



Preschool Program  
2025-2026  
Family Handbook

**175 East 200 Street  
Euclid, Ohio 44119  
216.481.6824  
216.481.9841 (Fax)**

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

### ***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. Our program adheres to this written philosophy and our goals shall give direction to the program. These goals shall provide a basis for the daily operation and address the needs, interests, and abilities of each child through quiet and active play.

### **Handbook**

Our program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the programs's operations, services and policies including notifying parents of early and periodic screening, diagnosis and treatment (EPSTD) as well as developmental screening services available under section 619 and Part C of Individuals with Disabilities Education Act (IDEA). The handbook includes information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint. You will find this information in this handbook.

### **Mission Statement**

#### **Children Learn by Exploration**

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. Our curriculum centers on developmentally appropriate practices and differentiated instruction.

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

We understand that young children learn best by doing. Our teachers develop a 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 interact with their families, teachers, friends, and environment. Our preschool establishes a bridge between home and school to develop a trusting relationship to optimize each child's potential. 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 participate in the school as volunteers.

### **Vision Statement**

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 will develop a positive sense of themselves, which will make a difference throughout their lives. This is what the Catholic Preschool Advantage is all about!

### **ENTRANCE REQUIREMENTS**

1. Our Preschool program accepts students ages 3 ½-4 years of age who are fully potty-trained.
2. The child must also be able 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.

### **Preschool Hours:**

Half day: 7:30 a.m.-11:00 a.m.

Full day: 7:30 a.m.- 2:35 p.m.

### **Tuition**

Three Full Days	\$2750.00 annually	\$305.00 monthly	(Sept-May)
Five Full Days	\$3650.00 annually	\$405.00 monthly	(Sept-May)
Three Half Days	\$1350.00 annually	\$150.00 monthly	(Sept-May)

Four Half Days	\$1530.00 annually	\$170.00 monthly	(Sept-May)
Five Half Days	\$1710.00 annually	\$190.00 monthly	(Sept-May)

Registration Fee: Non-Refundable \$150.00 per family due annually

### **Required Documentation**

1. Registration Forms (Including all forms required by the Ohio Department of Education Preschool Licensing)
2. Birth and Baptismal Certificates
3. Social Security Number
4. Child Custody Papers if applicable (Copy of Court Order)
5. All Fees applicable to School and Preschool programs

### **Staff**

Ms. Jennifer Millett: Principal, Our Lady of the Lake School  
Miss Meghan McGarry: Preschool Teacher, Our Lady of the Lake School  
Mrs. Shanisha Edminster Preschool Assistant, Our Lady of the Lake School  
Mrs. Deborah Barberio: Preschool Director, Our Lady of the Lake School

### **Policy of Non-Discrimination**

Our Lady of the Lake Preschool accepts 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 based on race, national or ethnic origin in administration of our educational and admission policies. Our Lady of the Lake welcomes students of all faith denominations.

### **Withdrawal Policy**

Our Lady of the Lake requires parents to give a one month written notice when withdrawing their child from the preschool program. Our Lady of the Lake School reserves the right to terminate a child for the following reasons but not limited to:

- Failure to pay
- Routinely late picking up your child
- Failure to complete mandated forms
- Lack of parental cooperation
- Failure of a child to adjust to the program

Our Lady of the Lake School also reserves the right to give written notice of immediate termination when extreme circumstances occur that affect the well-being of the school or other students in attendance.

### **Transition Into Our Program**

High-quality early childhood programs are the single most important tool that we can offer families who want their children to be literate, competent, well-adjusted learners. For this reason, we invite our families to visit our school and observe the classroom before enrolling their child. During this visit, the parents are given information on our program and also an enrollment application.

### **Transition to Kindergarten**

Our Lady of the Lake School believes transitioning to Kindergarten is a very important aspect of our preschool program. Preschoolers can feel excited and a bit worried, too. Parents have similar feelings, which is why the transition process needs to run smoothly. Throughout the school year, the preschool teacher is preparing students for kindergarten physically, intellectually, emotionally, and socially. The Preschool class visits the kindergarten class several times throughout the school year to make for a smoother transition. We also plan a preschool/kindergarten buddy day during March. On this day, the preschool students shadow a kindergarten student to experience a typical kindergarten day. There may also be joint activities throughout the school year between preschool and kindergarten classes.

