



SANDUSKY  
CENTRAL  
CATHOLIC  
SCHOOL

**2016-2017**  
**PRESCHOOL HANDBOOK**

**Sandusky Central Catholic School**  
**410 West Jefferson St. • Sandusky, Ohio 44870**  
**[www.sanduskycc.com](http://www.sanduskycc.com)**

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## **INTRODUCTION TO OUR PROGRAMS**

This Early Childhood Handbook is a guide for parents and guardians whose children are enrolled in the preschool or extended care programs at the Sandusky Central Catholic School. We are dedicated to providing quality programs for children between the ages of 3 and 5, as well as Extended Care for school age students. Our goal is to provide care that parents can trust in an age appropriate and supportive environment. We believe that each child is a unique individual. Our programs and curriculum are designed to meet the developmental level of each child, encouraging individuality and promoting self-confidence.

This handbook contains both policies and guidelines to help parents and students understand the basic operational procedures of the preschool and extended care programs. All school guidelines may not be contained in this handbook.

The handbook constitutes an agreement among school, parent, and child. We endeavor to provide a quality education and to ensure that every opportunity for that quality education is maximized.

### **Reservation of Right to Change Policies and/or Procedures**

Sandusky Central Catholic School (SCCS) reserves the unilateral right to add, delete, modify, or amend the policies and procedures provided in the program, or program handbook.

### **Nondiscrimination Policy**

SCCS subscribes to a policy of nondiscrimination and no applicant shall be excluded based solely on race, ethnicity, religion, gender, disability, or ancestry. It shall be our responsibility to develop guidelines for admission to early childhood programs and said guidelines shall be listed in this handbook. The guidelines shall address, but not be limited to, admission if class size becomes an issue. The program director may make exceptions on a case-by-case basis.

### **State Requirement**

The State of Ohio requires that all members of the child care community report any suspicions of child abuse or neglect. The staff and administration of SCCS will file a report with Protective Services and the police any time abuse or neglect is suspected.

## **SCREENING OF STAFF**

In compliance with section 3319.391, dictated by the State of Ohio, all volunteers and staff must be cleared by an internet background check before being allowed to help in our programs. This process is completely confidential, but an authorization form must be turned in, and the background check completed before beginning work or volunteer services. In addition, all SCCS staff are required to sign a "Zero Tolerance Child Abuse and Neglect" statement.

SCCS employees and volunteers also attend a Protecting God's Children. Protecting God's Children is a program to increase our awareness of the habits and behaviors of child predators, the warning signs of

abuse, and ways to ensure that we, as adults do not put ourselves in questionable situations. Workshop participation is required by the Toledo Diocese for all paid staff and volunteers who work with children on a one-time or regular basis. This is a one time commitment and there is no need to renew on a yearly basis. Please remember that the safety of our children is our number one goal. Upon completion of the internet check, staff and volunteers have six months to complete this workshop.

### **CONFIDENTIAL INFORMATION**

To protect the rights of your child and your family, children's records are only available to SCCS administrators, authorized staff of SCCS, and authorized employees of the Department of Human Services/Child Day Care Licensing, and the child's parent or legal guardian.

Confidential and sensitive information will only be shared with employees of SCCS who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about staff, other parents and/or children will not be shared with parents as a means to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and health related information.

In our programs, you may observe children who are disabled or who exhibit behavior that may appear inappropriate. You may be curious or concerned about the other child. Our Confidentiality Policy protects every child's privacy. Employees of SCCS are strictly prohibited from discussing anything about another child with you. Information concerning any child in our programs will not be released in any format to any individual or agency without the approval of the parent, unless such disclosure is mandated by child care licensing rules, other statutes, or by a court of law.

### **CHANGE OF ADDRESS**

Please notify the office of any change of address or phone number, including work, cell phone, or emergency contact numbers, and e-mail addresses.

