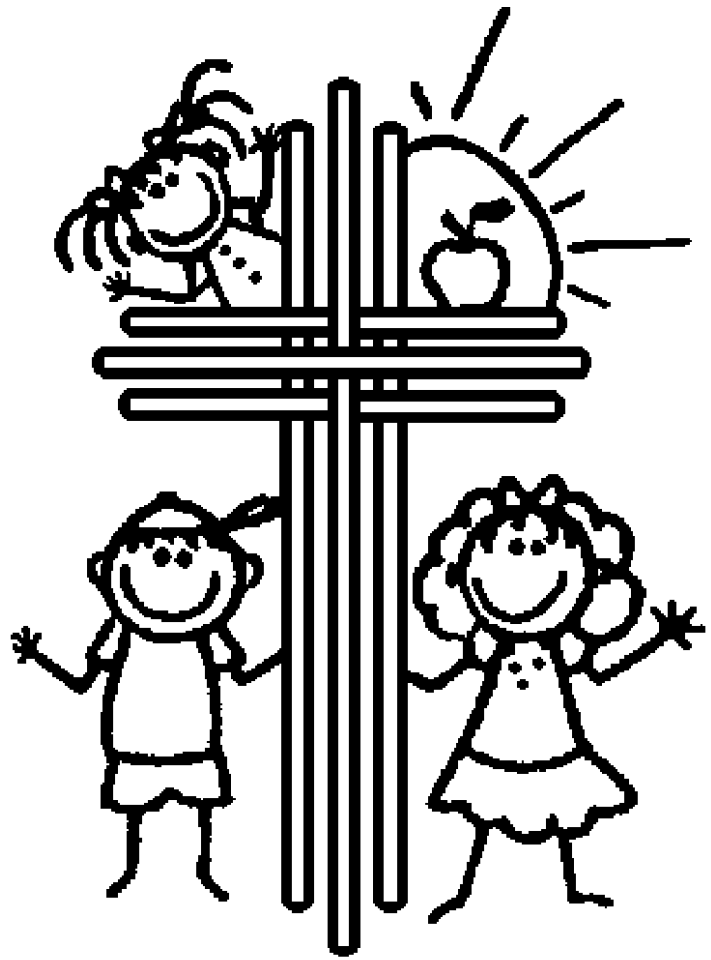


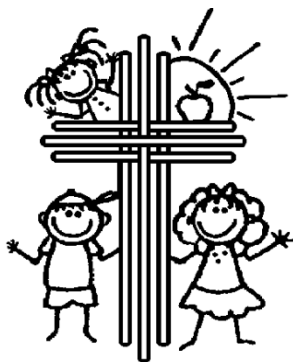
Immaculate Conception



Preschool and Prekindergarten

Parent Handbook

2025-26



Immaculate Conception School

200 West Wayne Street

Celina, Ohio 45822

419-586-2379

August 2025

Dear Parents,

Welcome to Immaculate Conception Preschool and Pre-K! We are very confident that you will be pleased with your child's preschool and Pre-K experience in a faith-filled setting here at I.C. School. Our preschool and Pre-K is based on the same philosophy as the rest of our elementary school: that we are partners with you and with Christ in your child's education. We appreciate the opportunity to be a part of your family.

Much careful and professional planning has gone into establishing the preschool and Pre-K at Immaculate Conception. This handbook contains information on our policies and procedures which were developed with your child in mind. (It will also be posted on our school website: www.icschool-celina.org).

The teachers and aides, as well as the principal, want to be available to you. Please contact us with your questions and comments, and feel free to call the school to schedule an appointment when the need arises.

May God bless our joint efforts this year as we work to help our children reach their full potential!

Sincerely,

Mrs. Polly Muhlenkamp, Principal
Mrs. Tara Homan, Prekindergarten Teacher
Mrs. Ashley Highley, Preschool Teacher

Immaculate Conception School Vision

Immaculate Conception School will challenge children of all abilities to achieve academic excellence, become life-long learners, and aspire to be responsible citizens devoted to Christ.

Immaculate Conception School Mission Statement

Immaculate Conception Catholic School prepares students to meet the challenges of the future as faith-filled disciples of Jesus.

