



OUR LADY  
OF THE LAKE SCHOOL  
Preschool Program



2018-2019  
Family Handbook

## **OUR LADY OF THE LAKE SCHOOL**

### **EARLY CHILDHOOD**

#### ***The Catholic Preschool Advantage***

*At Our Lady of the Lake School, you will find that we are like a family. Your child will learn good habits and attitudes in our loving Catholic community. Through patient and respectful methods, our earliest learners develop a positive sense of themselves, which will make a difference throughout their lives.*

#### **Our Lady of the Lake Preschool Philosophy**

Our Lady of the Lake Preschool offers a spiritual and creative environment for the young child. We provide a variety of developmentally appropriate experiences designed to stimulate curiosity, build self-esteem, challenge physical and intellectual abilities, foster creativity and encourage self-expression.

#### **Children Learn By Searching For Answers**

Our teachers encourage children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners by allowing them to explore, question and discover in a stimulating environment.

#### **Children Learn best by Doing**

We understand that young children learn best by doing. Our teachers develop curriculum that uses all five senses. This requires children to think actively and experiment to find out how things work, promoting firsthand learning about the world we live in. In short, our staff teaches children how to learn, not just in preschool, but all through their lives.

#### **Parents are Part of the Process**

We recognize that parents are our children's first and best teachers. Learning happens when children are interacting with their families, teachers, friends and environment. Our teachers use their classrooms and outdoor environments to provoke new experiences and inspire learning. Parents are encouraged to continue these conversations with their children at home or to participate in the classrooms as volunteers.

#### **ENTRANCE REQUIREMENTS**

- 1. The child must be capable of profiting from the program offered.**
- 2. Children enrolling must be 4 years of age by September 30th.**
- 3. The child must have potential to function successfully in a group.**



#### **ADMISSION PROCEDURES**

**Registration for the Our Lady of the Lake Early Childhood Center will be accepted in the following order:**

- 1. Children with siblings enrolled at Our Lady of the Lake School.**
- 2. Children of families who are registered, active, and supporting members of Our Lady of the Lake Parish**
- 3. Children of non-parishioners on a space available basis.**

## **Plan for Developmentally Appropriate Activities**

Our Lady of the Lake Preschool offers an enriched environment with a variety of activities. The teacher and classroom aide closely supervise each child providing lessons that help develop skills and abilities while recognizing different development rates in each child.

## **Major Areas of Development (Not all inclusive)**

### **Social Development**

taking turns  
manners

respecting others and their property

sharing  
honesty

real vs. pretend  
listening while others talk

### **Emotional Development**

making transition from home to school  
expressing feelings with “hurting” others  
show affection

feeling accepted and loved by the teacher and the group

display confidence in self  
appropriate behavior

### **Motor Development**

Large muscle development:

gallop, skip, roll a ball, throw catch, crawl hop, jump, climb steps

Small muscle development:

cut, hold and use crayons and pencils, button, zip, stack, string, pour, dig, put together puzzles and other small muscle games

### **Basic Skills**

follow directions  
dress and undress self

name recognition  
independence in the bathroom

lining up quietly



## **Pre-Academic Skills**

### **Art**

activities to stress experiences with different types of media, shapes and textures in creative expression  
color recognition

### **Music**

age appropriate readiness  
following and building patterns  
one-to-one correspondence

shape recognition  
large and small  
first and last

basic sequencing  
counting

### **Science and Health**

weather  
seasons  
elements of change (butterflies and cooking)

calendar, month and year  
float and sink

growing things  
five senses

health habits (hand washing, etc.)

### **Language Arts**

vocabulary development  
age appropriate reading readiness: alphabet, visual discrimination

exposure to good literature

## **STAFF**

Director: Mrs. Jenny Millett (principal of Our Lady of the Lake School)  
Teacher: Miss Meghan McGarry (licensed Early Childhood teacher)  
Assistant: Mrs. Aleasha Ward (Educational Aide)

## **Entrance Requirements**

1. The child must be capable of profiting from the program offered.
2. Children enrolling must be 4 years of age by September 30th.
3. The child must have potential to function successfully in a group.

## **Admission Procedures**

Registration for the Our Lady of the Lake Early Childhood Center will be accepted in the following order:

1. Children with siblings enrolled at Our Lady of the Lake School.
2. Children of families who are registered, active, and supporting members of Our Lady of the Lake Parish
3. Children of non-parishioners on a space available basis.

