

SS Philip and James Family Preschool Center

**532 High Street
Canal Fulton, OH 44614
Phone (330) 854-2823
Fax (330) 854-7081**

PRE-SCHOOL FAMILY HANDBOOK

WELCOME

SS Philip and James School is part of the school system of the Diocese of Youngstown and, as such, is under the direction of the Bishop, the Diocesan Superintendent of Schools, the Holy Cross Academy President, the Pastor and the Principal.

You are the prime motivator and the most important person in your child's life. Our school strives to build on the values and foundations you have already established in your family and to work together to provide an education of academic excellence rooted in the Gospel. It is our goal to affirm the gift of life, the uniqueness of each person, and to make a difference in this world by how we live our lives together.

Together we want to continually evaluate our educational program and set goals to meet the needs of each student. Periodically, you will be notified of changes and addendums to this handbook. It is important that you read and review this with your child and keep it for reference. Each family will be asked to sign and return a form acknowledging school policies and procedures.

STATEMENT OF PHILOSOPHY

Early childhood should be a time of warmth, security, exploration, and discovery. The faith development of a person begins in the early years of life; thus, preschool education is an important part of total Catholic education. Catholic preschools, in cooperation with parents, are an effective means of teaching the Gospel message to young children. Preschool programs support the family in the growth and development of their preschool children. Diocese of Youngstown preschools are communities of learners in an environment of respect for children, families, teachers, and staff.

Young children are active, social individuals who benefit from exploring the world around them. Each is a unique person with individual growth and development patterns, individual preferences for activities, and different family and cultural backgrounds. Children learn best when they are active participants in their own learning, when their curiosity to know influence classroom planning, and when their investigations are hands-on.

A Diocese of Youngstown Preschool program will provide an atmosphere in which young children can work and play together in a child-centered environment utilizing a developmentally appropriate curriculum. Learning experiences will be provided to stimulate curiosity, to develop self-confidence and independence, and to provide literacy and other readiness skills needed in preparation for kindergarten. Since children are natural scientists and are motivated to solve problems, our programs support science and math instruction through meaningful and connected experiences with integration of the arts.

Meaningful “play” is children’s work. Emphasis will be on learning which permanently affects the child’s total development and personality. This includes spiritual, emotional, physical, cognitive, and social development as well as the development of self-esteem within each child. The unique learning styles of children are considered, and children are encouraged to make choices, accept the consequences, and participate actively in learning. Intentional learning experiences and a child-centered environment will help build a strong foundation for lifelong learning.

Preschool Program Goals and Objectives.

1. To develop an awareness of God’s love for each individual person and that each person is a unique child of God.
2. To introduce Scripture through storytelling experiences.
3. To nurture the concept of the loving goodness of God through adult example and an awareness of nature.
4. To develop trust within the child toward adults outside the home setting.
5. To communicate closely with parents to better understand the individual child and his or her special gifts and needs.
6. To provide a warm, loving, supportive atmosphere in which children feel a sense of excitement about learning and discovery and their natural curiosity is allowed to flourish.
7. To foster within the framework of the Catholic School community the child’s ability to get along with others, to respect property, and to understand the importance of rules for work and play.
8. To encourage cooperation in learning and problem-solving and finding peaceful solutions to problems, while respecting the rights of each person.
9. To develop a sense of self-worth and self-esteem through the realization that people are the most important of all God’s creations.
10. To increase independence and self-confidence in the child’s ability to make sense of the surrounding world.
11. To provide meaningful play experiences to develop positive social, emotional, and language skills.

12. To provide materials and experiences that are interesting, meaningful and developmental in reading, writing, mathematics, social studies, and science, and that are geared to the age of the child.
13. To encourage creativity and self-expression through various media and materials.
14. To foster a positive attitude toward school and develop a love of learning as a foundation for a successful school career.

MISSION STATEMENT

Saints Philip and James School, Canal Fulton, Ohio is part of the Youngstown Diocese and serves grades preschool-8th in a rural/suburban community. Saints Philip and James School seeks to create a challenging learning environment that encourages high expectations for success through developmentally appropriate instruction that allows for individual differences and learning styles. Our school promotes a safe, orderly, caring, and supportive environment based on our Catholic Faith. Each student's self-esteem is fostered by positive relationships with students and staff. Our parents, teachers, and community members are actively involved in our students' learning.