### **Transitioning Out Of Our Program**

Parents who are transitioning their child to another preschool program must submit in writing a two-week withdrawal notice. Parents are also required to give permission in writing to our school for the transfer of their child's records. We feel it is important to talk with your child about the move because ample time is needed to discuss your child's fears and concerns.

### **Curriculum**

Our Lady of the Lake Preschool offers an enriched environment with a variety of activities. The program's daily schedule shall include a balance of both quiet and active play. This play throughout the day shall meet the intellectual, physical, social, and emotional needs of each child through indoor and outdoor activities.

Our Lady of the Lake School has adopted the Cleveland Catholic Preschool Diocese curriculum. This curriculum is designed to promote developmentally appropriate activities in a learning environment. This curriculum meets the

individual needs of each student and is aligned to the domain levels of the early learning and development standards adopted by the state board of education. Our preschool students are assessed by the teaching staff during the school year using the Brigance screening tool as well as the Early Learning Assessment. This assessment is designed to aid teachers in determining where children are in their readiness for Kindergarten.

Each student's developmental progress shall be reviewed and reported to parents at established intervals. A conference involving the teacher and parent shall be held at least twice a year.

**Major Areas of Development: Physical, Intellectual, Emotional & Social**  
**(Not all inclusive)**

**Physical 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

**Intellectual Development**

The two main areas of intellectual development are:

Language Development: helps a child organize thoughts and make sense of the world around them.

Cognitive Development is about how a child thinks and understands the world around them.

**Intellectual Development Milestones**

Learning to read, being read to, looking at books, recognizing a picture, and linking alphabet symbols to picture symbols. Problem-solving that includes trial and error, predicting what might happen, and ultimately working out a solution.

**Emotional Development**

making the transition from home to school, display confidence in oneself  
expressing feelings with "hurting" others' inappropriate behavior,  
show affection, feeling accepted and loved by the teacher and the group.

## **Social Development**

taking turns

manners

talk

respecting others and their property

sharing

honesty

real vs. pretend

listening while others

## **Our curriculum will promote the following 10 Essential Preschool Skills**

1. Student Attention Span
2. Early Reading Skills
3. Early Writing Skills
4. Early Math Skills
5. Listening Skills
6. Problem-Solving Skills
7. Communication Skills
8. Creativity
9. Social Skills
10. Fine Motor Skills

## **Our curriculum will also include:**

**Art:** activities to stress experiences with different types of media, shapes and textures in creative expression.

Your child will participate in a weekly art special taught by a certified teacher.

**Math:** age-appropriate readiness, shape recognition, basic sequencing, following and building patterns, counting, one-to-one correspondence and more.

**Science and Health:** weather, calendar, seasons, float and sink, five senses, elements of change, health habits (hand washing, etc.)

**Language Arts:** vocabulary development, exposure to good literature, age-appropriate reading readiness, alphabet, visual discrimination and more. Each week your child visits the school library for story time and may check out a book. The librarian from the Euclid Public Library also visits monthly for storytime.

**Library:** The curriculum includes a visit to our school library twice per week. The librarian uses a collection of books, story-based learning, and literacy-focused activities to teach early literacy skills.

**Music:** singing, movement activities, dancing, playing musical instruments, self-expression, and more.

**Physical Education:** Provides Instructional content designed to foster the development in movement concepts, locomotor, manipulative, health and nutrition, and social-emotional development. Your child will be engaged in a weekly gym special taught by a physical education teacher.