### Documentation Needed

1. Registration form and fee
2. Birth and baptismal certificate
3. Child custody (copy of court order) documents if applicable
4. Immunization records
5. Medical information
6. Social Security Number

## **Policy of Non-Discrimination**

Our Lady of the Lake Preschool admits students of any race, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students. We do not discriminate on the basis of race, national or ethnic origin in administration of our educational and admission policies. Our Lady of the Lake School welcomes students of all faiths.

## **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 his or her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises the parent shall report to the school office.

## **Class Size**

Class size is dictated by State of Ohio regulations. The indoor space shall include not less than 35 square feet of usable, wall-to-wall, floor space for each child. Our room can accommodate up to 20 children.

## **Ohio State Law**

### **Custody**

In cases of a divorce decree involving *clear custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the entire decree bearing the case number and the final page bearing the judge's signature are to be submitted to the principal. School communications will be sent home to the/a *custodial parent*. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access to records, the non-custodial parent has a right to the same access as the custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This is the responsibility of the custodial parent and it helps to avoid time-consuming duplication of services and expenses.

Further, parents must realize that unless restricted by a court order, all non-custodial parents have the right to attend any school activities of their child(ren) which includes sports activities and class programs. Parents should keep each other informed as to these activities to avoid duplication of communications.

### **Policy**

Snacks: A nutritious snack is provided for the children each day. (see example snack menu)

Absence/Illness/Medication: Children who show signs of illness in the morning should not be brought to school. If a child becomes ill during the day, the parent/guardian will be notified so that the child may be taken home for proper care. While waiting for the parent/guardian to arrive, the child will be removed from the classroom and be allowed to wait with the school nurse or in the school office.

Anyone who comes to take a sick or injured child home must report to the school office to sign the child out. If this person is not the parent or legal guardian, specific permission from the parent is required before the child may be released.

If a child is absent from school, State Law requires that parents call the school office between 8:00 – 9:00 a.m. to notify the school of the absence and state the reason.

Please call the school office at: 216-482-6824.

If your child becomes sick at school and has a fever above 100.5 he or she will be sent home. Children must remain home until they are fever free for 24 hours without the use of medication. For example, if your child is sent home at 10:00 a.m. on Monday, he or she may not return to school on Tuesday until 10:00 a.m. without the use of medication.

In the case of a contagious disease, the school should be notified promptly so that appropriate information can be given to parents of the child's classmates.

Prescription and non-prescription medication can be given to preschoolers per state guidelines and overseen by the school nurse with proper documentation from the parents and a physician. If you have any questions, please call the school nurse.

## **Management of Communicable Disease**

- A. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A “person trained to recognize the common signs of communicable disease” means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.
- B. The following precautions shall be taken for children suspected of having a communicable disease:
  1. The program shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.
  2. A child with any of the signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period;
    - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - c. Difficult or rapid breathing;
    - d. Yellowish skin or eyes;
    - e. Conjunctivitis;
    - f. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - g. Untreated infected skin patch or patches;
    - h. Unusually dark urine and/or gray or white stool
    - i. Stiff neck
    - j. Evidence of lice, scabies, or other parasites
  3. A child with any of the following signs or symptoms shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent/guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
    - a. Unusual spots or rashes;
    - b. Sore throat or difficulty in swallowing;
    - c. Elevated temperature;
    - d. Vomiting
  4. Programs shall follow the Ohio Department of Health “child day care communicable disease chart” ([www.odifs.state.oh.us/forms](http://www.odifs.state.oh.us/forms)) for appropriate management of suspected illnesses.
  5. A child isolate due to suspected communicable disease shall be:
    - a. Cared for in a room or portion of a room not being used in the preschool program;
    - b. Within sight and hearing of an adult at all times, no child shall be left alone or unsupervised;
    - c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mats shall be disinfected with an appropriate agent, or, if soiled with

- blood, feces, vomit, or other body fluids, the mats shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- d. Observed carefully for worsening condition;
  - e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical

## **Immunization**

Ohio law requires all children to be immunized or in the process of receiving immunization before they enroll in school. Local Health Departments are responsible for inoculating children whose parent cannot afford to have vaccinations administered by a private physician. The following vaccinations are required for preschool children:

