Schools close, Saint Anselm School and Early Childhood Education Program are also closed. Please listen to the radio or television for this announcement. If there is an emergency affecting Saint Anselm School only, parents will be notified through the One-Call Phone system. We ask that you do not call the school office or the rectory for closing information.

## **HOME-SCHOOL COMMUNICATIONS**

A book bag and classroom folder will be provided. Please check the folder and book bag daily for communications, updates, and your child's work. Please do not purchase a backpack for your child.

The weekly Saint Anselm School newsletter and other forms will be sent to you electronically by filling out the appropriate form at the beginning of the year. Not everything will pertain to the Early Childhood Education Program, but it is a way for you, as parents, to know about all the wonderful activities and events that are happening at our school.

Teachers will send home newsletters to inform the parents of weekly and upcoming activities in the classroom.

## DIRECTORY AND ROSTER

Each year a school directory of students at Saint Anselm School is prepared indicating the name, address, and telephone number of each child enrolled in the school and preschool. Parents must sign a form giving their consent for this information to be published. Copies of the school directory will be available in September/October.

## SNACKS

Parents are asked to provide their child a daily snack. This is one way to help defray expenses for the Early Childhood Education Program, and is a great opportunity for a connection between school and home. Below are listed some suggestions for good, healthy snacks. Also, include any plastic utensils that may be needed. Water will be available at school, and we shall help children learn how to pour and serve!

We ask that parents supply healthy snacks and drinks to teach good nutrition to the children. A choice from **two\*** of the groups listed below must be served for snack:

- a. Meat/meat-equivalent group
- b. Bread/bread-alternative group
- c. Milk group
- d. Fruit/vegetable group



Parents are to refrain from providing snacks which contain peanut butter or any peanut products or are made in a peanut-processing facility. We encourage the use of foods containing vitamin C and vitamin A in accordance with the recommendations of the Ohio Revised Code.



Some suggestions are:

Fruit juice

Vitamin D Milk

Crackers

Graham crackers

Pretzels

Apple slices

Seedless Oranges

Cheese

Popcorn

Carrot sticks

Cereal boxes

**Healthy** fruit snacks

Bananas

Fruit cups

Pudding/yogurt

Cereal Bars

Mini Muffins

Raisins

Please **do not** bring items such as:

Candy

Gum

Potato Chips

Chocolate

Non-nutritional cookies

We will have a supply of healthy snacks in the classroom in case a child forgets his or her snack. (These will be kept in an airtight plastic container.)

**\* Please inform the teacher of any food allergies so accommodations may be made.**



## LUNCH BUNCH

Our LUNCH BUNCH program will begin in September. Daily, the preschool students may bring their lunches and spend some extra time with their friends until 12:45 p.m. Parents may sign-up prior to the LUNCH BUNCH day or notify

us the day of. The cost of the program is \$7.00. There will be more information available when the program begins and throughout the year.



## BIRTHDAY CELEBRATIONS

Parents may wish to send a special treat for the class on the occasion of their child's birthday. Treats should be nutritious; please do not send in **cake** and **cupcakes** because they can be extremely messy and difficult for the children to handle. Summer birthday celebrations will be arranged by the classroom teacher. Please consider non-food items (stickers, etc.) as well for treats.

## HAND WASHING PROCEDURE

Hands are washed before any snack is eaten and after using the bathroom. Children are reminded to use facial tissues, when needed. Public health standards of hand washing and disinfecting procedures are followed. According to the rules of preschool, a staff member trained in the signs of illness, hand washing, and disinfecting procedures will be on the premise at all times. Due to safety concerns of all students, we ask that you do not send hand sanitizer to school with your child, attached to your child's book bag, or attached to your child's snack bag.

## HEALTH AND ACCIDENT PROCEDURES

Saint Anselm School Clinic is staffed by a registered nurse or aide who administers first-aid in cases of injury or illness. The Early Childhood Education Program staff is trained in standard first-aid. It is imperative that an emergency authorization form which directs the school's course of action in each individual case be on file **before** a child enters school. It is essential that parents notify the preschool of changes of phone numbers, addresses, or employment throughout the school year so this data is always current. An accident report will be completed and sent home if necessary.