### **MEDICAL POLICIES**

SCCS has developed illness policies that are in the best interest of the children and staff. We understand that sick child care exclusion guidelines that are too strict can be an enormous burden for working parents. On the other hand, lax standards can cause increased illnesses among children, staff and families. Because caring for sick children is ultimately the responsibility of the parents, please have alternative care arrangements in place.

During certain outbreaks, it may be necessary for SCCS to put into effect additional policies and procedures for the well-being of all children and families.

Parents will be notified if their child has any of the following conditions;

- Fever of 100 degrees or higher
- Undiagnosed rash

- Diarrhea (increased number and water content of stool)
- Vomiting one time

Children with one of these symptoms may be permitted to stay. If the child worsens, becomes lethargic or other symptoms appear the parents will be contacted and requested to pick up their child.

Following guidelines from the Academy of Pediatrician's report of the Committee on Infectious Diseases, children with any of the following conditions must be excluded until the symptoms/conditions have been resolved and the child has been symptom free for at least 24 hours or have been on medication for 24 hours.

- Herpes Gingivostomatitis, thrush, mouth sores, or ulcers
- Conjunctivitis
- Children with specific infections such as but not limited to: Pertussis, Whooping Cough, Strep Throat, head lice and scabies, Coxsackie disease, Hand, Foot and Mouth disease, Chicken Pox, impetigo, mumps, measles, Rubella, Hepatitis A
- Influenza
- Discolored eye, ear, or nose discharge
- Evidence of severe illness: lethargy, unusual sleepiness, irritability, prolonged crying, inconsolability, obvious discomfort, and labored, difficult or rapid breathing, extreme or uncontrollable coughing, wheezing, poor appetite

A child may be excluded from SCCS when illness and/or symptoms prevent the child from participating in activities, when the illness/symptoms result in greater care than the staff can provide without compromising the health and safety of other children, or when staff is not trained in specific methods of care.

Parents will be called to make arrangements to pick up a child too ill to remain in care. We ask that children be picked up within one hour. Children absent due to a contagious disease may not return without written clearance from a physician. Once a child returns after being absent from an illness, they must be well enough to be able to participate in all activities. Unfortunately due to staffing purposes, children cannot be left inside the building during outdoor play.

In case of a medical emergency, SCCS has permission to administer first aid or obtain emergency medical treatment in child's best interest.

At least one staff member shall be present in the building at all times that is trained in:

- Communicable Disease Prevention Management
- Infant, Child, and Adult CPR
- First Aid
- Blood borne Pathogens

## **Medication Policy**

SCCS staff will administer prescription medications to children when the following criteria have been met:

- A current written prescription from a doctor stating the exact dosage and frequency of the medication provided
- The medication is in the original container and labeled with the child's name, current date and dosage, additional instructions, possible side effects and storage information.
- A medicine spoon must be provided for any oral medication
- Medication parental permission forms are filled out completely on a weekly basis. Included on this form are the exact time(s) the medication is to be given and the signature of the parent/guardian.

SCCS staff will administer non-prescription medications to children when the following criteria have been met:

- Children over two years of age can be administered non-prescription medication without a note from the doctor as long as the medication is in the original container. Medication will be administered based on what the instructions to the medication state unless a parent requests a lesser dose be given.
- Medication parental permission forms are filled out completely for non-prescription medication. Included on this form are the exact time(s) the medication is to be given and the signature of the parent/guardian.

Medication that is over one year old cannot be administered. Parental instructions for medicine dosage will not be followed if they contradict the instructions of the physician.

## **Injuries**

When a child is injured, regardless of the nature of the injury, an accident report is filled out at the time of the incident. The parent will be asked to sign the report which will be kept in the child's file. A copy of the report will be provided to the parent. First aid kits are present in the building at all times First-Aid is administered following specific guidelines:

- If the injury requires further evaluation and/or treatment, the parents will be notified immediately
- Any time a child has a head injury, no matter how slight, a call is placed to the parent
- In the event of serious injury your child information card gives SCCS permission to call 911
- Any costs or charges for 911 emergencies will be the sole responsibility of the parent

## **EMERGENCY PROCEDURES**

SCCS has established procedures for all emergencies, including fire, weather, building and medical. Evacuation routes and procedures are posted in each classroom. Emergency drills are practiced on a regular basis. Smoke detectors and fire extinguishers are routinely checked.