We foster an environment for the spiritual, intellectual, physical and social growth of each student while respecting the uniqueness of each learner.

Goals of Immaculate Conception Preschool/Pre-K

Underlying our program are four basic goals:

1. Provide a Christian atmosphere where children experience joy, love, kindness, peace, and wonderment, and where they can grow in a positive self-image.
2. Provide a stimulating environment where children can learn by doing, explore their own interests, and develop the joy of learning.
3. Encourage and promote independence and social interaction by allowing the children to make choices and grow in responsibility.
4. Provide opportunities for the children to develop spiritually, emotionally, mentally, academically, physically, and socially.

Admission and Enrollment

1. Admission to Immaculate Conception Preschool/Pre-K and class placement depends on age readiness. To be admitted to Preschool, a child must be at least 3 years of age by August 1. To be admitted to Prekindergarten, a child must be at least 4 years of age by August 1. All preschool children must be toilet trained. If parents are unsure of the best class to choose due to a late birthday or other reason, they may contact Mrs. Homan or Mrs. Muhlenkamp for guidance.
2. All new families are encouraged to arrange a family conference and school tour or attend a preschool informational meeting to begin the admission process. Call the school at 419-586-2379 to arrange a meeting or e-mail the principal at polly.muhlenkamp@icschool-celina.org.
3. If a child has exhibited any special behavioral or learning needs, a conference should be scheduled with the teacher and principal prior to seeking admission.
4. Enroll with Digital Academy:
 - Go to our school website: www.icschool-celina.org.
 - Click on the prospective parents' tab and choose REGISTRATION from the drop down menu.
 - Click on the link for Digital Academy. Set up an account with your e-mail address and a password you will remember.
 - Complete an application for admission and pay a \$50 registration fee.
 - Your tuition payments will be set up in Digital Academy in late May or June, according to your preferences.

Tuition

Tuition for Preschool is \$850 per year and Prekindergarten is \$1500 per year. These prices are comparable with area preschools. The only aid available for preschool families is the Catholic Education Foundation which requires a FACTS application submitted prior to mid-February. Any other aid will need to be arranged privately with Mrs. Muhlenkamp.

Tuition agreements are usually sent in early to mid-May or early June in order to include financial aid for older students in the family. Tuition payments are set up for automatic withdrawal in Digital Academy. Families can choose from 1, 2, 10 or 12 payments and what time of the month the payment should be taken out. If a variance is needed at any time, please contact Mrs. Muhlenkamp to work out details. Every family is expected to pay the tuition in full by the middle of the following June.

Licensing

Immaculate Conception Preschool/Pre-K is licensed by the Ohio Department of Education. The licensing records, including compliance report forms, are available upon request.

Staff/Child Ratio

Our ODE preschool license limits our class size based on space. It also requires a staff/child ratio of 1 staff member for every 12 preschool children who are 3 years old and 1 staff member for every 14 children who are 4 or 5 years old. I.C. School provides a licensed teacher and aide for all preschool classes which insures we meet this policy.

Health Records and Emergency Medical Forms

Each child's health record **must be completed by the first day of preschool/Pre-K** and must include the following:

- "Child's Medical Statement" signed by a physician, affirming the child is in suitable condition for preschool
- Health History form filled out and signed by a parent
- Immunization record, demonstrating all immunizations required for preschool have been obtained (printouts are available from a doctor's office or the health department, wherever you have gotten your child's shots.)
- Emergency Medical form, which provides important information about allergies, etc., and names 2 people we can call in addition to the parents, if a child becomes ill or gets injured while at school. **This form will be filled out in Digital Academy.**

If any of these health records are not completed and turned in by the first day of attendance, your child will be excluded from school until the information is received.

Curriculum

Our preschool/Pre-K program uses "Creative Curriculum." A wide variety of activities centering on a theme promotes hands-on experiences. Curriculum areas include:

Blocks	Art	Math/Manipulatives
Nature/Science	Religion	Sensory Play
Language Arts	Housekeeping	Large Motor Skills
Books	Music	Fine Motor Skills

Parent-Teacher Conferences

We feel parents should be well informed regarding their child's progress. Conferences will be conducted with preschool/Pre-K parents in November with another opportunity in the spring, if needed. Please, always feel free to consult the teacher with any questions you have during the school year. Conferences may be requested at other times by either the teacher or the parent as needs arise.

