



3806 Manchester Road Middletown, Ohio

513-424-1196

[stjohn23school.org](http://stjohn23school.org)

Pastor: Rev. John Civile

Principal: Dawn Pickerill

Preschool Director: Cari Hellmann

## Parent Handbook 2025-2026

Rev. July 2025

## **INTRODUCTION**

The St. John XXIII Preschool Handbook is a guide for parents and guardians whose children are enrolled at St. John XXIII Preschool.

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

We ask that you read the Handbook and discuss it with your child. The Handbook constitutes an agreement among school, parent, and child. St. John XXIII Preschool endeavors to provide a quality education and to ensure that every opportunity for that quality education is maximized. After reading the Handbook, please return the signature portion attached to the front of the handbook to his/her teacher.

### **St. John XXIII Catholic School Mission Statement**

In partnership with our community, St. John XXIII Catholic School provides a spiritually guided and rigorous curriculum; we prepare students to act on their beliefs and demonstrate their knowledge beyond the classroom.

### **St. John XXIII Catholic School Philosophy & Goals**

St. John XXIII Catholic Elementary School provides a Christian family environment in which the students may develop spiritually, intellectually, socially and physically. Our students are prepared across the academic curriculum to strengthen and develop their talents to the fullest possible extent. A clearly defined discipline code fosters self-discipline and Christian conduct and gives our students the opportunity to live a Christian lifestyle modeled by their teachers. The focus of our dedicated and knowledgeable faculty is to ensure that all students succeed and recognize how special they are because they are made in the image and likeness of God.

### **Goals**

In order to equip our students with the basic skills of learning and living and to enable them to serve God, we strive for these goals:

- I. To provide a Christian environment in all areas of the curriculum.
- II. To achieve academic excellence.
- III. To build self-esteem in students.
- IV. To encourage open communication between home and school.
- V. To motivate students to achieve.
- VI. To develop moral and spiritual growth of the students.
- VII. To provide opportunities for spiritual growth and development of each other.
- VIII. To provide for on-going evaluation and planning.

### **Preschool Program Goals**

- To provide a positive initial school experience.
- To provide opportunities through play that are based 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 St. John XXIII Kindergarten program.

### **Preschool Admission Policy**

It shall be the responsibility of the St. John XXIII Administrative Team to develop Guidelines for Admission to St. John XXIII Preschool and said guidelines shall be listed in the Preschool Handbook. No applicant to St. John XXIII Preschool shall be excluded based solely on race, color, religion, national origin, or ancestry. The guidelines shall address, but not be limited to, admission if class size becomes an issue. The Principal, Dawn Pickerill, may make exceptions on a case-by-case basis.

### **St. John XXIII Preschool Admission Guidelines**

All children must be toilet trained and immunized (no exceptions) to enroll in St. John XXIII Preschool.

Selection of new students will occur in the following order:

- All students currently enrolled in St. John XXIII Preschool Program.
- Children from families with siblings currently enrolled in St. John XXIII Catholic School.
- Children from registered families of Holy Family Parish.
- Children from registered families of neighboring Catholic parishes.
- Children from families of other religious faiths.

Enrollment in the St. John XXIII Preschool program allows parents to participate in the elementary school in-house registration process in January. However, participation in the St. John XXIII Preschool program does not guarantee automatic acceptance into the school.

A thorough physical exam by a licensed physician and satisfactory immunizations are required. **A physical exam is required for each preschool child within 30 days of admission.** The lack of the required physical may result in dismissal. This examination shall occur within 12 months prior to the first day of school annually.

The State of Ohio requires the following forms on file either electronically or hard copy:

- Contact and Release/Authorized pick-up - Please fill out electronically on FACTS SIS
- Emergency transportation- Please fill out electronically on FACTS SIS
- Medical history - Please fill out electronically on FACTS SIS
- Physical form (every 12 months) - Hard Copy
- Physician/Dentist Authorization/Instructions for Prescription Medications - Hard Copy
- Birth certificate - Hard Copy
- Court Custody Papers (most recent if applicable) - Hard Copy

### **St. John XXIII Preschool Curriculum and Assessment**

The St. John XXIII preschool curriculum is developmentally appropriate and centered upon the Creative Curriculum environment. A Theme-Based approach is used in the classroom to align the lessons to the Ohio Early Learning Content Standards. In all academic areas – religion, language arts, mathematics, science, and social studies – activities are included to develop motor, social-emotional, language, and general knowledge skills. The preschool lead teacher, with the assistance of the preschool aide will use a variety of methods to assess student progress, including but not limited to: student portfolios, work samples, anecdotal records, and checklists of quarterly standards met and tallies of behaviors. In addition, environmental observations from parents, administrators, and other stakeholders will be used as a part of the assessment process.