**Sample Daily Schedule (Times and Subjects May Vary)**

7:30 a.m.	Arrival in Room 1 (First Bell Rings)
7:50 a.m.	All students in the classroom and ready for the day
7:50-8:10 a.m.	Free Play/Morning work choices
8:15-8:40 a.m.	Morning Meeting including: <ul style="list-style-type: none"><li>● Music and Movement</li><li>● Sharing Time</li><li>● Calendar/Math</li><li>● Weather</li></ul>
8:50-9:20 a.m.	Language Arts
9:20-9:30 a.m.	Read Aloud
9:30-9:50 a.m.	Snack
10:00-11:00 a.m.	Learning Centers
11:00-11:20 a.m.	Recess
11:20-11:40 a.m.	Lunch
12:00-1:00 p.m.	Yoga/Small Group Meetings/ <b>Rest Time</b>
1:00-1:20 p.m.	Math
1:30-2:00 p.m.	Learning Centers or Science and Social Studies on TTH
2:00-2:20 p.m.	Religion
2:25-2:35 p.m.	Prepare for Dismissal
2:35 p.m.	Dismissal

**Specials (Days and Subjects May Vary)**

Monday	Gym
Wednesday	Art
Thursday	Library
Friday	Library



### **Community Partnerships**

Our school has a partnership with the Euclid Public Library and the Euclid Fire Department. The library provides monthly storytimes and literacy activities for our students. The Fire Department provides seminars (Home Fire Escape Plan etc) for our parents and visits our students during Fire Prevention Week.

### **Class Size**

The Ohio Department of Education requires 35 square feet of indoor space and 75 square feet of outdoor activity space per student. Our classroom can accommodate up to 20 children. Sufficient preschool staff members must be physically present with the children at all times to meet staff member/ child ratio requirements. That requirement is 1 teacher for 14 students in our Pre-K classroom. No child shall ever be left alone or unsupervised.

### **School Policies**

#### **Snack and Lunch**

Our school does not allow screen time during meals and snacks. Snacks and a meal are served to children who attend four or more hours by all of the following: Snacks served shall be of quantity, variety, and quality following the required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. If a child requires a modified diet that eliminates an entire food group, written instructions from a physician, physician assistant, clinical nurse specialist or certified nurse are to be obtained. To the extent possible, a family's preferred dietary preferences (i.e., vegetarian, vegan) are accommodated.

Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage. A choice from two of the following groups will be served for a snack: Meat/meat equivalent, Bread/bread-alternatives group, Milk group, or Fruit or Vegetable groups. The snack shall be served during the longest period between meals.

Parents may provide snacks and meals. Please refer to the information on nutritious snack choices provided to you upon registration. Our school does have a procedure in place to ensure that a child is provided food if a parent does not send a snack or lunch on any particular day. School lunches are free for all students.

The school's current menus for the month shall be posted outside the classroom and shall reflect all meals and snacks to be served by our program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served.

### **Nap Time**

A mat shall be available for each child who remains more than five consecutive hours in the program daily. This rest period is reflected in the daily written schedule. Nap/rest periods shall not exceed one and one-half hours.

Each cot or mat, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures. Cots, mats, and individual bedding shall be thoroughly cleaned with an appropriate germicidal detergent and regularly sanitized before assignment for use by another child. Parents are asked to launder their child's blanket every week or whenever deemed necessary.

Our school provides a quiet space for children who want to rest, nap, or sleep. Nap and rest time shall be in accordance with the developmental needs of each child. Rest or nap areas shall be lighted to allow for visual supervision of all children at all times. Any student who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities.

Evacuation routes shall not be blocked by resting or napping children. Each child shall have a free and direct means of escape, and the teacher shall have a clear path to each resting child.

Each child will have his/her resting mat marked with their name. Your child may bring in a small blanket and sleeping companion. Once again please place your child's name on the blanket and sleeping companion. These items will be kept in their locker. There is a staff member present in the nap room at all times in compliance with licensing rules, regulations, and the staff/student ratio. Cots and mats are to comply with rule 5101:2-12-20 of the Administrative Code.

### **Student 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 the most comfortable and best for gym class. 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 on the first day of preschool. Examples: underwear, socks, pants, shirt, and shoes. This bag will remain at school in your child's locker.. Please provide seasonal clothing, and please replace it immediately if soiled.