Arrival and Dismissal

Our class hours are 8:15 – 11:00 for morning classes. Afternoon classes will meet from 12:15 - 3:00. If a child will be leaving with another parent or person, please send a note or a message through Digital Academy authorizing this to the teacher. If someone other than a parent or previously authorized adult is picking up a child, they will need to show a photo ID to insure that the child is being picked up by the correct person. Staff will be at the door to take the child inside. Students should not enter the building until the teacher is at the door to welcome them to school (8:00 for morning and 12:05 for afternoon). Afternoon students should wait outside of the playground gate until the teacher comes to the door since recess is going on for K-2 students.

Parking is available along Sugar Street and in lots on the south and east sides of the school. Parents are also welcome to park along Anthony Street and Walnut Street. PLEASE do NOT park on the south side of Wayne Street in front of the school during the bus zone hours (8:00 – 9:00 am and 2:30 – 3:30 pm) and DO NOT park in the playground area.

Door #7 at the west end of the playground in the back of the building will be open in the morning until 8:20. If your child arrives after the door is locked, press the button to the left of the door in order that it can be opened for you or bring him/her to the front door on Wayne Street. For afternoon Pre-K, staff will be available to let children in at 12:05-12:15.

For dismissal, Preschool students will come out of Door #7 (the door on the west end of the playground). **AM Pre-K students** will be released from Door #5 (the religious ed. office door across from the ramp at church. Parents can drive through to pick up students or may park along the street or in designated parking areas on the south and east side of the building and walk up to get those children they are picking up. For **PM Pre-K**, pickup will be held at Door #7 (the door on the west end of the playground.)

It is important that parents pick up children from preschool/Pre-K in a timely manner. At 11:05 AM or 3:05PM, students will be brought to the main office so we can call to check on the pickup. Parents (or other adults responsible for picking them up) will need to come to the main office to pick them up. Extra staff members are not available to do supervision for any length of time, so it is expected that families make arrangements to pick up children as soon as possible. If you know you are running late, please call the school to let us know.

If you should need to pick up a child who is ill or has an appointment, or you are arriving late to pick them up, you should come to the main office.

School Delays and Cancellations

In case of delays or closings for fog, ice, snow, etc., I.C. School uses Digital Academy to text parents. I.C. School will also follow Celina City School's delays and cancellations due to weather. You can hear these announcements on WCSM (96.7 FM or 1350 AM) and WKKI/K94 (94.3 FM) or see them on television or the internet.

In case of a 2-hour delay, morning preschool/Pre-K classes will meet from 10:15-12:15 and afternoon Pre-K classes will meet from 1:00-3:00. If there is a 3-hour delay, preschool will be canceled for the day.

Field Trips

We will **not** take any field trips requiring transportation due to many liability issues. There may be times when we take walking field trips. The preschool or Pre-K will provide the same adequate, responsible adult supervision for these excursions as is provided for the children while at school. You will be notified in advance that we will be taking a walking field trip. Permission for such excursions will be included in the beginning of the year forms on Digital Academy.

Dress

Children's clothing should be comfortable and casual and appropriate for the activities the children will be doing. They should dress according to the weather. Shorts are permitted during the 1st and 4th quarters of the school year (August -October and late March-May). Clothing should be clean and free from tears or holes and should be in good taste.

Shoes should be comfortable and appropriate for play. **All sandals and shoes must have heel straps.** Pre-K children should wear gym shoes on days they will be going to the gym (This day will be noted on a newsletter from the teacher at the beginning of the year.)

Each child should have a change of clothing in his/her book bag in case of accidents. These clothes and any removable clothing (jackets, hats, sweaters, etc.) should be marked with your child's name. Loops in the back of jackets and sweaters help children to hang them up.

If your child has an accident and is unable to change themselves, we will call parents (or your designated contact) to come and help to change them.

