



Preschool Handbook 2023-2024



3812 Weirman Avenue, Cincinnati, OH 45211 (513) 587-3978

St. Aloysius Gonzaga Preschool
3812 Weirman Avenue
Cincinnati, OH 45211

Preschool Office – 587-3978

School Office – 574-4035

Welcome to St. Aloysius Gonzaga Preschool. We are eager to partner with parents to ensure each child's success. The preschool years are important, formative years for a child, and there is so much growth that takes place. We are determined to provide your child with a loving environment that will foster a positive self-image as well as promote a lifelong love of learning. Together we can work to help your child grow socially, emotionally, academically, and spiritually.

Thank you for entrusting us with your child, and for allowing their first school experience to begin at St. Aloysius Gonzaga.

God Bless,
Stephanie Goettke

Preschool Hours

The office will be open daily from 7:50-3:00.

Preschool Classes Half day 7:50 a.m. – 11:00 a.m.
 Full day 7:50 a.m. – 2:30 p.m.

Before School Care 7:15 a.m. -7:50 a.m.
After School Care 2:30 p.m. – 6:00 p.m.

Principal's Right to Amend

The Principal, or his/her appointee, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

Philosophy and Goals

We believe in creating a classroom environment that is child centered and promotes learning as an active process through exploration and play. Children are given information about a central theme and encouraged to explore and discover the topic through guided play. Science, oral language, math, pre-reading, writing skills, self-expression, fine arts, and motor skills will be incorporated in this learning center-based environment. We are committed to providing an environment that emphasizes growth in all areas of child development; physical, social, emotional and cognitive. We strive to engage, challenge and promote creativity in each child as we prepare them for Kindergarten.

License

St. Aloysius Gonzaga Preschool will not exceed the following required state ratios:

3-year olds	1:12
4-year olds	1:14
5-year olds	1:14

Enrollment Policy

Enrollment shall be granted without discrimination in regard to sex, race, color, religion, political belief, national origin or disability.

Enrollment is subject to completion of all required paperwork*.

The birthday cutoff date for class enrollment is by the first day of school for 3 and 4-year olds. Pre-K students must be eligible for Kindergarten the following school year. **All students must be toilet trained.**

*Required paperwork includes:

- Copy of birth certificate
- Registration application
- Proof of Immunization
- Medical statement signed by a physician (must be updated every year)
- Handbook Acknowledgement Statement, Photo authorization, Photo Release, Class Roster Permission

Tuition and Payment Policy

Tuition is paid through the Tuition Management Firm, FACTS. Once the tuition amount is established and a family is registered in the school, each household will receive an invoice from FACTS that indicates their tuition obligation and allows a family to decide upon several payment plans. These payment plans and options may change from year to year and families will receive that information before their decision has to be made. Students may be dismissed from school for repeated non-payment of tuition. There is a \$50.00 non-refundable registration fee for preschool students.

2023 - 2024 Preschool Tuition:

Full Day Rate - Monday - Friday \$5,325

Full Day Rate - MWF \$3,425

Full Day Rate - TH \$2,475

Half Day Rate - Monday - Friday \$3,175

Half Day Rate - MWF \$2,100

Half Day Rate - TH \$1,595

Attire

The children's activities, both indoors and outdoors, are vigorous and messy. Therefore, we request that you send your child to school in play clothes that are washable, comfortable, allow freedom of movement, and are easy for the children to handle. The teachers encourage the children to be responsible for their garments, and difficult zippers, belts, and buttons are frustrating. We recommend gym shoes or rubber-soled shoes for safety reasons. Please label all of your child's outerwear (hats, mittens, boots, and coats). We also ask that you pack a complete change of clothes for your child (underwear, shirt, pants, and socks) and place them in a zip-locked plastic bag, labeled with your child's name. This change of clothes will be kept in the child's backpack and used when needed.

Backpacks

Each child should carry a backpack or tote bag large enough to carry a folder, oversized artwork, and a change of clothes.

Daily Schedule

St. Aloysius Gonzaga provides a balanced daily schedule for all preschool students. Daily activities include large group instruction, learning centers, gross motor play, and small group activities. A more detailed schedule will be available from your child's teacher.