Please do not call during an emergency evacuation. The staff will be busy quickly, calmly, and efficiently escorting the children to designated shelters or safe areas.

Staff members are certified in CPR and First-Aid. In the event of a medical emergency a staff member will make every effort to first notify parents before transporting a child in an ambulance.

Your signature on the child information form gives Sandusky Central Catholic School staff permission to administer first aid or obtain emergency medical treatment in the best interest of the child.

## **DISCIPLINE**

The purpose of discipline is to help a child retain control of his/her emotions and actions, not to stop the expression of feelings and moods. Above all, a child needs love, patience, and understanding. The only worthwhile discipline is prompted by motives from within and is based on the gospel values of Jesus Christ. Respect for God, self, and others will be stressed. Developmentally-appropriate expectations help children to choose suitable behavior. Staff members are trained to provide positive discipline methods, which encourage self-control, self-direction, cooperation and self-discipline. Such methods include redirection, diversion from negative behavior, encourage alternative activity, removal from the situation and communication. Repeated unacceptable or dangerous behavior can result in the child's removal from the program for the safety and well-being of all children.

Corporal punishment is never considered an acceptable method of discipline.

We ask parents to assist in guiding our children in the acceptance of responsibility and in teaching them early to accept the consequences of their actions. If parents feel that they cannot support and accept the responsibility for helping enforce our rules and policies, the parents may be requested to withdraw their child from our program.

Discipline will be handled primarily by the teacher. In the event this is insufficient, the director will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer with the teacher first, then contact the director.

The program's actual methods of discipline shall apply to all persons on the premise and shall be restricted as follows (In accordance with ODE regulations)

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 any other child.



3. No physical restraints shall be used to confine a child by means other than holding a child for a short period of time, such as in a protective hug, so the child may remain in 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 school-age child care member in a safe, lighted, and well ventilated space.
10. The Center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in a preschool program.
11. The parent of a child enrolled in a center shall receive the center's written discipline policy.
12. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### **ALLERGY AWARENESS**

SCCS abides by federal mandates as stated in Laws for Peanut Allergies in Private Schools. Precautions will be taken in order to protect students who have life-threatening allergies without creating undue burdens for students without the same needs. Every child who is identified with a serious allergy or health issue will have an Individual Health Care Plan (IHCP) and an Emergency Health Care Plan (EHCP) as well as a SCCS allergen policy signed by the doctor that will be kept on file.

Empathy and compassion are key elements in helping your child understand that allergies can be potentially life threatening. You can help by not sending nut products to school and explain how this will protect those with nut allergies. Consider non-food related birthday items for all to enjoy, or check ingredients on all labels to see if it was made in a nut-free environment.

### **OUTDOOR PLAY**

Outdoor play is an integral part of our curriculum. All children will go outside on a daily basis, weather permitting.

To ensure proper staff/child ratios at all times, we cannot keep a child indoors. If a documented medical reason stipulating restrictions is provided, we will try to accommodate the request.

Under certain weather conditions, if a child is dropped off and is not dress appropriately for outdoor play, the parents/guardians will be contacted and asked to bring the appropriate articles of clothing. Please make sure all items are labeled with your child's name.

## **POSSESSIONS FROM HOME**

Our classrooms are well-equipped and your child will be engaged during the time he/she is with us. Experience tells us that a child's personal toys and possessions can cause unhappiness if lost or broken. Because SCCS cannot be responsible for any lost or damaged items, it is in your child's best interest to leave toys and personal items at home, with the exception of naptime buddies and "show and tell" days.

In keeping with the curriculum and goals of our program, toys in the form of weapons, guns, warriors, action figures, etc. should be kept at home at all times.