Toys from Home

We discourage children from bringing toys from home because of the chance they may become lost or broken. Students will have the opportunity to bring in an item to share with the class when they bring home the sharing bag (Pre-K only).

Snack/Supply Fee

In order to provide nutritious snacks for your children each day, a snack/supply fee is charged. It can be paid per semester or for the year, according to the list below. Snacks will always include water. If your child has any food allergies or other special needs, please discuss this with the preschool or Pre-K teacher.

Preschool -- \$15.00 per semester (due in Aug/Sept. and Jan.) or \$30.00 for the year.

Prekindergarten -- \$30.00 per semester (due in Aug/Sept. and Jan.) or \$60.00 for the year.

This fee can be paid by cash or check made out to I.C. School or electronically in Digital Academy with the account you have set up. Please put cash or check in an envelope marked "Preschool Snack Fee" with your child's name or log into Digital Academy and make the electronic payment.

Birthday Treats

Families may wish to send a birthday treat at the time of their child's birthday or half birthday (for summer birthdays). Birthday treats are NOT required! Due to various dietary concerns, all birthday treats should be individually packaged to send home with children, so parents can control any foods which may be a problem for their child. All treats should be store bought and individually packaged so that all nutrition information is available in case students have special dietary needs or food allergies/sensitivities.

Discipline

We believe in allowing children to learn on their own. We want children to learn to be able to solve their own problems, but at times staff intervention may be needed. Intervention will be given in a loving manner rather than punishment toward the child. Talking with a child solves many discipline problems, but if the problem continues or arises again, the child may have to be removed from the situation and redirected to another activity or area. Spanking, hitting, verbal abuse, or other violent actions will never be used by any adult on the premises. All discipline procedures will meet the requirements stated in Rule 3301-37-10 of the State Code.

Attendance

Regular attendance at preschool will provide your child with the optimal opportunity for learning success. However, if a child is ill or must miss school for another reason (doctor's appointment, funeral, vacation, etc.), it is important that you notify the school office or use the preschool absence reporting form in the school app. If you know your child will be absent beforehand, you may send a note to school with your child. Otherwise, all absences should be reported to the school office (419-586-2379) no later than 8:30 am. The school office opens at

7:55 am each morning, and before that time, you may leave a voicemail. Pre-K absences should be reported by 12:30.

Illness and Injury

Symptoms of communicable diseases include:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees or higher
- Untreated skin infections
- Unusually dark urine
- Gray or white stool
- Severe ear ache or sore throat
- Runny nose that looks greenish (is not clear)
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

If your child is exhibiting signs of a contagious illness, he/she should not come to school. The child should be free of symptoms for 24 hours (without fever reducing medications) before returning to school.

If your child should exhibit such symptoms while at school or be injured while at school, you will be notified by phone and asked to pick up your child. If we cannot reach a parent, we will call others listed on the emergency medical form. Until you arrive, your child will be separated from the class and kept in the school clinic. An adult will be with your child.

If your child is diagnosed with a communicable disease, it is important that you notify the school. We can then notify other parents so they can be aware and watch for symptoms in their own children.

Specific guidelines for returning to school with specific diseases are as follows:

- Chicken Pox – the child may return to school two days after all blisters have crusted over and temperature has been normal for 24 hours.
- Strep Infections – the child may return to school after he/she has been on an antibiotic for at least 24 hours and is fever free.
- Conjunctivitis – the child may return after being on an antibiotic at least 24 hours and when there is no longer drainage from the eye.

- COVID-19 -- If a child has close contact with someone diagnosed with COVID-19, follow instructions from the health department as to quarantine. If a child has COVID-19, they may return to school when they are fever free for 24 hours (without medication), 5 days since the onset of symptoms, and improvement in other symptoms. The CDC recommends masking through the 10th day after the onset of symptoms.

Medicine

The school cannot assume responsibility for giving medicine to children. Students who **must have any medication** administered at school **must have** an authorization form (available in the school office or on the school's website) signed by a doctor. Students may not keep medicine, even cough drops in their possession.