## HEALTH FORMS

Each child shall have a physical by a licensed physician prior to or within thirty (30) days of the start of each academic year. A signed medical history form and Health and Immunization reports are due **before** the opening day of preschool for all new children. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. The purpose of Healthchek is to discover and treat health problems early. If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too. For more information, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

By law, each child shall have a physical by a licensed physician **prior to the start** of each academic year. The physical date must encompass the entire school year.

## DISMISSALS DUE TO ILLNESS

When a teacher suspects a child is ill or when a child becomes ill or injured during the school day and needs to go home, the child will be isolated until a parent or other responsible party can be reached to pick him/her up. If the illness is considered to be communicable, the child will be sent to the clinic to await parent arrival. However, the child will never be left alone.

A child with any one of the following signs or symptoms of illness shall be immediately isolated from other children and sent home:

Diarrhea, severe coughing (red/blue face, whooping), sore throat/difficulty swallowing, difficult or rapid breathing, yellow skin or eyes, conjunctivitis (pink eye), 100 degree F temperature with another symptom, unusual spots or rashes, infected skin patches, dark urine, gray or white stool, stiff neck, vomiting, lice, scabies, or other parasites.

## MEDICATIONS

The following policy applies to the day school and *only in an emergency situation to the Early Childhood Education Program*. Any medication, prescription or over-the-counter, which needs to be given to a student during school hours must be kept in the school clinic. Medicine must be kept in its original container and have a proper affixed label from the pharmacy. A written request must be

obtained from the doctor and the parent/guardian. This must include the name of the medication, dosage, time it is given during school hours and duration. These request forms are available in the school office and/or clinic. New permission forms must be re-submitted each school year and are necessary for any changes in medication orders. Medications should be transported to and from school by a parent. Parents should not send medicine with the child. If your child is taken off medication or will no longer receive it at school, please put this request on a dated, written note for the clinic files.

## THE MOST COMMON COMMUNICABLE DISEASES

**Chicken Pox:** Feverish, rash appears in the form of small pimples, which in a day fill up with clear fluid. Incubation period between 14-21 days.  
**Isolation period of at least 7 days.**

**Measles:** Cold in head. Feverish, watery eyes, sneezing. (Rubeola) Blotchy red rash appears on forehead, face & body. Incubation period between 7-14 days.  
**Isolation period of at least 5 days from time rash appears.**

**German Measles: (Rubella 3 days measles)** Mild measles, symptoms (blotchy, fine, red rash on face and abdomen). Swollen glands particularly in back of neck. Incubation period between 14-21 days.  
**Communicable for 48 hours after rash appears.**

**Mumps** Fever. Swelling on side of face and jaws as glands become swollen and tender. **Isolation period until swelling of glands has disappeared and patient has recovered.**

**Scarlet Fever and Streptococcal Sore Throat** Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2-5 days. **Isolation for 24 hours from start of antibiotic treatment. May be readmitted to school upon receipt of a written statement that the child has been treated. The name of the doctor should be included.**

**Impetigo** Blister-like lesions which later develop into crushed pus-like sores which are irregular in outline. Incubation is 2-5 days, occasionally longer. **Communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.**

**Conjunctivitis** Redness and swelling of the membranes of one or both eyes with burning or itching, sensitivity to light and a discharge. Immediate medical treatment. **Communicable during course of infection and until discharges from infected mucous membranes have ceased. Exclusion from school until clinical recovery.**

## **CONTAGIOUS DISEASES**

A child receives the greatest benefit from school attending regularly. However, *GOOD HEALTH* is more important than perfect attendance. Parents are asked to contact the school immediately when their child has been diagnosed as having a contagious condition. This includes strep throat, head lice, chicken pox, etc. When a child has been home with an illness, *the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours.* A written note from the parent explaining absences is required for readmission. Notice of a contagious disease is sent home to parents of children who are exposed in the Early Childhood Education Program.