We also ask that any electronic games, trading cards, videos and CD's not be sent with your children. Again, we cannot be held responsible for anything that is lost or damaged.

Please check your child's travel bag on a daily basis. The children may have projects, artwork, notes or other time-sensitive communication to share with you.

## **RELEASE POLICY**

SCCS reserves the right to ask anyone picking up a child to show picture identification. This includes parents or guardians. Refusal to show proper identification will result in SCCS refusing to release the child.

### **Authorized Pick-Up Form**

It is mandatory that every child has a child information card on file, which identifies all persons who are authorized to pick up the child. SCCS asks that you provide at least two individuals with whom your child may be released. Children will only be released to individuals listed on the card. SCCS is not responsible for an injury or harm to a child who has been released to a person on the child information card or identified in the written exception request process.

### **Written Exception**

Should a parent wish to have their child released to someone other than a person designated on the authorized pick-up form, a request must be submitted in writing. The written request must include the name of the person authorized to pick up your child as well as be signed and dated.

### **Court Order Releases**

In cases where an enrolled child is the subject of a court order (Custody Order, Restraining Order, or Protection from Abuse Order) SCCS must be provided with a **Certified Copy** of the most recent order and all amendments. The orders of the court will be strictly followed.

In the absence of a court order on file, both parents shall be afforded equal access to their child as stipulated by the law. Without a court order, SCCS cannot limit the access of one parent by the request of another parent, regardless of the reason. If a situation presents itself, where one parent does not

want the other parent to have access to their child, it is suggested that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

## **PARENT CODE OF CONDUCT**

SCCS requires the parents of enrolled children to behave in a manner based on the Gospel values of Jesus Christ. This includes acting in a way that is decent, courteous and respectful at all times. Parents who violate the Parent Code of Conduct will not be permitted on the property thereafter.

### **Swearing and Cursing**

No parent or adult is permitted to curse or use inappropriate language on the school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At no time shall inappropriate language be directed toward members of the staff.

### **Addressing of Other Children**

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or director.

It is also inappropriate for one parent to seek out another parent to discuss their child's behavior. All behavior concerns should be brought to the attention of the teacher or director. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, SCCS employees are strictly prohibited from discussing anything about another child with you.

## **CLOTHING**

Parents are advised to dress your child appropriately, in play clothing. Please refrain from sending your child in "good" clothes, as they are apt to get soiled stained or damaged. Clothing should allow for active participation in class activities.

Gym shoes are the recommended footwear for our early childhood programs as they provide maximum safety for running, jumping, and walking. Shoes should stay securely on the child's feet. Please refrain from sending your child in sandals, flip flops, crocs, shoes with a high heel, cowboy boots, or other fad shoes.

Children are taken outside daily and should be dressed accordingly. Fall and spring require light jackets, hats, and rain gear. Winter gear includes heavy jackets, snow pants, boots, gloves, and hats.

Please label all clothing items including outdoor wear. Inappropriate attire will be addressed on an individual basis.

Parents should send in a complete change of clothes to be kept in the classroom. The clothes should be brought in a Ziploc bag with your child's name clearly labeled. These clothing items will be used in case the child soils the clothes he/she is wearing. Soiled clothing will be sent home and a new, clean set should be brought back the next day. Please remember to change the bag of clothes as the seasons change or as your child outgrows the current size he or she is wearing.

### **PETS**

Please do not bring any pets into the building without prior authorization from the administration. Children may have allergies or fears that we are unaware of. We also ask that you not tie up your dog outside the building, as children may be walking by or at play nearby.

## **PRESCHOOL PROGRAM**

### **Preschool Program Goals**

- To provide a positive initial preschool experience
- To provide opportunities through play based learning on individual needs, interests, and abilities
- To create a desire to learn
- To develop a positive attitude toward self and others
- To provide opportunities for growth spiritually, intellectually, socially, and physically
- To provide activities that are both self and teacher directed
- To develop readiness skills for the Sandusky Central Catholic Kindergarten program

### **Preschool Admission Guidelines**

All children enrolled in the preschool program must be 3 or 4 years old by September 30. All children must be fully toilet trained to enroll. Selection of new students will occur in the following order.