Child Guidance

Our teachers are committed to using constructive, developmentally appropriate child guidance and management techniques in the area of discipline. Our goal is for children to have fun, feel good about themselves and learn to regulate their own behavior by practicing social skills in a group setting. Our teachers will use the following techniques to help guide children's behavior:

- Set clear limits
- Redirecting the child to an appropriate activity
- Showing children positive alternatives
- Modeling the desired behavior and reinforcing appropriate behavior
- Encourage children to control their own behavior, cooperate with others, and solve problems by talking things out
- Intervene when needed, as quickly as possible to ensure the safety of all the children
- Developmentally appropriate separation from a situation shall be no longer than one minute for each year of age. When the child is ready to return to the activity, the childcare staff member will review the reason for the separation and what behavior is expected.

If there are any problems with a child's behavior in the program, the teacher will speak directly with the parent. Keeping open lines of communication, the teacher will work with the parent to prevent future problems.

- There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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 the child may regain control.
- 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.
- No child shall be subjected to profane language, threats, and derogatory remarks, about the child or the child's family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Curriculum and Assessment

St. Aloysius Gonzaga Preschool provides a curriculum that is aligned with Ohio's Early Learning and Development Standards. The curriculum focuses on the following domains: Social-Emotional Development, Approaches to Learning, Cognitive Development, and General Knowledge (including Mathematics, Science, Social Studies), Language and Literacy Development, Physical Well-Being, and Motor Development. Additionally, students will participate in specials with those content teachers. Parents are encouraged to visit the online website to build upon lessons and experiences from the classroom.

Student development will be assessed both formally and informally throughout the school year. Parent-teacher conferences will be held in the fall and spring. We will be utilizing the Ages and Stages Questionnaires as a screening tool for our students at the beginning of the year and at the end of the year to track their progress. Our teachers will also collect information for the Early Learn Assessment throughout the year. Early education professionals use this information to ensure that children are on the path to kindergarten readiness.

Outdoor Policy

We take the children outside every day except when there is heavy rain or extreme weather conditions. It is expected that all children who are at school will participate in our outdoor time (please dress your child accordingly). Our staffing does not allow us to properly supervise a child who must stay inside.

Toilet Training

We know that accidents are going to happen and that they are a natural part of "growing up". However, all students enrolled in preschool must be toilet trained. Children are required to use the restroom facilities in an independent manner, unassisted by an adult. Please dress your child in clothes that he/she can get on and off without assistance. The use of diapers and/or "pull-ups" is not permitted.

Accident Policy: Any student that has 3 or more accidents in a 2-week (10 school days) time frame will be asked to stay at home to work on toilet training skills. The Director and parents will work together to determine when the student is ready to return to school.

Snack and Lunch

A snack will be served in the morning and lunch is served at 11:30am.

Students enrolled in the full day program may purchase hot lunch at school or pack a lunch. Purchased school lunch will be served in the preschool classroom. Menus are posted on the St. Aloysius Gonzaga website and in the Gator Gazette.

Please let us know if your child is not permitted to have certain foods due to allergies or religious reasons. Some classrooms may be limited in the foods that may be sent in for lunch based on any allergies in the classroom. We appreciate your cooperation. The safety of all children is our priority.

For students packing a lunch, please remember that we have no microwave or refrigeration available, so lunches should be packed in an insulated bag with an ice pack. Please choose containers for the food you pack very carefully so your child can open them by him/herself. Please pack utensils if one will be needed for lunch.

Uneaten food will come home so you can regulate how much to send and know exactly what has been consumed. State law requires that this lunch be of a certain nutritional standard. The Ohio State Licensing Department requires a wholesome lunch to include items from each food group. Drinks must be 100% juice or milk. White milk may be purchased from the cafeteria for \$.50.