## **ARRIVAL/DISMISSAL PROCEDURES**

The child's parents or designee shall deliver the child personally to the teacher and report any situations of which the Early Childhood Education Program should be aware (if this is necessary). Each child must have an Authorized Pick-up form on file at school. Only the parent or the parents' designee shall pick up the child at the end of each day. Parents are required to instruct any designee of the arrival and pick-up procedures. If there is change in the regular daily transportation authorization schedule on a particular day, (i.e. mom picks up every Monday and Wednesday, Grandpa picks up Tuesday,) a note **must** be written to the teacher with a parent signature. If an emergency arises, a phone call from the authorized parent/ caregiver relaying a dismissal change will be acceptable to inform teachers of a change in the schedule. Only persons stated on the pick-up form will be allowed to take children home. If the pick-up form needs to be amended, please notify changes in writing with a parent signature.

Upon arrival, parents park facing the school building on the south side of the school by the Early Childhood Education Program Entrance. The side door will be opened at 8:20 a.m. and parents may then escort children to the **classroom**

**door.** If parents arrive after 8:30 a.m., parents are to take their children to the front school office and the children will be escorted to the Early Childhood Education classroom by a staff person.

At 11:30 dismissal, parents park in the same south parking lot on the side of the school by the Early Childhood Education Program Entrance. Parents are to remain in their cars until doors are opened at approximately 11:30 a.m. At that time, parents are to come to the entrance to retrieve their children. When standing by the entrance of the school building, parents are asked to maintain silence so as to not disturb the other classes. Those arriving after 11:40 a.m. should report to the school office, where their children will be waiting. At 3:10 dismissal, parents park in the same south parking lot on the side of the school by the Early Childhood Education Program entrance. Parents are to remain in their cars until doors are opened at approximately 3:10 p.m. At that time, parents come to the entrance to retrieve their children. Then, parents remain in their cars in your parking lot space until the day school teacher in charge of dismissal indicates they may leave. Parents are to inform any other person who will be bringing or picking up children of the proper arrival and dismissal procedures.

Parents who are helping in the classroom or attending any of our programs, please park in the lot in the front of Saint Anselm School building.

## **FIELD TRIPS**



Field trips offer enrichment to the Early Childhood Education Program, are carefully selected, and occur a few times during the course of the school year. These experiences can have a powerful impact on the learning for the children. These safety procedures will be followed for field trips:

1. Parents drive and attend with their child.
2. Written and signed permission slips for each child will be brought on the field trip.
3. The emergency transportation forms will be brought on the field trip.
4. A person trained in first-aid will be on the field trip.
5. The first-aid bag will be available on the field trip.

## **WATER SAFETY**

Water play in the classroom will be limited to a small water table with 10" or less of water. The children will be playing in the water by using cups, pitchers and various water utensils. Children will not be going swimming or wading at school.

## **AEROSOLS**

Aerosol sprays will not be used in the classroom when the children are present.

## **FIRE, LOCK DOWN, AND TORNADO DRILLS**

The Early Childhood Education Program will have monthly safety drills varying at different times of each month. These drills will be recorded and dates are available for review. All school safety drills will be conducted several times during the year as well.

## **PARENT PARTICIPATION**

Parental Responsibilities:

1. Incorporating the goals of the Early Childhood Education Program.
2. Completing all forms and making payments on a timely basis.
3. Being on time when dropping off or picking up children.
4. Keeping children home when ill or contagious.
5. Reporting a child's absence by calling the school at 729-7806 ext. 335.
6. Dressing children appropriately for indoor and outdoor play.
7. Discussing problems or concerns with the teacher and/or principal and avoiding criticism of the teacher or school policy.
8. Participating in conferences with the teacher.
9. Keeping informed of classroom and school activities by checking your child's book bag daily, reading calendars, newsletters, and turning in forms in a timely manner.
10. Notifying the Early Childhood Education Program of changes in phone numbers, address, employment, emergency numbers, doctor, dentist, authorized persons and phone numbers, and family status.

## PARENT INVOLVEMENT

Since parental involvement is integral to the success of a child's education and in fostering the child to become a future responsible adult member of society, parents are welcome to visit the Early Childhood Education Program at any time during the school year. However, please inform the teacher prior to your visit to insure that there are no scheduling conflicts. Upon arrival of your visit, please go to the school office located in the front of the building to sign in and receive a visitor's badge to wear.