### **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 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.
7. **Technology Time:** Children are able to use a SMART Board/CleverTouch and/or laptops in the classroom.

### **School Hours**

2 Day	Thursday and Friday 8:00 a.m. – 11:30 a.m. No drop-off before 7:45
3 day AM Pre-K	Monday, Tuesday and Wednesday 8:00 a.m. – 11:30 a.m. No drop-off before 7:45
3 day PM Pre-K	Monday, Tuesday and Wednesday 12:00 p.m. – 3:30 p.m. No drop-off before 11:45
5 day Pre-K	Monday – Friday 8:00 a.m. – 11:30 a.m. No drop-off before 7:45
Preschool Plus	Monday – Friday (morning class only) 11:30 - 6:00

### **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 (513-424-1196) or email the office or email your child's teacher before class time and leave a message giving the reason for the absence.

### **Arrival/Departure**

Parents are responsible for escorting their child/ren to and from preschool each day. The teacher or assistant teacher must be aware that your child is present. Likewise, never leave with your child without informing the adult in charge. All students and staff must wash their hands upon arrival and again prior to dismissal for the day. Additional instruction on arrival/departure procedures will be provided at the Preschool Orientation in August.

If your child is going to be picked up by someone other than you, they must be listed 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 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 leave a note with the teacher.

We are proud of the fact that we do run a structured preschool program. To do so, we need to begin our activities on time. Please bring your child to preschool at 8:00 a.m. or 12:00 p.m. so that he/she does not miss out on his/her free time to interact with classmates. If your child will be late for the program, please call the office as soon as possible.

Please pick up your child on time as he or she will worry if you are late. You will be assessed a late fee of \$5.00 for every 5 minutes that you are late in picking your child up. If you are more than 15 minutes late, your child will be taken to the school office. If you cannot be reached, we will contact the emergency numbers provided on your Authorized Pick-Up list in

your FACTS profile. If you know that you are going to be late (for a special reason), please let us know.

### **Bathroom Guidelines**

The Bathroom Guidelines for preschoolers is for a teacher or assistant teacher to assist the child to the bathroom. The door to the bathroom will be left partially open for the child's safety. Class-wide bathroom time is at snack time, but the children may go to the bathroom as needed.

### **Birthdays**

#### **Please follow this procedure for birthdays:**

#### **Confirm with the teacher prior to the day your child plans to provide a treat.**

As a preschool to ensure the safety of all of our students, especially those with food allergies, treats/snacks brought into school must come from the approved list. This list will be given to parents the first week of school.

We are pleased to be able to celebrate birthdays, holidays, and special occasions in class with your children, but **we will not be accepting treats that are homemade or not specifically listed on the sheet of safe foods.** We understand that it's hard when your child is asking to bring in a specific favorite treat which may not be included on the list. However, we're hoping that with the amount of choices included, you can find something exciting together to bring in to share. You may want to also celebrate with other non-food items such as stickers, pencils, themed erasers, or other trinkets.

### **Change of Address**

Please update your FACTS account with any changes of personal information including, address, phone number, etc.

### **Closings/Delays**

The preschool will close due to inclement weather conditions on the days St. John XXIII Catholic School is closed. St. John XXIII Catholic School will contact local media to advise parents of a closing or delay. 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 posted on the school's website ([www.stjohn23school.org](http://www.stjohn23school.org)) as soon as we receive notification of the change. You should also receive a phone call through the school's School Reach phone system.