1. 4 doses of combination Diphtheria, Tetanus and Accellular Pertussis (DPT or DTAP)
2. 3 doses of Polio vaccine
3. 1 dose of Measles vaccine (after the 1<sup>st</sup> birthday)
4. 1 dose of Rubella vaccine (after the 1<sup>st</sup> birthday)
5. 1 dose of Mumps vaccine (after the 1<sup>st</sup> birthday)
6. 1 dose of HIB (given after 15 months of age) (given after 12 months if series of 4)
7. 3 dose series of Hepatitis B
8. Chicken Pox (recommended, but not required)
9. TB Test (At least tested once with negative result.)
10. Lead & Hematocrit Testing (see Medical Form)

Parents may contact the Euclid City Health Department to make arrangements for the necessary immunization.

## **Communication with Parents**

1. The Our Lady of the Lake Falcon Flyer is sent out weekly.
2. Classroom newsletters will be sent home.
3. A preschool parent orientation meeting is held in August.

## **Conferences**

Formal conferences will be held twice during the school year. Parents may schedule a conference if they feel the need. Parents are also encouraged to contact the preschool teacher at any time with comments, questions or concerns. The teacher will likewise be in contact with parents whenever she feels necessary.

## **Class Lists**

A preschool student roster is compiled for official school use. A signed statement is obtained from each parent, indicating whether they desire inclusion in the class listing which includes the names of students, parents, address and phone number.



## **Clothing**

Clothing should be washable, durable and appropriate. The children will participate in daily creative movement activities: therefore, dress shoes should be avoided to lessen the chance of injury to the children and damage to their shoes. Tennis shoes are most comfortable and best for gym. Preschool children do not wear school uniforms. Clothing should be marked with the child's name.

A clean change of clothes marked with the child's name should be sent in a Ziploc bag the first day of preschool. Example: underwear, socks, pants, shirt. This bag will remain at school.

## **Discipline**

A primary goal of the Our Lady of the Lake Preschool program is to develop a feeling of self-worth in each child. By providing positive reinforcement and by redirecting the child's attention when problems arise, most disciplinary actions are avoided.

If a child's behavior is harmful to others or him/herself or if a child consistently chooses to disregard rules and quiet reminders to change the objectionable behavior, he or she will be removed from the classroom and be given quiet time in a designated space in the school office. Physical punishment is never used.

- A. A preschool staff member in charge of a child or a 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. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D. 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 the child or the child's family or other verbal abuse.
  - 6 Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

- 7 Techniques of discipline shall not humiliate, shame or frighten a child
  - 8 Discipline shall not include withholding food, rest or toilet use.
  - 9 Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a 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.
- E. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- F. All preschool staff members shall receive a copy of the center's written discipline policy for review upon employment.

### **Parent Participation**

Besides assisting with field trips, parents are asked to help with special events and classroom parties. Preschool parents are also encouraged to participate in the many events of the parish and of Our Lady of the Lake School. Parents are welcome to arrange a visit to assist or to observe.

### **Emergency Closing**

If Our Lady of the Lake School is closed, Our Lady of the Lake Preschool is automatically closed.

In severe weather, listen to the local radio or watch television for school closing announcements. Our Lady of the Lake School will be closed if one or more of the announcements below are made:

**EUCLID CITY SCHOOLS CLOSED**

**OUR LADY OF THE LAKE SCHOOL CLOSED**

Please note that we follow Euclid City Schools for severe weather only.

**IN CASES OF EMERGENCIES, UNFORSEEN EVENTS, OR EVENTS PECULIAR TO OUR LADY OF THE LAKE, THE MEDIA WILL ADVERTISE THE SPECIFIC CLOSING OF OUR LADY OF THE LAKE SCHOOL.**

If school is cancelled for the day, all school related events, including those to be held after school hours, are also cancelled.

Please do not call the rectory or school for this information since we GENERALLY receive it in the same manner as the parents, i.e., listening/watching radio/television for closing announcements. If possible, an email message will be sent.

## **Weapons/War-Like Toys**

No weapons of any type, including plastic guns, knives, etc., are ever brought to school. This includes show and tell and costumes at Halloween. We promote a safe, peaceful environment.

## **Security**

Our Lady of the Lake School has a door security system. There is a buzzer that you are to press to enter. Upon request, please identify yourself and you will then be given access to the building. Please proceed to the office for further directions.