Immunizations

Ohio law (ORC Sections 3701.13 and 3313.671) requires children attending pre-school and grades K-12 to be immunized against certain vaccine preventable diseases. Up to date protection against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis B and chickenpox are required for kindergarten. (Please see Appendix B, Immunization Schedule). An updated immunization record is to be provided by parents **before** the first day of school.

If a parent does not have a child immunized due to philosophical or medical reasons, the parent is required to sign an exemption form. **When signing the exemption form, the parent is acknowledging that the child may be required to stay home from school if there is an outbreak of a vaccine preventable disease.** The purpose of exclusion is to protect the child who is vulnerable to the disease and to prevent a greater spread of the disease. The time of exclusion from school will be determined based on the incubation period of the disease and will be calculated from the most recent case disclosed. This may also be enforced if there is an outbreak in the public schools due to the fact that students' siblings may be exposed to germs on the buses.

Child Protection

All staff members at I.C. Preschool have had a background check to assure there are no criminal records existing. The teachers and aides have completed training in first aid, safety and violence prevention, communicable diseases, CPR and the child protection programs of the Archdiocese of Cincinnati.

The school is required to notify the local Children's Services of *any* suspicion of child abuse or neglect. The principal will make the report in collaboration with the teacher.

School Building Security

All exterior doors of the school building are kept locked during the school day. The main door by the office and the west door on the playground will be programmed to be open during student arrival times (7:55- 8:20). At other times during the school day, all entrances to the building must be at the main entrance, and visitors must call the office through a video doorbell and be granted entrance to the school.

Visitors and parents must enter through the main entrance and are required to sign in at the office and wear a visitor badge during their time in the building.

For added security purposes, surveillance cameras have been installed near the main entrance and on the playground.

Fire, Tornado, and Lockdown Drills

Fire and tornado drills are conducted on a regular basis throughout the year. The classes of students have assigned areas which ensure their safety in an emergency, and are instructed how to best protect themselves in a case of tornado or fire.

Students will practice lockdown and emergency evacuation drill procedures at various times throughout the school year. These are required by state law. Students will be instructed in the procedures for these drills by their teachers.

School Safety Plan

Ohio law requires that each school have a safety plan on file with ODE and Homeland Security which provides plans for many possible emergency situations, including evacuation of the building, lockdown procedures, plans for severe weather, power outages, and active shooters. Our plan has been created with the advisement of local first responders such as Celina City Police and Celina Fire Department, and is in compliance with all state requirements. All first responders also have a copy of our safety plan, floor plans of our buildings, and any other needed information.

Parent Emergency Information

If any school emergency happens during a school day that is more than a drill, parents will be notified through Digital Academy. The notification will happen once the emergency has been resolved to a point that we know all students and staff are accounted for, and any active situation is handled. If the emergency requires a change in dismissal procedures, parents will be notified through the Digital Academy of the appropriate procedure and timing to pick up students. Please follow any instructions given. In such circumstances, parents or any other adult who comes to pick up children should be prepared to show identification in case the staff member assigned to this station is not familiar with a parent/grandparent. It is extremely important that you remain patient in such an emergency, as necessary procedures may require some time.

Fundraising

IC School has developed a fundraising committee. This committee will do a yearly mailing that will ask all parishioners and alumni to donate to IC School. This committee oversees the total fundraising efforts for the school, including ongoing events like SCRIP sales, School Store, and annual events such as the school carnival and dinner auction. The fundraising committee is always open to suggestions and ideas as they come along. Families of I.C. students are asked to support the fundraising efforts as they are able. The support can be in the form of prayer, positive words, and/or participation.

RAISERIGHT Program

RAISERIGHT is a fundraiser that raises money for IC School while you shop. RAISERIGHT cards are shopping cards that can be ordered online or picked up at the rectory office. Here is how it works: If you purchase a Wine Store card for \$25, you will receive the card at full face value. The Wine Store has agreed to donate 10% of your sale back to IC. Hundreds of national retailers are involved and many, many local retailers. The retailers donate back anywhere from 2% to 15%. This is a very successful fundraiser for IC and we ask **all families** to participate. Remember it is no extra money out of your pocket! Additional information may be obtained at the school office.