Other opportunities include, but are not limited to: parent/teacher conferences, attending orientation, helping with holiday parties, participating in or attending special programs, being a mystery reader, sharing a talent or hobby, or guest speaking about your heritage, etc.

We encourage parental involvement, but all parents must be respectful of our students and their continuous development. We ask parents to refrain from discussing other children's behavior and progress. **Any volunteers who help on a continuing basis are required to attend a Virtus Training (Child Abuse), sponsored by the Catholic Diocese of Cleveland. They must also be fingerprinted for a criminal background check. More information will be given out as needed.**

## PARENT/STUDENT VISITATION DAY

On Visitation Day, please come with your child and plan to stay about *ten to fifteen* minutes so that we may get acquainted and your child may become comfortable with his/her preschool room. Please **bring a set of extra clothes** for you child to keep in the classroom (shirt, pants, socks, and underpants in a plastic bag with your child's name on it). After your child meets his/her classroom teacher, your child may have the opportunity to do a short activity or play with some selected toys at the table.

## **FAMILY/CUSTODIAL SITUATIONS - RELATIONSHIP WITH THE SCHOOL**

Saint Anselm Early Childhood Education Program adheres to the diocesan policies regarding domestic relations, including marital status and allocation of parental rights and responsibilities and family/custodial situations. A copy of this policy is contained with the Saint Anselm School Family Handbook, available at the front office, and also on Edline.

It is imperative that Saint Anselm Early Childhood Education Program be informed when there is a current separation, a pending divorce, a shared parenting agreement, a modification of custody status, and/or any other information regarding the child's family situation. Parents are required to immediately provide information in the form of a valid and current court order, or other written documentation that is signed by both parents.

## **CONFLICTS/QUESTIONS**

Each parent may contact the teacher when assistance is needed with problems or concerns related to our program. Parents are encouraged to discuss and try to resolve the difficulty with the teacher. If this approach does not work, the parent may contact the principal. The principal will then speak to both parties within a reasonable amount of time to help resolve the matter.

## **FINAL THOUGHT**

Saint Anselm Early Childhood program exists because as people of faith we take seriously the words of Christ to "Let the children come to Me." The nurturing of the spiritual life of children is a profound responsibility shared by parents and the community of faith—the Church. We encourage parents to nurture their own spiritual life; modeling prayer, selfless giving, and devotion to these young children God has blessed us with that may grow strong in faith, in love, and in devotion to Christ the Lord.

## PARENT HANDBOOK CONFIRMATION

Saint Anselm Early Childhood Education Program and/or the principal retain the right to amend this handbook. Parents and students will be given prompt notification if changes are made.

I/We have read and agree to follow the policies and procedures outlined in the Saint Anselm Early Childhood Education Program Parent Handbook for the current school year as indicated by the signature below.

---

Parent Signature

Date

---

Print Parent Name

---

Print Child's Name

\*Please return this at the Parent Orientation meeting.

# Saint Anselm School

13013 Chillicothe Road  
Chesterland, Ohio 44026  
Phone 440-729-4400  
Fax 440-729-1573  
[www.stanselmschool.org](http://www.stanselmschool.org)

August

Dear Parents,

The world of Early Childhood Education is a wonder-filled time for our children—and for us! These sensitive young children look upon the world for the first time, eager to discover, attentive to all sorts of things. That is why your decision to place your child in an environment of care and faith can make all the difference. Saint Anselm School knows that Christ said, “Let the children come to me,” and we seek to bring those same children to Christ.

This handbook is designed for you, the parents that you may know and understand the world of early childhood teaching; for it is in early childhood that the *work of play* is essential. Here, in interaction with others, children come to understand how to care for and about other people. Here the rough and tumble world of movement and dance trains muscles and directs focus and balance. There is so much more to the seemingly simple world of the child that goes on each and every day.

Enjoy the journey! Know that a whole new world awaits us as well—for we are blessed with experiencing the freshness of life through the eyes of our young children!

And may God bless and protect us every step of this journey this year!

Lovingly in Christ,

Miss Joan Agresta  
Principal