ADMISSION AND REGISTRATION POLICIES

SS Philip and James School admits children of any race, color, nationality, ethnic origin, sex, or religion to all rights, privileges, programs and activities made available to students at our school. We do not discriminate in the administration of our educational and admission policies, financial assistance and scholarships. Such discrimination violates the basic teachings of the Catholic Church and the laws of this nation. However, due to school financial limitations, our academic program may not fit the needs of all children. A child with special needs will be admitted when, with reasonable accommodations, a program can be provided.

STUDENT REGISTRATION

SS. Philip and James Preschool continually accepts applications for enrollment for the current school year until peak ideal capacity is reached on a given day (we prefer not to go above 18 students per day – you can access more information on regulations at [this link](#)).

Applications for enrollment for the next school year after the current one will begin being accepted in the school office during the first week of February.

INITIAL ENTRY

At the time of a student's initial entry to SS Philip and James School, the parents shall present the following documents:

- Registration Application
- Birth Certificate
- Baptismal record
- Medical Immunization record
- Social Security number

If applicable:

- A complete certified copy of the court order stating the legal arrangements of custodial and non-custodial parents or guardian.
- Immigration and Naturalization Service 1-20 Form.

PROGRAM

Because children learn through activity, part of the day will be spent at the play and learning centers around the room. Some of the centers are:

Blocks: Large wooden blocks, large cardboard blocks, small table blocks, legos, beads, peg board, cars, trucks, people and animals.

Housekeeping: Toy furniture, kitchen utensils, dolls and dress-up clothes.

Math: Number puzzles, counting frames, games and geometric shapes.

Writing and Art: Crayons, pencils, clay, markers, collage material and painting.

Language and Listening: Books with tapes, puzzles, alphabet games, color games and book corner.

The children will also be participating in large group activities. These will include:

Religion: Our program is based in learning about God's love through Scripture stories, songs, and activities that connect with the children's lives at home, school, and church.

Physical Fitness and Sensory-Motor Training: Activities will include body image, space and direction, balance, moving and eye-hand coordination. We will be using bean bags, balls, a parachute, activity records, rhythms, dance and a balance beam.

Language Arts: Concepts covered will be identifying sounds, rhyming words, matching like items, colors, opposites classification, sequencing events and alphabet recognition when age appropriate. We will be using some language experience stories, "big books" for shared reading and an introduction to letters.

Science and Social Studies: Investigations will be centered the child's interest and exploration of the natural world, energy, and living things; we will also work to connect with the child's personal history, cultural stories, traditions, and their rights and responsibilities within a group.

Art: Besides the activities at the writing and art center, children will be having daily experiences with cutting, coloring and pasting. There will be a painting easel in the classroom.

Math: Activities with real objects for counting, grouping, classifying and counting rods, and walk-on number lines and tiles will be used.

Music: Music will be used in teaching many concepts, for religious expression and in games and dances.

Statement on Developmentally Appropriate Preschool Curriculum and Activities

Young children develop in a predictable sequence; however, each child develops at his/ her own rate. Early childhood instruction must be both age appropriate and individual appropriate. Age appropriate instruction meets the needs of a particular age span. Individual appropriate instruction focuses on the unique abilities and characteristics of a child of group of children. Developmentally appropriate experiences, interactions, and environment are designed to support the growth and development of children.

The Diocese of Youngstown Preschool Curriculum supports the development of the whole child: spiritual, cognitive, emotional, social, and physical. The Ohio Early Learning and Development Standards establish a framework for instruction that meets the needs of all young children. In developing our preschool curriculum, we pay close attention to:

- Children’s existing knowledge, skills, and interests.
- Relationships and connections between areas of development and learning
- Children’s unique learning profiles and patterns of development
- Application of skills to real life situations
- What we know about how children learn
- Designing experiences for children which provide opportunities for depth and understanding in their explorations
- The innate passion that children have for exploring the world.

Spiritual

Catholic prayer, traditions, and values are integrated into the daily life of the preschool classroom. Stories of God’s love through scripture and the Diocese of Youngstown Curriculum for Catechesis provide the foundation for religious instruction.

Physical Self-help skills, safety and nutrition are part of each day. Large muscle is developed through physical education activities. Small motor and eye-hand coordination are developed through such activities as cutting, pasting, painting, pegboard, stringing, and play dough.