**Preschool morning classes will be cancelled if St. John XXIII Catholic School is on a two (2) hour delay, however, if you have pre-registered for our Preschool Plus program, that will still be available starting at 10:00. Afternoon Pre-Kindergarten classes will be held as scheduled if St. John XXIII Catholic School is on a two (2) hour delay.**

## **Clothing**

Clothes should allow active participation in class activities. Play clothes are fine. Shoes should allow safety while running, jumping, and walking. Gym shoes are recommended. Shoes should stay on and tied for your child's safety. No high heels, sandals, flip flops, cowboy boots, and/or fad shoes are permitted. Please make sure your child has a jacket or sweater to wear on chilly days. We will be going outside for outdoor play as the weather permits.

**Label all jackets, coats, and belongings with your child's name.** Inappropriate attire will be addressed on an individual basis.

The parent should send in at the beginning of the year a plastic bag with a complete change of clothes for the child in case of accidents. These clothing items will be used in case the child soils the clothes (s)he is wearing, and the soiled clothes will be sent home. These clothes should be brought in a Ziplock bag with your child's name clearly labeled. Please remember to change the bag of clothes with the seasons.

## **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, Cari Hellmann, Rachel Dobrozsi, or Maria Jeffers. Most problems can be solved at this level. You can schedule an appointment by calling the school office at 424-1196 and requesting their voicemail, sending in a note requesting a conference, or by email at or [chellmann@stjohn23school.org](mailto:chellmann@stjohn23school.org), [rdobrozsi@stjohn23school.org](mailto:rdobrozsi@stjohn23school.org), or [mjjeffers@stjohn23school.org](mailto:mjjeffers@stjohn23school.org).
- If you feel that the matter needs further attention, speak with the Principal, Dawn Pickerill. An appointment may be made by calling the school office or you may e-mail her at [dpickerill@stjohn23school.org](mailto:dpickerill@stjohn23school.org).
- At any time, you may reach out to ODE for complaints/concerns.

## **Conferences**

We have found that morning drop off is not the best time to discuss a problem. The teacher wants to give the children and the parents their total attention and cannot do so at this time. The teacher is available for conferences by calling the office and scheduling an appointment or sending a note directly to the teacher in a sealed envelope.

In November, conference days are scheduled to discuss evaluations completed by the teacher and to answer questions about the child's progress. Progress reports will be provided to

the parents at regular intervals throughout the school year. If needed, a second conference will be scheduled in the spring.

### **Cumulative Records**

The cumulative record of each child shall include but not be limited to: name and date of birth; name, address, and telephone number of parent(s); names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located; name of person(s) to whom the child can be released.

### **Custody**

The office **must have**, in writing, any information regarding custody and visitation rights. A copy of the appropriate section of the divorce decree should be sent to the office and kept on file.

### **Discipline Policy**

It shall be the responsibility of the St. John XXIII Administrative Team to develop Guidelines for the Preschool Discipline Plan. The guidelines shall be listed in the Preschool Handbook and shall meet the requirements of section 3301-37-10 of the Ohio Administrative Code and “Behavior Management/Discipline” section of the most recent Ohio Department of Education Preschool Licensing Rules.

### **Discipline Guidelines**

The word discipline means “to teach.” 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.

We ask parents to assist the preschool 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 the preschool enforce our rules and policies, the parents may be requested to withdraw their child from the preschool.

Discipline will be handled primarily by the teacher. In the event this is insufficient, the Preschool Director will assist the teacher. If there is any misunderstanding in a disciplinary procedure, please confer first with the teacher and then the Preschool Director. The Director will be available to aid parent or teacher with any disciplinary concern. No child will be humiliated, shamed, or frightened. There will be no cruel, harsh, or unusual punishment including, but not



limited to, spanking, pinching, shaking, biting, or the use of physical restraints. No child will be placed in an enclosed area such as a closet, box, or similar cubicle. No discipline will be delegated to another child.

Discipline will not be imposed on a child for failure to eat or for bathroom accidents.

No child shall be subjected to profane language, threats, or derogatory remarks about him/herself, his/her family, or other verbal abuse.

Separation (time-out), when used as discipline, shall be brief and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a school staff member in a safe, lighted, and well-ventilated space.

The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in St. John XXIII Preschool.