RAISERIGHT is available each business day in the rectory office from 9:00 am – 5:00 pm. It is also sold after all the weekend Masses at I.C. In addition, orders can be sent into school and cards sent home with students or orders can be placed online. Parents may also enroll in the Presto Pay program and pay for orders directly through their checking account. Families with a Presto Pay account may also purchase SCRIP Now! this can be printed for immediate use or kept in a “SCRIP Wallet” on your phone to use electronically. **The SCRIP Program has now added an app called "Raise Right" for android and apple devices. Scrip Now may be purchased directly on your phone and kept in your SCRIP wallet to use at stores and other places (the usability may vary by merchant.)**

Volunteering/Parent Involvement

The involvement of parents and other adults in their children’s school benefits everyone. The children see in their parents a model of commitment and service. The school is able to improve the quality of its programs. And the parents themselves get to know other parents and teachers.

One area that especially needs volunteers is our cafeteria, where parents, grandparents and other parishioners help serve the meals. Volunteers are also appreciated in classrooms and in the library for school projects, either on a regular basis or for special programs. Volunteers are also needed for fundraising activities and the enrollment committee. Please call the school office to offer your time and talents. Parent volunteers, like all visitors, **MUST CHECK IN AT THE SCHOOL OFFICE** each time they arrive at school. Cafeteria workers will check in at the cafeteria.

Volunteers who work around or with students must pass a criminal background check and be trained in a child protection program through the Archdiocese of Cincinnati to learn about the Church’s commitment to keep children safe and be in compliance with the Decree on Child Protection. (This includes parents or grandparents who want to chaperone on class field trips or volunteer for one time activities such as COSI on WHEELS or Field Day.) Information may be obtained from Mrs. Muhlenkamp.

Parent Teacher Organization

Immaculate Conception School has an active Parent Teacher Organization which does many activities to support the school, and all parents of preschool through 6th grade students are considered members of the organization. The organization holds meetings 2-4 times each year. The meetings usually last about 1 hour and are held at 6:30 p.m. in the Lourdes Room at school.

Parents are encouraged to sign up to help with various projects throughout the year. PTO projects include:

- Fundraisers to help support the school
- treats for students on various special days usually including All Saints Day, Feast of the Immaculate Conception, and Catholic Schools Week
- a father-daughter dance and mother-son event

PTO provides at least \$20,000 to our annual fundraising goal, pays for all bussing for our field trips, purchases water for our cafeteria, and helps to purchase various supplies and other needs for our classrooms. Several fundraisers will be planned throughout the year -- watch the app for more information.

Current PTO Officers are:

- Heidi Henry, President, heidihenry27@gmail.com, 614-787-8153
- Sarah Kittle, Vice President, sarah_hipp@yahoo.com, 419-733-9295
- Staci Clutter, Secretary, stacilclutter@gmail.com, 419-953-3910
- Emily Martens, Treasurer, emysnow9@gmail.com, 419-733-7751

School Website

The school website is www.icschool-celina.org. The website contains much helpful information and several valuable links. The calendar on the website is interactive. By clicking on an event, any additional information posted will be made available. We encourage you to check the website often and look for new postings.

Digital Academy

I.C. School uses Digital Academy for an online gradebook, attendance register, tuition account, and lunch program manager. Digital Academy is also a communication tool and we will use it to send texts and emails. **We will be making Digital Academy the default system for sending out messages this year about school delays and closings.**

Tuition and lunch accounts are also managed in Digital Academy. Tuition accounts are set up as automatic payments, according to family preferences. In addition, some incidental charges (such as Preschool/ Pre-K Snack fees) may be able to be paid online through Digital Academy. *(Families always have an option of paying by cash or check, but please send any money in an envelope clearly marked with your child's name(s) and the purpose for the money!)*

Digital Academy charges the following fees: \$1.00 for withdrawals from a checking account or a 3% fee on any credit card payment.