The following forms must be on file before the child starts the preschool program:

- Emergency Medical Form
- Ohio Health History
- Record of vaccinations
- Birth certificate
- Baptismal certificate (if Catholic)
- Authorization Form

- Court custody papers (most recent if applicable)
- SCCS Parent/Guardian Handbook Agreement

### **Program Schedule of Activities**

1. Exploratory Play: The children explore areas of the room such as dramatic play and participate in activities of their choice. At this time, social skills will be developed.
2. Circle Time: The children will gather to say morning prayer, sing songs, discuss the weather, calendar, theme of the week or listen to a story
3. Outdoor/Indoor Playtime: The children are provided with various play equipment and participate in activities which focus on large motor skills.
4. Snack Time: Children will enjoy a healthy snack. This is a time for social interaction and to review manners.
5. Learning Centers/Classroom Instruction: Children will participate in art and learning activities or visit the library for story time.
6. Language Time: The children will end their preschool day with songs and story time. This is also time for review of what was discussed and learned that morning.

### **Preschool Hours**

Our preschools offer a maximum of four class sessions during the school hours of 8:00 am – 2:30 pm. SCCS offers a 3 year old two day a week program, a 4 year old 3 day a week program and an all day, everyday 4/5 year old Cub program. Parent selection will occur prior to the start of the school year. Changes within a school year will only be permitted in emergency situations.

### **Absences/Attendance**

The teacher takes attendance and the school office follows up on any child absent from the program if a parent note has not been provided prior to that day. If it is necessary for your child to be absent from school, please call the office before class time and leave a message giving the reason for the absence.

### **Arrival/Departure**

Children will be picked up and dropped off in the reception area by the blue awning. An adult will be present daily for supervision to and from the preschool classroom. If your child is going to be picked up by someone other than you, they must be on the Authorized Pick-Up Form and must be prepared to show a picture identification card. No one may have access to any child without written permission of the custodial parent. If it is necessary for someone to pick up your child that is not on the Authorized Pick-Up form, please send in a note with the teacher.

We are proud of the fact that we do run a structured preschool program. In order to do so, we need to begin our activities on time. Please have your child in the preschool room before the start of the class session. Specific program times will be provided at the Preschool Orientation.

Please pick up your child on time. He or she will worry if you are late. If you are more than 10 minutes late, your child will be signed into childcare and applicable fees will be applied. If you cannot be reached, we will contact the emergency numbers provided on your Authorized Pick-Up form. If you know that you are going to be late (special circumstances), please let us know.

### **Bathroom Guidelines**

Children enrolled in the 3 and 4 year old preschool programs must be fully potty trained and able to use the bathroom with minimal adult assistance. Pull-ups or diapers are not permitted. The teacher or teaching assistant will be available to assist as needed and the doors to the bathrooms are kept partially open for the child's safety. Please dress your child in clothing he or she can easily manage when using the bathroom. Class-wide bathroom time is scheduled periodically through the day, but the children may use the bathroom as needed.

### **Birthdays**

In lieu of sugary treats, we strongly encourage your child to choose a storybook to add to our preschool library. Mark the book with your child's name and birthdate, and the teacher will use the book that day for story time.

Regular snack time can be arranged with your child bringing in the snack on his/her birthday. Please send a simple item that can be shared. We encourage healthy snacks such as muffins or granola bars. Please **NO** cake or cupcakes. In consideration of children with nut allergies, we discourage sending in treats containing nuts. Prior to your child's birthday, confirm with the classroom teacher who will advise on any other allergies.

### **Birthday Party Invitations**

Most of our preschoolers have not yet begun to differentiate their friends by gender. We require that any birthday party invitations handed out in school are for the entire class. Whole class invitations should be given directly to the classroom teacher and be assured that they will be sent home in a timely manner.