All preschool staff members shall receive a copy of St. John XXIII Preschool's discipline policy for review upon employment.

The following methods of positive behavior will be used:

- Praise for appropriate behavior.
- Individual discussion of behavior with the child, geared to that child's capacity to understand.
- Redirection to another area if appropriate.
- "Time Out" – Child is removed from the group (not from the room) for a short period of time, allowing for altered behavior.
- Removal of the child from the room to be supervised in the office area by additional staff.
- Parent conference to resolve repeated unacceptable behavior in a positive way.

Repeated unacceptable behavior or inability to adjust can result in the child's removal from the St. John XXIII Preschool for the benefit of all.

### **Preschool Health and Safety Policy**

It shall be the responsibility of the St. John XXIII Administrative Team to develop Preschool Health and Safety Guidelines for St. John XXIII Preschool. Said guidelines shall be listed in the Preschool Handbook and, at a minimum, meet the requirements of sections 3301-37-11 and 3301-37-12 of the Ohio Administrative Code. Guidelines shall contain, but not be limited to required immunizations; emergency authorization; procedures for emergency situations; posting of emergency phone numbers; child supervision; parent notification of injury; administration of medication; First Aid materials. Guidelines shall also meet the requirements of sections 3301.53 and 3737.73 of the Ohio Revised Code.

### **Preschool Health and Safety Guidelines**

1. The parent shall provide, prior to the date of admission or not later than thirty (30) days after the date of admission, and annually from the date of examination, a report from a licensed physician stating that the child is in suitable condition for enrollment in the program.
2. Along with this information, proof shall be provided that the child has had all the required immunizations for his/her age. Permission from the parent or guardian will also be required as follows:
  - A. Emergency medical and dental care
  - B. Emergency transportation
  - C. Names of persons to whom the child may be released
3. As part of the registration process the following information will be ascertained: list of medications, food supplements, modified diets or fluoride supplements currently being administered to the child; food or other allergies; list of chronic physical problems and any history of hospitalization; list of any diseases that the child has had; names, addresses, telephone numbers of physician and dentist in case of emergency.
4. Routines shall be followed daily that help children keep themselves healthy and safe. During the school day children and staff shall be required to wash their hands with soap and water when dirty; after toileting; after assisting a child with toileting; before providing snacks, when hands have been in contact with nasal or mucous secretions. Disposable towels as well as hand sanitizer shall be always provided in the classroom.
5. Children shall be always supervised. Toys and equipment shall be clean and well maintained. Children shall be shown how to use equipment correctly and safely. Toys, materials and equipment shall be inspected periodically for safety and disinfected. Broken toys shall be removed from the classroom until they are satisfactorily repaired or replaced. Spray aerosols shall not be used at any time when the children are present. Other health practices, such as not putting objects in their mouths, shall be emphasized.
6. There will be always immediate access to a working telephone in the preschool room.
7. Procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills shall be explained and practiced with the children. These procedures shall be posted by the door. Drills shall be conducted throughout the school year and records of these drills shall be maintained at the school.
8. Children shall be allowed to leave the classroom only with their parents or designated people. If someone other than those listed on the form filed with the school is to pick up the child, the school must have written permission from the parent. A picture ID may be requested from the person picking up the child.
9. One staff member shall be always in the preschool building and shall have completed a course approved by the State Department of Health or approved by the "American Red Cross" in:
  - A. First Aid

- B. Communicable Disease Prevention and Management
- C. Child Abuse Recognition and Prevention

In case of an accident, an adult shall remain with the child until a parent or responsible individual arrives. If a parent or responsible individual cannot be reached, emergency medical treatment shall be obtained, if necessary, as designated on the emergency medical form. A first aid kit shall always be present in the preschool building. An accident/incident report shall be completed when an accident or injury occurs. The parents will be asked to sign the report which will be kept in the student's file and on file in the nurse's office. A copy of the report will be provided to the parents.

Staff trained to recognize symptoms of communicable disease and illness shall observe each child daily. If the child is suspected of having a communicable disease or illness, the parent or designee shall be notified of suspected illness and shall be asked to come to the school and take the child home. If a parent or designee cannot be reached, the child shall be kept in a supervised isolated area until able to be picked up. Parents shall be asked to keep the child home until symptoms disappear, without a fever and/or diarrhea for 24 hours (without receiving medication to lower a fever) and/ or medical treatment has been obtained.