E-mail Correspondence

Parents should be sure to check their email on a regular basis and be sure to notify the office if an email address changes. Correspondence is available in print form by parent request. *Please notify the office if you need printed correspondence, either temporarily or permanently.*

Family Directory

A family directory of all students and parents will be printed and includes all contact information. This directory is intended for the use of school personnel only and will not be released to the public. The directory is available to organizations such as PTO who are directly related to the school and who may use the information to seek out assistance in fundraising projects or other like purposes.

It is our school policy not to release student or family contact information to another parent or any other party without the express consent of the parent involved. It is important to respect a family's right to privacy.

Social Media

Immaculate Conception School does have a page on Facebook, and families who use Facebook are encouraged to “like” this page in order to receive any updates through it. However, students should not attempt to contact any staff members directly through Facebook or other social media. Any other social media that may be used by Immaculate Conception School should also be treated in the same manner. All members of the Immaculate Conception School community are reminded to respect the privacy of others and use these communication tools responsibly.

Parents will be asked to complete a form to give permission to use their child's picture in various publications at the beginning of the year. Once that form is turned in, any changes to those permissions must be made in writing to the principal of the school.

No student or volunteer is ever permitted to use a technology device to take pictures or record video and post it on any social media or distribute it through texting or other electronic communication without the specific permission of a teacher or the principal. **NO PARENT may post any picture of another student on any social media site, even if they copy it from a school communication or if they are from a school activity. Photos from school activities should be forwarded to school personnel to post.**

Governance Model

Immaculate Conception School is under the authority of the principal and pastor, with guidance provided by an Advisory Board. The Advisory Board typically holds monthly meetings which provide oversight and helpful discussion on policies, the budget, and changes made to the school. The board meetings are closed to the public. The day to day operations are carried out by the administration of the school and include such matters as planning calendars and schedules, admission and supervision of students, assignment and supervision of faculty and

staff. Two important committees exist as subcommittees of the board and bring regular reports to the board: Fundraising Committee and Enrollment/Marketing Committee.

Right to Amend Handbook

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

APPENDIX A - RESPONSIBLE USE OF TECHNOLOGY POLICY (applies only to Pre-K)

Catholic School Office Archdiocese of Cincinnati

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.
Catholic School's Mission Statement
- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."
Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGICAL RESOURCES

Catholic schools in the Archdiocese of Cincinnati are using the Internet and technological equipment/resources (i.e. computers, laptops, iPads, tablets, scanners, printers, cameras, email, software, and all other electronic devices and programs) (the Internet and all technological equipment/resources are referred to collectively in this Policy as "Technological Resources") to enhance student learning and to provide a quality educational experience for all students. Use of a school's Technological Resources is strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, school personnel will make reasonable efforts to ensure that the school's Technological Resources, during school hours and while on school grounds, are used appropriately by the student or adult user. Parents/guardians and students are solely responsible for use of the school's Technological Resources at home, off school property, and/or outside of school hours.

USER AGREEMENT/PARENT PERMISSION FORM

In order to ensure the proper use of the school's Technological Resources, it is necessary that each student user, his/her parent/guardian, and each adult user annually sign the attached User Agreement/Parent Permission Form. The signed form must be on file at the school before any Technological Resources are provided to or accessed by the student or adult user. Signing the form means that the student user, his/her parent/guardian, and the adult user will abide by the terms and conditions set forth in this Policy.

Each school must have on file a signed Responsible Use of Technology Policy – User Agreement/Parent Permission Form for any student user, his/her parent/guardian, and each adult user (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) who use the school's Technological Resources. All Technological Resources are strictly limited to educational purposes. Students are not allowed to access personal accounts using any of the school's Technological Resources. School personnel (administrators, faculty and staff members) are allowed to access personal accounts using the school's Technological Resources but are subject to responsible use provisions

herein. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. Any Technological Resources provided to a user remain the property of the school. The school reserves the right to search and inspect school property, including any computer, laptop, iPad, tablet, school email or other Technological Resources at any time and for any reason. When using any of the school's Technological Resources, the user shall have no expectation of privacy.

The school shall provide access to Technological Resources for educational purposes only. The school shall also provide training for students and teachers related to appropriate online behavior, including interaction with other individuals on social networking sites, cyber-bullying awareness, and reporting the misuse of technology. The school shall take reasonable measures to guard against student access, during school hours and while on school grounds, to objectionable material through the school's Technological Resources. Unauthorized disclosure, use, or dissemination of personal information regarding minors is forbidden.