We realize that it is very difficult to invite the entire class to your child's off-site birthday party. To avoid breaking little hearts, invitations not sent to the entire class must be mailed rather than left in cubbies or backpacks.

### **Closings/Delays**

The preschool will close due to inclement weather conditions on the days Sandusky Central Catholic School is closed SCCS Preschool and Extended Care follows Sandusky Central Catholic School regarding weather closings or delays.

Please do not call the school office for information about closings/delays. Any changes in the school schedule due to inclement weather or other emergency will be e-mailed to each parent as soon as we receive notification of the change. In addition, you will also be contacted via our School Reach system.

**Concerns or Problems**

If a parent has a special concern or feels that the program and/or its staff should take a course of action, the proper steps should be followed for a quick resolution:

- First, speak with the teacher. Most problems can be solved efficiently at this level
- If you feel the matter needs further attention, contact the Principal

**Conferences**

We have found that drop-off and pick-up are not the best times to discuss concerns with your child’s teacher. The teacher wants to give the children arriving for class and the parents with concerns his/her total attention and cannot effectively do both at these times. If you would like to meet with the teacher please send an e-mail or note to the teacher to set up an appointment.

Conference days are scheduled in November and February to discuss evaluations completed by the teacher and to answer questions about your child’s progress. Progress reports will be provided to the parents at regular intervals throughout the school year.

**Snacks**

A daily snack schedule will be given at the Parent Orientation. Parents will be asked to provide snacks and shall be provided with information on nutritious and allergy-safe snack choices. Snack menus for the entire month will be posted on the parent bulletin board and will reflect the snacks to be served by the program. Any substitute foods served will be from the same basic food group and will be recorded on the posted menu on the day the substitute food is served. Food allergies or food restrictions are to be documented on the Health Appraisal form and appropriate snack arrangements will be made through teacher/parent contact.

Further instructions regarding daily snack time will be provided at the Preschool Orientation.

Snack time is not intended to be a substitute for breakfast. All children should be fed breakfast before arriving at preschool.

**ADDITIONAL INFORMATION**

**Preschool Fees**

Tuition and fees will be determined annually. Our current tuition and fees are:

3 year old Preschool	2 days per week	\$1500.
4 year old Preschool	3 days per week	\$1900.

4/5 year old Cub                      5 days per week                      \$2400

Enrollment Fee is non-refundable                      \$100.

**Program Structure**

During the childcare program, preschoolers are provided with ample time for active play, snack time, story time, and a variety of puzzles, games and creative materials. We request that students not bring toys or games from home, as we cannot be held responsible for lost or damaged items. Electronic games and devices are not to be used during childcare.

**Drop-off and Pick-up**

Children can be dropped off at the blue awning entrance off of Decatur Street. The door is staffed with SCCS personnel from 7:15 until approximately 3:30pm. After that time, there is a buzzer system to be allowed entry.

**EXTENDED CARE**

**Snacks and Lunch**

Children attending childcare may bring a packed lunch from home or order from our hot lunch menu. Water bottles and other non-carbonated beverages are also to be sent in with your child.

**Rest Time**

Rest time is provided for children attending the all day program.

**Medical and Emergency Policies**

Please do not send children to childcare if they are sick or if you have strong suspicion that they may be unwell. Not only is it better for the child's emotional and physical well-being to remain at home, but a contagious child can affect the health of everyone at school.

If a child becomes ill while in childcare he/she will be isolated from the other children and monitored. A parent will be contacted so that the child may be picked up and cared for at home. In the event that a parent is unable to be reached by phone, the person listed as your emergency contact will be called to take the child home.

It is a state licensing regulation that a child who has an illness that may be contagious or easily passed to another child be on medication for 48 hours before returning to the program. Please make sure your child is symptom free for 24 hours without fever reducing medication before your child returns.

**Extended Care**

All of the guidelines listed in the Preschool Handbook are followed for the Extended Care Program.



## SCCS Parent/Guardian Handbook Agreement

I acknowledge that I have read the policies and information contained in the Sandusky Central Catholic Early Childhood Handbook. I understand the contents therein are part of a cooperative agreement between parents and school to ensure a quality education and care for my child.