Social and Emotional Social skills are developed through peer and adult interaction with the teacher serving as a constant model. Attitudes of social acceptance towards peers and those that may be different, cooperation with others, listening, accepting responsibility, and finishing a task are shown and reinforced by the staff. Children will be helped in coping with peer interaction and are not expected to act beyond their age level capabilities. Learning to recognize and handle feelings and the feelings of others permeates the interactions in the classroom.

Cognitive

The cognitive skills that are stressed in the preschool program include science and math, reading and literacy, social studies, music, and art. Sensory training is developed through hands-on experience, and memory is developed through the retelling of stories and events.

Every aspect of the preschool classroom's day is designed to meet the Early Learning and Development Standards:

- Daily routines
- Investigations/units of study that are designed intentionally from student interest as well as skill and concept development
- Learning centers where the children may move about freely and at their own pace to explore and experiment.
- Large and small group experiences including puzzles, games, finger plays, songs, stories, poems, circle time and discussions.

Half Day Pre-School sessions are held one to five mornings per week (Monday-Friday) from 9:00 a.m. – 11:30 a.m. Full day sessions run from 8:30-3:00. Classes are held in the lower level of the church. Classes begin in September (dates will be sent home in the Principal's opening letter) and conclude in the last week of May. The school calendar is followed, and Pre-School is not in session if SS Philip and James School is not in session. Class size will be determined by state guidelines.

PRE-SCHOOL DAILY SCHEDULE (MONDAY - FRIDAY MORNINGS):

8:45 a.m. – 9:00 a.m. – **Arrival/Choice Activities** while children arrive
(help children respond to question of the day, how many jar, printing name)

9:00 a.m. – 9:30 a.m. – **Opening Activities**
(morning prayer, pledge, calendar, assign classroom jobs)
Language Arts
(Story time, language concept/theme development)

9:30 a.m. – 9:45 a.m. – **Snack**
(Wash hands, helpers set table for snack)

9:45 a.m. – 9:55 a.m. – **Religion**
(learning about God & Scripture through stories, songs, activities)

9:55 a.m. – 10:10 a.m. - **Outdoor Play**
(weather discussion)

10:10 a.m. – 11:00 a.m. - **Learning Centers**
(children choose from centers: creative art, manipulative, blocks, Math & Science, sensory table, reading center, home center)
Clean Up
(Children put away toys/materials)

11:00 a.m. – 11:15 a.m. – **Music/Movement Activities**

(Gym may be used)

11:15 a.m. – 11:30 a.m. – **Small Groups**

(Hands on Math, Science, and Pre-Reading Activities)

11:30 **Closing Prayer/Dismissal of Morning Students**

11:30-12:00 p.m. – **Lunch**

(Students are welcome to buy hot lunch from the cafeteria).

12:00-12:30 p.m. – **Structured Play**

12:30-2:00 p.m. – **Quiet/ Rest Time**

2:00-3:00 p.m. – **Enrichment activities based on morning lessons.**

3:00 p.m. - **Closing Prayer/Dismissal**

The Pre-School teachers and aides meet state standards for persons working with young children. Certification in first aid, communicable diseases and child abuse recognition, and medication administration training are required. Other in-service opportunities in early childhood education are also attended.

ADMISSION, PLACEMENT AND WITHDRAWAL

To be placed on the Pre-School roster, a registration form must be completed. The roster is compiled on a first come, first served basis with choice of sessions given at the time the registration form is received in the school office. The school reserves the right to limit the sessions if there are not enough students enrolled to make separate classes. **A child must be three years of age by the first day of preschool and potty-trained to be enrolled in the Preschool program.**

Besides the registration form, a copy of a birth certificate, social security number and baptismal certificate (if applicable) must be on file. A physical, including immunization records and a parent authorization/emergency transportation form must be on file by the end of the first day of attendance. Please keep phone numbers and addresses up-to-date in the school office.

A phone call or written note to the school office is necessary for withdrawal from the program. Tuition is charged until we have official notification of your child's withdrawal.

Enrollment shall be granted without discrimination as long as the school can meet the needs of the child.