STUDENT USER, HIS/HER PARENT/GUARDIAN, AND ADULT USER RESPONSIBILITY

The user shall access and use the school's Technological Resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school account. Passwords are to be guarded and not displayed or shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of the school's Technological Resources are prohibited. Unauthorized access, including hacking or use of another person's credentials or account, is strictly forbidden. The user agrees not to bypass or attempt to bypass the school's firewall or filters, nor to harm or alter school property, including any of the school's Technological Resources. The user agrees not to change any computer settings, hardware, software, parts, or cabling. The user agrees not to pirate, nor to submit, publish, display, distribute, send, or view any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, bullying, racially offensive, or illegal material at any time, on or off school property; nor shall the user encourage the use, sale, or distribution of alcohol, drugs, or controlled substances. Any use in violation of law is prohibited. Any commercial use of the school's Technological Resources is strictly forbidden. Unless authorized by the school, the user agrees not to access chat rooms, newsgroups, listserves, instant messaging, or a personal webpage. The user agrees not to download anything without permission. The user agrees he/she will not damage the school's Technological Resources, including computers, computer systems, and computer networks. Personal technology equipment brought to school is subject to the procedures outlined in this Policy. If the student user, his/her parent/guardian, or the adult user becomes aware of inappropriate, illegal, or non-educational material being used, accessed, sent, received, or displayed through the school's Technological Resources, he/she agrees to immediately report the matter to the principal or supervisor. Student users and their parents/guardians agree that they are solely responsible for monitoring the student's use of the school's Technological Resources at home, off school grounds, and outside of school hours.

DISCIPLINARY ACTION

The school may take disciplinary action against any user who violates the Responsible Use of Technology Policy, or other school or Archdiocesan policies, through use of the school's Technological Resources. Disciplinary action may include, but is not limited to, revocation of access to Technological Resources, suspension or expulsion from school, termination of employment, and/or possible legal action.

APPENDIX B - IMMUNIZATION SCHEDULE



Kindergarten and Preschool

Immunizations for the 2023-2024 School Year

Kindergarteners are required to have the following vaccines:

The 5th Diphtheria, Tetanus and Pertussis, the 4th Polio, the 2nd Measles Mumps Rubella, and the 2nd chickenpox vaccines. Children can receive these vaccines any time after their fourth birthday.

Preschoolers are required to be up to date on immunizations. An up to date preschooler has the following vaccines: 4 Diphtheria, Tetanus, and Pertussis, 3 Polio, 1 Measles Mumps Rubella, 1 Chickenpox, 3 Hepatitis B, 2 Hepatitis A, 3-4 Haemophilus vaccines, and a yearly influenza vaccine. Each child's immunization history should be reviewed.

Vaccines can be administered at some physician offices or at the Health Department.

If you wish to have your vaccines at the Mercer County Health Department, please call 419-586-3251 options 2 for an appointment or to talk to the nurse.

For more information on vaccines, go to www.immunize.org or www.cdc.gov

Immunizations are always by Appointment

Available Monday, Tuesday, Wednesday, Friday 7:30-3:30
Thursdays 9:30-5:15

Extra clinic Appointments are available on the following dates.

Call 419-586-3251 option 2 to schedule an appointment.

Tuesday	March	14 th	9:30am to 5:15pm
Tuesday	April	4 th	9:30am to 5:15pm
Tuesday	May	9 th	9:30am to 5:15pm

*We are contracted with many insurance carriers and will bill the insurance as a courtesy.

Please have your insurance cards available. Please log into your insurance company's website or call the 1-800 number on the card before your appointment to determine your individual coverage. Federally provided vaccines will not be denied to children 18 and under due to inability to pay.*

220 W Livingston St - B 152, Celina, Ohio 45822

Phone: 419-586-3251- Fax: 419-586-2583 - E-mail: healthdistrict@mchdohio.org

Website: www.mchdohio.org An Equal Opportunity Employer