I agree to share the information found in this handbook with those who play a role in my child's experience at SCCS.

Please sign and date this form and return it to the school office.

\_\_\_\_\_  
(Child's Name)

\_\_\_\_\_  
(Parent Printed Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Parent Printed Name)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date Signed)

**WELLNESS POLICY  
For Sandusky Central Catholic School**

Setting Nutrition Education Goals

1. To teach both students and staff the right foods to eat based on the food pyramid.
2. To promote healthy food choices in school.
3. To insure the development and teaching of strategies for nutrition education at every grade level.
4. To promote the concept that all foods available at school should be nutritious; low in fat, sodium and empty calories.
5. To teach students and parents the importance of starting each day with a healthy breakfast.

Setting Physical Activity Goals

1. To adopt the National Standards for Physical Education for grades K-8.
2. To promote physical activity outside of school.
3. To integrate physical activity across the curriculum throughout the school day.
4. To provide state mandated physical education courses and electives for grades 9-12.

Establishing Nutrition Standards for All Foods Available on School Campus during the School Day

1. To promote healthy snacks in the classroom.
2. To promote alternative rewards other than food in the classroom.
3. To promote the concept that all foods available on campus will comply with the current USDA Dietary Guidelines for Americans.
  - a. vending machines
  - b. a la carte
  - c. beverage contracts
  - d. fundraisers
  - e. concession stands
  - f. student stores
  - g. school parties/celebrations

### Setting Goals for Other School-Based Activities Designed to Promote Student Wellness

1. To move toward having recess before lunch for grades K-6.
2. To look at times and changes that could lengthen the actual eating time for all students.
3. To enhance the cafeteria with colorful promotions of healthy eating activities and a calming atmosphere.
4. To provide after school participants with physical activity and nutritious snacks.
5. To continue to promote school wide community involvement in wellness program.

### Setting Goals for Measurement and Evaluation

1. School nurses will monitor heights, weights, BMI and blood pressures and offer suggestions and support to the families.
2. Physical Education teachers will monitor progress of students through checklists/goals developed per age level.
3. Food services personnel will monitor food consumption, food environments and provide ongoing evaluation of success of the school nutrition program.
4. School Wellness Committee will meet regularly to discuss the policy and monitor effects on students and the school environment, and report status to administrators, parents and the community.

**Physician's Request for the Administration of Medication in School**

(Physician's order for medication in accord with 3313.713 and 3313.716 Ohio Revised Code)

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Student's Address \_\_\_\_\_ Phone \_\_\_\_\_

Grade or Class \_\_\_\_\_ Date of Birth \_\_\_\_\_

Medication \_\_\_\_\_ Route \_\_\_\_\_

Dose \_\_\_\_\_

Time of Administration \_\_\_\_\_

Starting date of this request \_\_\_\_\_

Termination date for medication \_\_\_\_\_

Special instructions (if any)

\_\_\_\_\_

**MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL (unless otherwise stated).**

Adverse reactions that should be reported to the physician:

\_\_\_\_\_

\_\_\_\_\_

Adverse reactions school personnel should look for in an unauthorized user:

\_\_\_\_\_

\_\_\_\_\_

Physician's Signature

Date

Emergency phone where physician can be reached

**FOR ASTHMATICS: STUDENT IS ALLOWED TO CARRY THEIR INHALER AND SELF ADMINISTER  
PER PHYSICIAN'S ORDER: YES [ ] NO [ ]**

Procedure to follow in the event the asthma medication does not produce the expected relief:

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Any adverse reactions to student or unauthorized user that should be reported to physician:

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Physician's Signature

Date

Emergency phone where physician can be contacted.

## Parent's Request for the Administration of Medication in School

I request the school staff to administer the medicine to my child as ordered above by the attending physician. I will submit to the school a revised "Request" form signed by the physician and myself if there is any change in the above orders. I understand that I am required by Ohio law to provide the school with the medication in the original container as dispensed by the physician or pharmacist.