Required food groups for preschool lunches:

- Fruit and Vegetable Group: 1 serving from each group or 2 servings from one group. $\frac{3}{4}$ total
- Protein Group: 1 serving meat or cheese. 2 oz.
- Bread and Grain Group: 1 serving (1 slice of bread, 4-6 small crackers or 1 small bagel).
- Dairy Products: 1 serving- 1 cup milk or 1 oz. cheese

Licensing Information

St. Aloysius Gonzaga Preschool is licensed by the State of Ohio Department of Education. Please refer to the license, which is posted in the director's office, for the number and ages of children we are licensed to serve. St. Aloysius Gonzaga Preschool has been inspected by The Green Township Fire Department. The laws and rules governing the licensing of the school are available for review. The State of Ohio license and inspections are on display in the director's office. The Preschool's licensing record, compliance reports, how to file a complaint and reports from the Building, Fire, or Health Departments are available upon request through the Ohio Department of Education, 25 South Front Street, Columbus, Ohio, 43215. Any suspected violation by the school may be reported by calling (877)644-6338.

Medical and Dental Emergency Plan

- The First Aid Kit is located next to the Administrator's Desk.
- Current emergency telephone numbers for the emergency squad, fire department, the hospital, poison control center, children's protective agency, and police department are posted in each classroom and the Director's office.
- Staff is trained in first aid, communicable diseases, and CPR.
- Children's medical and admission records are located in the file cabinet in the Director's office.
- All staff will participate in keeping first aid training updated. All staff is aware of the correct supervision of children during an emergency.
- Staff will observe a child upon entering school for signs of communicable diseases. Children who become ill during school hours will be isolated and the parent/guardian will be contacted at once.
- The Ohio Department of Health dental first-aid chart is posted in each classroom and in the office. All staff have been trained to act in accordance with it.
- In the case of a minor incident/accident staff will administer basic first aid and the family will be contacted. If an incident/accident is life-threatening, EMS will be contacted, and the family will be notified. The child's records will be transported with the child when seeking emergency treatment. Emergency transportation will be provided by Ambulance only.
- An incident/accident form will be provided to the parent/guardian any time an incident/accident occurs on the day of the incident/accident.

Emergency Procedures

In the event of a fire or tornado, staff will follow written instructions describing emergency evacuation routes and procedures to ensure that students reach designated areas safely. In order to prepare students for the unlikely event of a fire or tornado, St. Aloysius Gonzaga will conduct monthly fire drills and periodic tornado drills.

In the unlikely event that there would be an environmental threat or threat of violence, staff will secure students in the safest possible location, and contact and follow directions by proper authorities. Parents will be notified as soon as the situation allows.

Preschool Absences

Parents must either call the preschool at (513)587-3978 or report their child absent on the school website if they will not be at school. If your child is ill or has any type of communicable disease, please call the school. We will post any type of communicable illness so other parents may watch their child for symptoms.

Management of Illness

We will provide students with a clean and healthy environment. We observe all students as they arrive at school to assess their general health. We ask that you not bring your child sick to school (they will be sent home).

A child with any of the following symptoms will be isolated and discharged to a parent or emergency contact (as listed on the emergency notification form).

- Temperature of 100.0° F or higher
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, obvious discharge, matted eyelashes, burning, itching, and/or eye pain
- Untreated/infected skin patches and unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Sore throat or difficulty in swallowing
- Evidence of untreated lice, scabies, or other parasitic conditions

All children must be symptom-free for 24 hours before they may return to school.

Medications: Medications will only be administered at school after the proper forms have been completed. All medications will be stored in a designated area inaccessible to students. Prescription medications must be in the original container and will be administered as instructed on the container.

Modified Diet or Food Supplements: If your child requires a special diet written instructions are required from the physician.

Supervision of Children

Students will be supervised at all times by a teacher, assistant teacher or Administrator.

Arrival: Students may arrive at school any time after 7:15 am. All preschool students arriving between 7:15 and 7:45 am should report to the Before/After Care classroom.

Dismissal: Students attending After Care will be escorted by a teacher to the aftercare room and can be picked up at the back door of the preschool building. Preschool students who dismiss at 2:30 will be escorted to the backlot (the large lot behind the preschool) and will be brought to the parent at their car by a teacher. Preschool students who have an older sibling in the main building will be dismissed in the alleyway by a preschool staff member.

Transportation and Field Trips

Transportation to and from school is not provided for preschool-aged children. Students will not leave campus during the school day for field trips. Rather, we will bring the field trip experience to them. Parents/guardians will be notified of these special days and how they may be involved by the teacher.