### **Equipment and Supplies: Safe Environment Requirements**

Indoor and outdoor space shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the preschool children enrolled in the program. Materials and equipment shall be maintained in safe and sanitary conditions. The material provided shall be in quantities proportionate to the enrollment. Play materials to be used in the program shall be arranged so that children may select, remove, and replace play materials with a minimum of assistance. Furniture, materials, and equipment shall meet the safety and sanitation requirements of Rule 5101:2-12-12 and Rule 5101:2-12-12-13 of the Administrative Code.

The following requirements shall also be met. Protective mats shall be placed under climbers. Space heaters shall not be used in any preschool program unless approved in writing by the building and /or fire official having jurisdiction in the area. If electric fans are used, they shall have protective coverings that shall not be easily tipped over, and shall be placed so that they are not hazardous to children. Cleaning and sanitizing supplies shall be stored in a space that is inaccessible to children. Cleaning agents, aerosol cans, and all other chemical substances are to be stored in a designated area in their original containers and are clearly labeled.

Safe handling and storage of hazardous materials and the appropriate disposal of bio-contaminants must comply with the following: Blood spills are treated cautiously and decontaminated promptly. Disposable gloves are to be worn during contact with blood or bodily fluids that contain blood, such as vomit or feces, in which blood can be seen.

Surfaces contaminated with blood or bodily fluids containing blood are first cleaned with hot, soapy water and then sanitized with an appropriate bleach solution, which is prepared daily according to product guidelines or other acceptable disinfectant solutions by the Environmental Protection Agency (EPA) rated as a hospital disinfectant with a label claim for mycobactericidal activity.

The disposal of materials that contain blood is done by the use of sealable, leak-proof plastic bags or by double bagging in plastic bags that are securely tied. Non-disposable items, such as clothing that contains blood, are placed in a sealable, leak-proof plastic bag or are double bagged in plastic bags that are securely tied and sent home with the child.

The disposal of sharp items used for procedures on children with special care needs, such as lancets for finger sticks or syringes, is done by way of a disposable container called a sharps container. This is a container made out of durable, rigid material that safely stores the lancets or syringes until the parent can take them home for disposal. Sharp containers are to be stored out of the reach of children.

Slides, climbers, and climbing apparatuses shall not be placed over carpet, concrete tile, or any similarly hard surfaces. There shall be shock shock-absorbent covering under and around this equipment. If the climbing equipment is over three feet high, landing mats at least one and one-half inches thick shall be used. The protective covering shall be used and placed according to the manufacturer's guidelines. Inflatable play equipment shall not be permitted at the center. Lawnmowers, sharp tools, machinery, and other equipment shall not be used or stored where children have access to them.

Pets and animals are not permitted in our school. Children shall not be directly exposed to animal urine or feces in the outdoor play area.

Adequate and sufficient first-aid supplies shall be readily available at all times the program is in operation

Weapons, firearms, and ammunition materials shall not be on the premises. Weapons and firearms include air rifles, hunting slingshots, and any other projectile weapons. All rules regarding this must be followed by sections 2923.125 and 2923.1212 of the revised code.

Our school maintains an indoor temperature of at least 65 degrees Fahrenheit. If the center's indoor temperature exceeds 85 degrees Fahrenheit, ventilation that produces air movement or air conditioning shall be provided. Aerosol spray products shall not be used in rooms where children are in attendance.

Students in our care shall be protected from any items and conditions which threaten their health, safety, and well-being, including but not limited to stoves, bodies of water, window covering pull cords, telephone cords, electrical cords, extension cords, lead hazards, asbestos, wells, traffic, employees' personal belongings, and other environmental hazards and dangerous situations. If a potential hazard is identified, the Department of Children and Youth will make a referral to the appropriate agency.

Toilet tissue, liquid soap, running water, and air dryers shall be provided in all bathrooms. Handwashing shall occur there. Toilets and bathroom sinks are kept in good working order. Toilets shall be flushed after each use. The school is cleaned daily and kept in a sanitary condition at all times. Cleaning and sanitizing shall not take place while rooms are occupied by children except for general cleanup activities such as sweeping, vacuuming, mopping, and wiping off tables, which are part of the daily routine. Trash shall be stored outside of the outdoor or indoor play area and not be accessible to the children.

Our school is a smoke-free environment.