ARRIVAL AND DISMISSAL

When bringing your child to Pre-School, **please park along Water Street** next to the cemetery and walk with your child to the door of the church basement. Half Day class begins at

9:00 a.m. and is dismissed at 11:30 a.m. – dismissal for full day is at 3:00. Please press the buzzer (on brick wall to the right of the glass doors) and stand in front of the double glass doors of the church basement so the office can see who you are and buzz you in. Wait outside of the classroom until the teacher dismisses your child to you. Please keep your child with you as you walk to your vehicle.

NOTE: If you have older students at SS. Philip and James K-8 School, please be sure to pick up your Preschool students before going to pick up your older students.

The school must be informed if someone other than a parent is to pick up your child. Pre-designated people must be listed on the emergency transportation/parent authorization form that must be completed and on file in the school office by the end of the first day of class. Proper identification will be required if someone is not recognized by our staff. In the event of separation or divorce, both parents have equal access to their child. We have no legal right to deny a parent from picking up their child from school unless we have a copy of Legal Custody papers in our file. If you are late picking your child up, your child will be taken to the school office at 11:45 a.m. (for Half Day dismissal) and at 3:20 (for Full Day) to wait for you. **If you are running late, call the office to inform us so we can pass that on to your child so he/she won't worry.**

To insure proper supervision, parents are not to bring their child to school more than 10 minutes before class begins.

SNACK

The school will provide a choice of milk or juice for snack. Parents will be asked to provide a healthy snack for the class. A variety of healthy snacks such as: whole grain crackers, cheese, yogurt, granola, fruits or vegetables will allow the children the opportunity to develop a love for nutritional foods.

For 2017-2018 – no snacks or foods containing peanuts or tree nuts should be sent in to preschool, as we have a student severe peanut allergies.

SAFETY

Monthly fire and tornado drills (in season) are scheduled. The school is equipped with a weather alert radio. If a true emergency should arrive, the proper drill procedures will be followed and parents or emergency person will be contacted to pick up your child.

Emergency policy and medical and dental procedures are posted in the classrooms and in the school office.

ABSENCE/ILLNESS

When your child is absent, the parents must call the school office by 9:30 a.m. for Pre-School and state the reason for the absence. To insure the safety of your child, the school secretary will call you if you have not contacted the school.

Any communicable diseases should be reported immediately. The teacher will post information about communicable diseases going around on the parent bulletin board. Please do not send your child if you suspect your child has a communicable disease. Your child may not attend if: he/she has vomited in the past 12-15 hours, has had diarrhea, urinary infections, rashes, scabies or other parasitic infection, lice, has a fever or has had one during the preceding 24 hour period, had a heavy nasal discharge, has a constant cough, or difficult breathing, has symptoms of a possible communicable disease (sniffles, reddened eyes, sore throat, headache, abdominal pain, fever [100 degrees Fahrenheit or higher taken by the auxiliary method when in combination with other signs of illness]), signs of conjunctivitis or discoloring of eyes, i.e., red/yellow eyes, discharge from eyes or itchy eyes.

When diagnosed, the child must be treated with medication for 24 hours before returning to school. Diagnosed strep throat, scarlet fever, or scarletina, requires the child to be treated with medication for 48 hours before returning to school. A child may return to school according to the communicable disease chart posted in the hall. All parents will be notified if it is determined that your child has been exposed to communicable disease, such as pink eye, chicken pox, lice, or strep.

Your child may attend if his/her cold or flu is over but minor nasal drip still remains or if he/she is not exhibiting any of the above signs and feels able to attend.

If a child becomes ill or has an accident at school, the parents will be notified immediately. If the parents cannot be reached, the person listed on the child's emergency sheet will be contacted. The child will be taken over to the main office and kept on a cot, isolated and under the supervision of an adult until the parent arrives. Cot will be cleaned after each use. In a medical emergency, directions on the child's emergency sheet will be followed.

The Pre-School staff does not generally administer any medication to a child, as the length of the programs are relatively short. If it is absolutely necessary for prescription medicine to be administered, a written form must be filled out and signed by the parents *and* the physician listing the proper dosage. The medicine must be in the original container. The preschool teacher is trained in the administration of medication.

PARENT/STUDENT COMMUNICATION

A parent/child orientation to the Pre-School program is held in the fall.

Our usual means of communication with parents is by notes carried home with your child:

1. Frequent letters from the teacher informing you of current happenings.
2. Monthly calendars concerning the programs and activities or the regular K-8 school.
3. Posting on the parent bulletin board includes the weekly snack schedule, notification of communicable diseases, and other articles of interest.