Release of Students: Students will only be released to persons on the release form completed at the beginning of the school year.

Communication: Each Friday the Gator Gazette will be emailed to families. The Gator Gazette will include calendar updates, menus, and other important school information. You can also like St. Aloysius Gonzaga School on Facebook.

Conferences: At least two conferences will be held each year for preschool families. Additional conferences may be scheduled upon teacher or parent request.

Weather closings: When weather conditions necessitate a delay or school closing, we follow the **Oak Hills School District** postings. Should Oak Hills call for a two-hour delay, **FULL DAY STUDENTS** may be dropped off beginning at 9:30 am.

**** THERE WILL BE NO HALF DAY PRESCHOOL IF OAK HILLS SCHOOL DISTRICT IS ON A 2-HOUR DELAY****

If the weather worsens throughout the day, communications from St. Aloysius will be sent out if the school will be closing early. We cannot dismiss students to anyone other than those authorized to pick them up.

Parent/Family Involvement: Parents and family members are always welcome to visit the classrooms. Before coming to the classroom please make sure to sign in at the preschool office and get a visitor's badge. Parents that are volunteering in the classroom on a regular basis must be Virtus trained.

Roster: All families can request a copy of their classroom roster upon written permission of each parent/family. The roster will include the student's name, address, parent(s) name, email address, and phone number. Parents may ask to not be included on the roster.

After Care Guidelines

Program Hours

The After-school program begins at 2:30p.m. and operates until 6:00 p.m.

The program runs until 6:00p.m. on those days that it operates. It is expected that all children will be picked up by 6:00p.m. In the event that a parent expects to be later than 6:00p.m., they must contact one of the facilitators.

Whether foreseen or unforeseen, if a child is not picked up by 6:00p.m, there will be an assessed "late fee". For every 5 minutes, or fraction thereof, beyond 6:00pm, there will be an additional late fee of \$5.00 payable at the time of pick-up or charged the following week.

Children must be picked up by one of their parents or another designated person.

Registration & Fees

To register for preschool aftercare, parents must complete the registration form.

Fees will be paid on a monthly basis. You will receive an attendance form on which you indicate the days your child will attend. The cost is \$10.00 per day, per child.

The attendance records will be submitted to Ken Schulz and updated in FACTS.

Families will have 10 days to make the payment through FACTS. Parents should consider a child in attendance regardless of the amount of time spent in the program on any given day.

Absentees

If a child is absent from school or dismissed early from school due to illness, he or she will not be admitted to the After Care program on that day.

If a child is present for the school day but will not be attending After Care as scheduled, please call or send a note to school.

COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Aloysius Gonzaga and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Aloysius Gonzaga staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at St. Aloysius Gonzaga, there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. Aloysius Gonzaga function. The same is true for parent(s) of a student at St. Aloysius Gonzaga.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person St. Aloysius Gonzaga functions is the choice of each family, including ours. If student or parent(s) who visit St. Aloysius Gonzaga have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to St. Aloysius Gonzaga, attend any St. Aloysius Gonzaga function, or visit St. Aloysius Gonzaga. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Aloysius Gonzaga or any St. Aloysius Gonzaga function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to St. Aloysius Gonzaga, its faculty, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19. Specifically, we agree that neither student nor parent(s) will come to St. Aloysius Gonzaga or attend St. Aloysius Gonzaga function in person, if in the 14 days prior to coming to [School] or any St. Aloysius Gonzaga function, student or parent(s) has had any of the following: new cough, shortness of breath, difficulty breathing, fever of 100.4 °F or higher (intermittent or constant), chills, new muscle pains or body aches, headache, sore throat, congestion or runny nose, new loss of taste or smell, or gastrointestinal symptoms like nausea, vomiting, or diarrhea. This does not apply if these symptoms have been affirmatively diagnosed by a healthcare provider as being caused by some non-contagious illness or condition. In such case, we agree to obtain supporting documentation from our healthcare provider and share such documentation with St. Aloysius Gonzaga. Additionally, we agree that neither student nor parent(s) will come to St. Aloysius Gonzaga or any St. Aloysius Gonzaga function if in the last 14 days, student or parent(s) has had prolonged (more than 10 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.