In case of suspected child abuse, the Archdiocese of Cincinnati procedure for reporting child abuse will be followed as well as the state and local mandated reporting procedures.

10. No medication, vitamin or special diets shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration. Students may not keep medicine in their possession. This includes cough drops and any over the counter medication.

### **IMMUNIZATIONS REQUIRED BY THE OHIO DEPARTMENT OF HEALTH**

Records will be on file in the preschool office which show that each child has received immunizations required by the state for admission to school or has had immunizations required by the Department of Health for preschoolers by Section 3313.671 of the Revised Code. The required immunizations are listed below:

- 4 Doses of **DTaP/ DTP/ DT** (Diphtheria, Tetanus, Pertussis) or any combination
- 3 Doses of **Polio Vaccine (OPV or IPV or any combination of OPV or IPV)**
- 1 Dose of **MMR** (Measles, Mumps, Rubella) administered on or after the first birthday

- 3-4 Doses of **Hib** (Hemophilus Influenza Type b) depending on the vaccine type and the age when the child began the 1st dose, and the last dose is after 12 months

**Or**

- 1 Dose of **Hib** (Hemophilus Influenza Type b) if given on or after 15 months of age
- 3 Doses of **Hepatitis B**. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before 24 weeks.
- 1 Dose of **Varicella** administered on or after the first birthday.

**Any child whose immunizations do not meet the above requirements will not be admitted to St. John XXIII Preschool.**

**St. John XXIII Preschool does not accept waivers or exemptions from vaccinations for any reasons.**

**MEDICAL, DENTAL AND SAFETY EMERGENCY PLAN AND PROVISIONS**

1. A First Aid Kit will be located in the preschool building.
2. Emergency Phone Numbers shall be posted by the telephone in the classroom:  
Emergencies in all areas 9-1-1  
Middletown Police Department 513-425-7700  
Middletown Fire Department 513-422-4511  
Atrium Medical Center 513-424-2111  
Poison Control Center 800-222-1222  
Butler Co. Health Department 513-424-5351
3. At least one preschool staff member will have completed an approved course in: First Aid; Prevention, Recognition, and Management of Communicable Disease; Child Abuse Recognition and Prevention.
4. Children's records including but not limited to medical information, immunization record, emergency authorization forms, and authorized release forms will be located in the nurse's or school's office.
5. Medical and dental emergency procedures will be posted in the preschool room near the door so as to be available to school personnel, children and parents.
6. In case of an emergency, teachers remain with their class of children. If there is a medical emergency, it will be handled by the nurse or staff person trained in first aid. Parents will be contacted immediately.
7. Children will only be transported by the life squad.
8. In case of illness in children, refer to the policy on Communicable Disease Management posted in the preschool classroom. Make the ill child comfortable on a cot away from the other children in the classroom or in the nurse's office. Refer to emergency information in the child's records.

9. In the case of suspected child abuse, the Archdiocese of Cincinnati protocol for reporting will be followed as well as the state and local mandated reporting procedures.
10. Authorization of emergency transport forms and children's information sheet must be taken to the hospital.

### **Preschool Management of Communicable Disease Policy**

It shall be the responsibility of the St. John XXIII Administrative Team to develop Guidelines for the Management of Communicable Disease for St. John XXIII Preschool. Such guidelines shall be listed in the Preschool Handbook and shall meet the requirements set forth in section 3301- 37-11 of the Ohio Administrative Code. Guidelines shall contain but not be limited to: personnel training as set forth in section 3301-37-07 of the Ohio Administrative Code; signs and symptoms of communicable disease; procedures for addressing a child with a suspected communicable disease; procedures for addressing a child that is mildly ill.

### **GUIDELINES FOR MANAGEMENT OF COMMUNICABLE DISEASE**

It is the policy of St. John XXIII Preschool to provide and maintain a living and working environment conducive to optimal promotion of the health and safety of all individuals. The prevention and control of communicable disease is essential to ensure the health and safety of all persons in the program. The maintenance of sound habits in personal hygiene is everyone's responsibility – students and families. Effective communicable disease control measures are dependent upon the co-operation of all involved. The following guidelines meet the requirements set forth in section 3301-37-11 of the Ohio Administrative Code.