Regularly check your child's book bag or go through the stapled papers to see if there are any messages for you.

Personal contact with each parent is very difficult at dismissal time. **Please wait until all children are dismissed if you must personally speak with the teacher.**

Please feel free to make an appointment with the teacher. If the teacher believes there is a problem with your child, she will call you.

Parents are asked to notify the teacher of any changes in the home which may affect a child's behavior. Please notify the school office of changes in the home or work phone numbers and addresses so our records stay current.

CONFERENCES

Parents will have the opportunity for two conferences during the course of the year to discuss your child's progress. In addition, verbal/written updates will be communicated as necessary.

If a Pre-School child is deemed not ready to begin Kindergarten classes the following year, a conference will be held with the parents; keep in mind, **students entering Kindergarten must be five years of age by Sept. 1 of the coming school year.** Previous to the conference, the teacher will document the reasons for recommending the retention.

BEHAVIOR MANAGEMENT/DISCIPLINE

The environment in the Pre-School is loving and warm. Each child is expected to show respect toward others and cooperate with the teacher. Discipline is positive in nature. Time out and denial of privileges are the usual methods used for individual children who have behavior problems. If a child endangers another child, he/she will be removed from the classroom. When inappropriate behavior seems to be frequent or severe, the teacher will confer with the parents.

- A. A Preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

2. No discipline shall be delegated to any other child.
 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, 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 a discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a Preschool staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All Preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

DRESS CODE

Pre-School does not have a specific dress code. Children may wear any clothes which are comfortable. Keep in mind that during the course of the session, children could be sitting on the floor, painting, gluing and using play dough. On hot days, short pants are permitted. **Please be sure not to have your children wear flip flops or loose-fitting shoes, as these pose a safety hazard for the children on the playground and in the classroom.**

PARENTAL RIGHTS

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises, or for other purposes approved by the Principal. Upon entering the premises, the parent shall report to the school office (state law).

In cases of separation or divorce, the custodial parent should inform the school of the status of custody. Unless there is a court order specifying that there is to be no information given to a non-custodial parent, the school can provide the non-custodial parent information regarding the child.

Parental concerns about SS Philip and James Pre-School should be addressed to the Principal. Parents may also request to see Pre-School inspection records. If problems of a serious nature are not resolved, parents may contact the following departments:

Ohio Department of Education
Early Childhood Education, Room 202
65 South Front Street
Columbus, OH 43266-0380
Phone (614) 466-0224

OR

Diocese of Youngstown
Department of Education
144 West Wood Street
Youngstown, OH 44503
Phone (330) 744-8451

FAMILY/CUSTODIAL SITUATIONS-RELATIONSHIP WITH THE SCHOOL

SS. Philip and James School is finding an increasing number of families experiencing transitions in parental custodial relationships. In response to these transitions Ohio law continues to evolve. For these reasons, we find it necessary to clarify and restate the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In situations where the child resides with both natural parents and both natural parents reside at the same address, all notices, communications, etc. will be sent home with the child and it is assumed that both natural parents are communicating regarding the child and that all information is shared by and between the natural parents. This information includes but is not limited to conference appointments, report cards, mid-quarters, discussion with school personnel and tuition statements. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address.

In families experiencing separation of natural parents or pending divorce such that the natural parents do not reside at the same address, the above information will be sent home with the child for review by the natural parent who currently has care of the child. It is assumed that this information is shared by the natural parents and between the natural parents. Since this situation frequently impacts on a child's achievement and interactions at school, natural parents are asked to

inform both the principal and teacher of this fact so that appropriate support can be given to the child. It shall be the responsibility of each natural parent to inform the School in writing if the natural parents are not residing at the same address. School personnel cannot proceed on hearsay, rumors or demands of a natural parent, but only with the appropriate documentation detailed below.