### **Parental Rights**

Any parent of a child enrolled in the program shall be permitted access to the school during its hours of operation to contact his or her child, evaluate the care provided by the program, or for other purposes approved by the principal. Upon entering the school, the parent shall report to the school office and provide a photo ID. Sign-in lists showing name, time, person visiting, and time departing shall be maintained by the school office. Any person who does not first register with the school office and is on the school property illegally will be asked to leave the school grounds.

### **Child 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 *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 about these activities to avoid duplication of communications.

## **Communication with Parents**

1. A parent update email is sent out each Friday by the administration.
2. Classroom newsletters and menus will be sent home.
3. A preschool parent orientation meeting is held in August.

## **Child's Records**

Our school shall secure and have on file all the following required information no later than the first day of attendance, unless otherwise required

The Cumulative record of each child shall include:

- Name and date of birth

- Name, addresses, and telephone numbers of parents (home and business)

- Name, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located.

- Name of persons to whom the child can be released.

- Parent authorization for transportation related to the program

- Copies of any injury or incident reports. Our school shall notify parents in writing within 24 hours when a child is injured and maintain a log of injury reports.

The parent shall also provide, prior to the date of admission or not later than 30 days after the date of admission, and every 13 months from the date of examination thereafter, a medical statement affirming that the child is in suitable condition for enrollment in our school.

The health record of each child shall include, but not be limited to:

- A statement signed by a licensed physician

- Physicians' or dentists' authorization and written instructions to administer prescription medication, medical food, modified diet, or fluoride supplement to a child enrolled in the program

- Immunization record as required by section 3313.67 of the Revised Code

- A list of any allergies and treatment for said allergies

- A list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.

- A list of any chronic physical problems and any history of hospitalization.

- A list of any diseases the child has had

- Names and telephone numbers of the physician and dentist in case of emergency

Permission of parents for emergency medical and dental care and transportation as required by section 3313.712 of the Revised Code.

Our school complies with the Family Educational Rights and Privacy Act (FERPA 20 USC 1232g) and its implementing regulations at 34 C.F.R. Part 99, section 3319.321 of the Revised Code, and Section 5104.038 of the Revised Code.

School districts with children who meet the definition of “homeless” under the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.) are to comply with paragraph )F)(13) of section 3313.65 of the Revised Code.

Records of enrollment, medical, assessments and progress are maintained for every child. Parents/Guardians may review these records upon request.

### **Parent Teacher 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.

### **Parent Roster**

A preschool parent/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.

### **Publicity Release**

Your child may be photographed or videotaped for promotional, public relations, news or educational purposes. If you do not want your child to participate in this please answer no to that question on your child’s registration form.

### **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 may also observe in the classroom. This visit must be arranged through the main office. This school year we will be forming a Parent Advisory Board. If you would like to be a member of this council please inform Mrs. Millett, principal of our school.

### **Communicable Disease Policies**

Our school has a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

1. The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures.
2. Procedures for isolating and discharging an ill child and policy for readmitting a child.
3. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
4. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
5. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

The teacher will observe her class daily as they arrive at school. Children who show signs of illness in the morning should not be brought to school.

The following precautions shall be taken. 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. A mildly ill child will be sent to the school nurse for observation.

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, please call the school office between 8:00 – 9:00 a.m. to notify the school of the absence and state the reason. If it is a communicable disease, we will need to contact the other parents either by email or a notice sent home that day.

The phone number is **216-481-6824**.



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.

### **Administration of Medication**

Prescription and non-prescription (topical products and lotions applied according to the manufacturer's instructions) medication can be given to students per state guidelines by the teacher or school nurse. This medication cannot be administered without proper documentation from the parents, physician, and or dentist. Each time medication, medical food, or a food supplement is given, a written record or log, date, and time shall be noted. That record or log shall be kept on file for one year.

All medications shall be stored in a designated locked storage place, except drugs requiring refrigeration. These medications are to be kept in a refrigerator that is not accessible to children. Any personnel who administer medication will have completed Drug Administration Training pursuant to section 3313.713 of the Revised Code.