#### **I. Prevention**

- A. One of the best methods to prevent disease is through appropriate immunizations. All students are required to submit a yearly statement from a physician stating they are free from apparent communicable disease and have had the required immunizations as determined by the Ohio Department of Health.
- B. An immunization record is required by section 3313.67 of the Revised Code.

#### **II. Control**

- A. Control measures stop the spread of disease by breaking the chain of infection. **If a child has any of the following illnesses, he/she should be kept home from school:**
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Eyes that are red and have thick drainage, especially if crusted upon awakening. (Need to check with doctor for medication).
  - Temperature of 100 degrees or higher. Children should not return to school until they have a normal temperature, without benefit of fever reducing drugs, for 24 hours. Examples of fever reducing drugs are Tylenol or Advil.

- Untreated, infected skin patch(es).
  - Unusually dark urine/or grey or white stool.
  - Evidence of lice, scabies, or other parasitic infestations.
  - A rash of undetermined origin. Can check with doctor or nurse.
  - Vomiting or diarrhea within the last 24 hours. (Not related to a known, non-infectious cause such as gagging on something, or mild diarrhea related to medication.)
  - Sore throat with a fever or tender and/or swollen neck glands, especially if accompanied by difficulty swallowing or talking (Check with doctor).
  - Severe cough that has not been evaluated by a doctor.
- B. Hand washing shall remain our most important measure in controlling the spread of disease (refer to "Hand washing" in the Preschool Health and Safety Policy and Guidelines). All preschool staff shall be trained in appropriate hand washing procedures.
- C. Management of the Ill Child
1. At least one staff member in the preschool building shall be trained in the recognition of communicable disease or other illness.
  2. A person trained to recognize the common signs of communicable diseases or other illnesses shall be always available in the preschool room.
  3. A person trained in first aid shall be always available to the preschool building.
  4. A communicable disease chart shall be posted in the preschool classroom.
  5. Emergency medical and dental procedures shall be posted in the preschool classroom.
  6. If communicable disease, illness, or fever is suspected based on physical observation, the child's temperature should be taken.
  7. If the child displays any of the following symptoms, the child will be immediately isolated, and parent or guardian will be called to come and remove the child from school. A child who is isolated is always accompanied by an adult who is within sight of the child.
    - Diarrhea (more than one abnormally loose stool within a 24-hour period)
    - Severe coughing, causing child to become red/blue in the face and/or making a whooping sound
    - Difficult or rapid breathing
    - Yellowish skin or eyes
    - Conjunctivitis (pink eye)
    - Temperature of 100 F degrees or above
    - Untreated, infected skin patch(es)
    - Unusually dark urine and/or grey or white stool
    - Unusual spots or rashes
    - Sore throat or difficulty in swallowing
    - Vomiting

- Evidence of lice, scabies or other parasitic infestations.
8. Minor symptoms may exist that do not require isolation (e.g. runny nose, mild cough) but may warrant further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.
  9. An isolated child is provided with a mat or cot. The mat will be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be laundered after use. Equipment in the classroom will be washed and disinfected with germicidal detergent, if needed.
  10. If the child is isolated for discharge and/or further observation, the following steps shall be observed:
    - The child shall be placed in a room, or a portion of a room not being used for other types of childcare.
    - The child shall never be left unsupervised.
    - The child shall be given a cot and blanket. All linens used by the ill child shall be laundered prior to future use. After use by the ill child, the cot will be disinfected.
    - The child shall be observed for development of worsening condition or additional symptoms.
  11. If a child is suspected of having a communicable disease or illness, he/she shall be sent home according to the following procedure:
    - The parent or responsible party (as stated in the Emergency Medical Authorization Form) shall be notified of suspected illness.
    - If the parent and/or responsible individual cannot be reached and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers should be readily accessible to all staff.
    - Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature unless they so choose. Parents shall be notified of the child's symptoms and behavior.
    - Parents are asked to keep the child at home until symptoms disappear and/or medical treatment has been obtained.
    - All parents shall be notified if their child has been exposed to a communicable disease.
  12. **Parents are requested to promptly notify the Preschool if their child has been exposed to a communicable disease.**
  13. **A child will not be readmitted to preschool until he/she has had a normal temperature for 24 hours without the aid of medication to lower the temperature.** After a child has had a communicable disease, the parent should confer with the teacher and physician to determine when it would be advisable for the child to return to school.