In cases of a final divorce decree or the issuance of a final judgment entry by a juvenile court wherein the natural parents were never married, which decree or judgment entry grants custody to one natural parent, the principal is to be informed by the custodial parent of this fact. A certified copy of the first page of the decree or judgment entry bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. It shall be the responsibility of the natural parents to provide the school with certified copies of any subsequent court orders and/or judgment entries which impact the custody of the child. Unless the decree and/or judgment entry indicates otherwise, school communications and daily classwork and papers will be sent home with the child to the custodial parent. It is requested that the custodial parent share this information with the noncustodial natural parent. Custodial parents should understand, however, that unless the divorce decree or judgment entry specifically limits the noncustodial natural parent's right to access records, the noncustodial natural parent has a right to the same access as the custodial parent and as such the School will release the child's records directly to the noncustodial natural parent upon written request of the noncustodial natural parent. Furthermore, it is the policy of the School not to release a child's records directly to a step-parent, boyfriend, girlfriend, and/or other acquaintance of a natural parent. "Records" includes but is not limited to official transcripts, report cards, health records, referrals for special services and communications regarding major disciplinary actions.

Further, you should realize that, unless restricted by court order, any noncustodial natural parent has the right to attend any school activity of their child which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. If noncustodial parents desire to receive communications directly from the school, then in such event, the noncustodial parents must provide the school with a sufficient supply of self-addressed stamped envelopes to receive notices of school activities.

In cases of 'joint custody' (shared parenting agreements) entitling both natural parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that these communications and information will be shared by and between the natural parents.

Regarding parent conferences in all custody situations: it is preferred and will be the general procedure that one conference appointment be scheduled 'jointly' if both natural parents wish to be present. It is assumed that natural parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both natural parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties' involved, alternate arrangements may be discussed with the principal subject to review by the School's legal counsel. Every effort will be made to keep communications open with both natural parents while, at the same time, avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the natural parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both natural parents to the consistency and routines that foster security in a child and allow for school responsibilities and homework to be taken care of during the school week.

If there are questions concerning this restatement of procedures or if you feel unique circumstances require other arrangements, please contact the principal at 330-854-2823.

TRANSPORTATION

Transportation to and from school is the responsibility of the parents. **The parent/adult is to accompany the child to and from the classroom.**

HOW TO FILE A COMPLAINT

Parents may contact:
Reba Crowder
Regional Certified Reviewer
Central Region
614-339-0818

SCHOOL CLOSING

When classes at SS Philip and James School are canceled, that means that the Pre-School classes are also canceled, whether they are specifically announced or not. Listen for the closing of Northwest Schools. If Northwest Schools are closed, SS Philip and James School is closed. If the Northwest Schools are on a 2-hour delay, SS Philip and James is also on a 2 hour delay, **however**, Preschool classes are cancelled for that day.

FAMILY ENGAGEMENT

Family Mission Activities are encouraged to be done at home as they coordinate with our program's mission and five life skills:

- Being Helpful
- Being Careful
- Being Respectful
- Being Responsible
- Being Patient

READ ALOUD at HOME

Write name of book/ author on a seasonal shape that has been sent home by Mrs. Lavery, and return to school (shape examples include apples, pumpkins, turkey, et c).

SUMMER ACTIVITY CALENDAR

Mrs. Lavery will send home a fun and engaging summer activity calendar at the end of the school year. Parents are highly encouraged to utilize the activities on the calendar throughout the summer months.

COMMUNITY INVOLVEMENT

Some ideas for getting your child involved in the community here at preschool include:

- Walking to the Post Office for a tour of the facility.
- Walking to the Library
- Enjoying story time with the Canal Fulton Library staff here at SPJ once a month.
- Visits from the community, including firefighters, police officers, the dentist, and the eye doctor.

HANDBOOK VERIFICATION

Parents will be asked to indicate on a form provided by the school office that they have received and read the Pre-School handbook.

The school retains the right to amend this handbook. Parents will be given prompt notification if changes are made.

RECEIPT OF HANDBOOK

**RECEIPT OF PRESCHOOL FAMILY HANDBOOK
2017-2018**

I have received a copy of the Family Handbook. I have read and understand its contents and agree to abide by the policies and procedures contained in this handbook.

Parent/Guardian

Print Name _____

Signature _____

Date _____

I understand that by enrolling my child in SS. Philip and James Preschool, I am assuming responsibility for the support of the program through prompt payment of tuition and fees as well as volunteer participation as needed. I will adhere to all preschool policies. I know that enrollment is not complete until all required paperwork is in. I understand that this agreement is for the 2017-2018 school year.

Please sign and return this form as soon as possible. Thank you.