Parent's/Guardian/s Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

*Parents: Please read the reverse side for guidelines for administering medication.*

### Administering Medication

The general policy of Sandusky Central Catholic School is that no medication is to be administered to students by school employees, and students are not to be in possession of medication in school. There are, however, some exceptions made. The management of medication in specific situations is arranged cooperatively by the parent, physician, principal, school nurse, teacher, and student.

In those specific situations where a student regularly needs medication at school, the parents shall be given a form to complete so that school personnel may carry out the procedure outlined in the policy governing administering medication.

The important points to remember if you want school personnel to administer prescription medication to your son/daughter are:

- In order for medication to be administered in school, a physician's request form must be completed and signed by both the physician and parent. This must be done before the medication can be given.
  
- Medication must be received in the original container, appropriately labeled and dispensed by a pharmacist or physician. Please ask pharmacist for one extra labeled container for school.
  
- Medication will be stored by school personnel in a locked area.
  
- The medication will be administered by the school nurse, principal, or qualified person designated by the principal.
  
- Non-prescription medications will not be dispensed by school personnel unless the above requirements are met.
  
- Copies of the form for administering prescription medication are available from the school.

Sandusky Central Catholic School

**Ohio Department of Health**

**Authorization for Student Possession and Use of an Asthma Inhaler**

In accordance with ORC 3313.716/3313.14

**A completed form must be provided to the school principal and/or nurse before the student may possess and use an asthma inhaler in school to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms.**

Student's name
Student's address

**This section must be completed and signed by the student's parent or guardian.**

As the Parent/Guardian of this student, I authorize my child to possess and use an asthma inhaler, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.

<b>Parent/Guardian's signature</b>
Date:
Parent/Guardian's name :



Parent/Guardian's emergency telephone number:

**This section must be completed and signed by the student's physician.**

Name and dosage of medication:

Date medication administration begins :

Date medication administration ends (if known):

Procedures for school employees if the medication does not produce the expected relief:

---

**Possible severe adverse reactions:**

To the student for which it is prescribed (that should be reported to the physician) :
To a student for which it is <b>not</b> prescribed who receives a dose:
Special instructions

<b>Physician's signature:</b>  Date :
Physician's name:  Physician's emergency telephone number:

Adapted from the Ohio Association of School Nurses

HEA 4223 3/07

Sandusky Central Catholic School

**Ohio Department of Health**

**Authorization for Student Possession and Use of an Epinephrine Auto-injector**

In accordance with ORC 3313.718/3313.141

**A completed form must be provided to the school principal and/or nurse before the student may possess and use an epinephrine auto-injector to treat anaphylaxis in school.**

Student's name
Student's address

**This section must be completed and signed by the student's parent or guardian.**

As the Parent/Guardian of this student, I authorize my child to possess and use an epinephrine auto-injector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered.

I will provide a backup dose of the medication to the school principal or nurse as required by law.

<b>Parent/Guardian's signature</b>
Date

Parent/Guardian's name:

Parent/Guardian's emergency telephone number:

**This section must be completed and signed by the medication prescriber.**

Name and dosage of medication

Date medication administration begins:

Date medication administration ends (if known):

Circumstances for use of the epinephrine auto-injector: \_\_\_\_\_  
\_\_\_\_\_

Procedures for school employees if the student is unable to administer the medication or if does not produce the expected relief: \_\_\_\_\_  
\_\_\_\_\_

**Possible severe adverse reactions:**

To the student for which it is prescribed (that should be reported to the prescriber)
To a student for which it is <b>not</b> prescribed who receives a dose

As the prescriber, I have determined that this student is capable of possessing and using this auto-injector appropriately and have provided the student with training in the proper use of the auto-injector.

<b>Prescriber's signature</b>  <b>Date :</b>
Prescriber's name:  Prescriber's emergency telephone number:

Developed in collaboration with the Ohio Association of School Nurses

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