- D. The Mildly Ill Child
1. A mildly ill child is defined as a child who is experiencing minor common cold symptoms but who is not exhibiting any of the symptoms indicated above. A mildly ill child will be cared for and observed for further signs of illness. **We do not, however, care for any child who cannot participate in daily preschool activities.**
  2. The Preschool will care for the mildly ill child, but the parent shall be notified if the symptoms listed above occur. The procedure then is the same as any other child with a communicable disease.
- E. A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until lice/nit-free as verified with a note by the appropriate professional stating the child and family household have been treated. If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination. Washable items in the classroom will be washed and returned to the classroom.
- F. No medication shall be administered unless instructions to administer such items are written, signed, and dated by a **licensed physician and parent**, and are prescribed for a specific child. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year. Medication must be in the original container (child proof) and have an affixed label including the student's name, name of medication, dosage, route of administration, and time of administration.
- G. Preschool staff exhibiting any signs or symptoms listed above of communicable disease shall be sent home immediately.

### **Licensing**

St. John XXIII Preschool is licensed by the Ohio Department of Education and approved by the Archdiocesan Dayton-Area Commission on Education. If you would like to obtain a copy of our license, please see administration.

### **Religion**

Our total program aims at imparting the message of Jesus by making this message alive through the experience of Christian community and service.

All students are required to participate in religion instruction and activities.

### **Snacks**

A daily snack will be provided which provides nutrition from two different food groups. 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 **MEDICAL HISTORY STATEMENT** form and appropriate snack arrangements will be made through teacher/parent conference. Children are permitted to bring in treats to share with their classmates on their birthday. Prior arrangements with the teacher are requested. The program shall follow sections 3313.81 and 3313-813 of the Ohio Revised Code.

**FOOD ALLERGY POLICY.** Food and latex allergies can be life threatening. Foods most likely to cause severe reactions include peanuts, tree nuts, dairy products, eggs, wheat, and shellfish. Latex is used in the manufacture of many products including some balloons, gym balls, and bandages. St. John XXIII uses the following procedures to help reduce the risk of accidental exposure of an allergic child at school:

1. Completion of an Allergy Action Plan for each allergic child to be kept on file at school and updated yearly with current picture and parent and physician signatures.
2. Required emergency medications, such as epinephrine, are available at school with the required medication forms completed.
3. Parents will conference with the classroom teacher and school nurse at the beginning of each school year. Specific plans will be made for each individual child, particularly about classroom snacks.
4. Teachers and staff will receive instruction yearly on how to recognize an allergic reaction and what to do.
5. Cafeteria staff will have procedures in place to prevent any peanut butter from encountering other foods, utensils, or surfaces and thereby expose an allergic student. A “peanut free” zone will be available in the cafeteria.
6. Only latex free bandages and gloves will be used and distributed to teachers, staff and volunteers. Latex balloons will be prohibited from the classroom and in other areas where an allergic child may have contact. Latex gym equipment will not be used around a child with a latex allergy.
7. Parents will educate their child on managing his or her allergy at school.
8. Teachers will be instructed not to use peanuts or tree nuts or their products in art or science lessons.
9. Care will be taken to include the child in school activities and no teasing of the allergic child will be tolerated.

All children should be fed breakfast or lunch before arriving at preschool.

### **Toys**

Our classroom is well-equipped, and your child is busy during the time he/she is with us. Experience tells us that a child’s personal toys/possessions can cause unhappiness if lost or broken, so they are best left at home.

### **Tuition and Fees Policy**

It shall be the responsibility of the St. John XXIII Administrative Team, in conjunction with the St. John XXIII School Board, to annually develop Guidelines for the Preschool Tuition and Fees and said guidelines shall be listed in the Preschool Handbook.

### **Tuition & Fees Guidelines**

Age Level	Day Per Week	Tuition Amount	Preschool Plus Fee
3-year-old	2 days per week (Thursday and Friday)	\$200/month	\$270/month
4-year-old Pre-K	3 days per week (Monday, Tuesday, Wednesday)	\$250/month	\$400/month
4-5-year-old Pre-K (am only)	5 days per week (Monday-Friday)	\$400/month	\$660/month

Tuition and fees are subject to yearly review.

### **Collection Procedures**

Tuition for the current students must be up to date to register your child(ren) for the next school year unless other arrangements have been discussed with the principal.

St. John XXIII contracts with a tuition management firm (FACTS) to collect tuition payments. Through FACTS, parents have the option to pay tuition over 9 months, on a semiannual basis, or to pay in full with one payment.

If the choice is to pay tuition monthly, parents can choose to make all payments on either the 1<sup>st</sup> or 15<sup>th</sup> of each month beginning in September. These payments must be set up as ACH (automatic withdrawal) through FACTS.

The \$100 non-refundable registration fee is due with the application for registration. Registration is considered official once the required preschool forms (see list below) and registration fee are returned to the school office.

Required forms for registration:

Preschool Registration Form  
Copy of Birth Certificate  
\$100 non-refundable registration fee

Required forms which must be updated on FACTS by August 21:

Authorized Pick-Up Form  
Contact and Release Form  
All Health Forms

- Health History Form
- Emergency Medical Authorization Form

Required hard copy forms due by August 21:

Physical Examination and Immunization Form

### **Reduction in Tuition**

Tuition will not be refunded or reimbursed due to absence or for days school is delayed or closed.

### **Visitors**

Any custodial/residential parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his or her child, evaluate the care provided by the program, the premises, or for other purposes, however, all must be discussed and approved by the director. **Upon entering the premises, the parents shall report to the school office to receive permission to go to the preschool or any part of the school building.** Please note that preschool is for children, not for parents, so staying in the room with your child during preschool hours is not an option. If you need to discuss something quickly with the teacher, please send a note as the teacher has responsibilities and duties.

### **Volunteers**

You may be asked to volunteer for the preschool program. Volunteers are welcome. We ask that siblings do not come along on these occasions due to the ratio and licensing requirements as well as liability issues. All volunteers must complete the mandates of the Archbishop's Decree on Child Protection which includes Safe Parish training and the online background check.

### **Withdrawal Policy**

It shall be the responsibility of the St. John XXIII Administrative Team to develop Guidelines for the Preschool Withdrawal Policy and said Guidelines shall be listed in the Preschool Handbook. The guidelines shall address, but not be limited to, withdrawals initiated by the Preschool and withdrawals initiated by the family.

### **Withdrawal Guidelines**

If parent(s) and Preschool Teacher determine the child is not socially/emotionally ready for the program or is not completely toilet trained, the tuition fee shall be prorated (daily rate x number of days in program). If after consulting the teacher and no agreement is reached, the parents have a right to appeal to the principal. If the child is withdrawn from the program for

other reasons, the full monthly fee shall be charged. Parents are required to submit in **writing to the Preschool Teacher** a two-week notice.

### **School's Right to Amend**

St. John XXIII Preschool retains the right to amend the handbook for just causes and that parents will be promptly notified in writing if changes are made.

### **COVID-19 Acknowledgement of Risks**

We, the undersigned parent(s) and student, acknowledge and agree that, as a preschool student at St. John XXIII Catholic School 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. John XXIII Catholic School 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. John XXIII Catholic School there is an elevated risk of student contracting the disease simply by being in the building, on the premises, or at any St. John XXIII Catholic School function. The same is true for parent(s) of a student at St. John XXIII Catholic School.

By signing this Handbook, 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. John XXIII Catholic School functions is the choice of each family, including ours. If student or parent(s) who visit St. John XXIII Catholic School 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. John XXIII Catholic School, attend any St. John XXIII Catholic School function, or visit St. John XXIII Catholic School. 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. John XXIII Catholic School or any St. John XXIII Catholic School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department.