### **Management of Communicable Disease**

- A. It is required that a preschool staff member has completed a course approved by the state department of health to recognize the common signs of communicable diseases or other illnesses. This person shall observe each child daily as he/she enters the classroom. A "person trained to recognize the common signs of communicable disease" means any person trained in the prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code. An employee must also be trained in age-appropriate First-Aid and CPR.
- 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 (three or more abnormally loose stools 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. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
  - f. A 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 with an elevated temperature
  - j. Evidence of untreated lice, scabies, or other parasitic infestation;
  - k. Sore Throat or difficulty swallowing;
  - l. Vomiting more than once or when accompanied by any other sign or symptom of illness.
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;or
  - b. Elevated temperature.
  - c.
4. Programs shall follow the Ohio Department of Health's "child day care communicable disease chart" for appropriate management of suspected illnesses.
5. A child isolated due to a 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/mat or crib for infants. 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 for the worsening condition;
- e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical

**\*\*All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food, and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.\*\***

### **Suspected Illness (COVID-19)**

Per Ohio mandate, the principal must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever-free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department before returning to the program.

### **Confirmed Cases of COVID-19**

Per the Ohio mandate, we will immediately notify the Department of Education in writing if a child or employee tests positive for COVID-19. We will immediately isolate and seek medical care for any individual who develops symptoms while at our facility and shut down the area for deep sanitation, if possible. Information and requirements mentioned in this handbook are based on guidelines, both mandatory and best-recommended practices, from the State of Ohio, the Ohio Department of Health, and the Centers for Disease Control.

**\*\*Please see further information regarding COVID-19 in the school Pandemic Handbook\*\***

### **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 parents 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 Acellular 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 a 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 a negative result.)
10. Lead & Hematocrit Testing (see Medical Form)

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

### **Health Screening**

Health Screening benefits the overall health of the young child. It is through checkups and tests that physicians can identify potential health problems. Through health screenings, healthy eating, and regular physical activity, caregivers can help children learn healthy living habits that can last a lifetime. Annual health screenings and well-check visits are required for a child to attend an early childhood program. This protects the health of all the children and educators.

Health screenings may include children's vision, hearing, dental, height, weight, and blood lead levels. Upon enrollment, and each year thereafter, screening information will be obtained by the program by completing and collecting the Ohio Department of Health Immunization form. Parents will be provided with community resources for obtaining these well-checks and health screenings.

The Cuyahoga County Board of Health, **5550 Venture Drive, Parma, Ohio 44130 216.201.2000 ccbhnurse@ccbh.net**, is a wonderful resource for families of young children who need to obtain health screenings.

### **Healthchek Services**

Another available resource for our families is **Healthchek Services**. Healthchek services are available for families that are eligible for Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than 21 who are enrolled on Ohio Medicaid. The purpose of Health check is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first

two years of life and annual check-ups thereafter, and offers a comprehensive physical examination that includes:

- \*\*medical history
- \*\*complete the unclothed exam (with parent approval)
- \*\*Developmental screening (to assess if the child's physical and mental abilities are appropriate)
- \*\*vision screening
- \*\*dental screening
- \*\*hearing assessment
- \*\*Immunization assessment (making sure the child receives them on time)
- \*\*lead screening
- \*\*Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled in Medicaid, you can receive Healthchek services too. If you are interested in more information about this service, please visit:

<https://medicaid.ohio.gov/FOROHIAN/Programs/Healthchek.aspx>

### **Safety Policies: Posted Plans**

We ensure that the health and safety of the students are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children. We provide and post procedures for emergencies, including fire drills, rapid dismissals, and tornado drills by section 3737.73 of the Revised Code and keeping records of such drills or dismissals.

We also post medical and dental emergency procedures in the preschool room and by telephone, and make this available to school personnel, children, and parents.

If a child suffers an injury or a serious health/safety incident occurs we provide written notification to parents on the day of the injury/accident. We also maintain a log of all injury/incident reports. No child shall ever be left alone or unsupervised at any time.

### **Security**

Our Lady of the Lake School has a door-camera 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. The school will only release your child to those adults for whom we

have written authorization. All individuals entering the school must have proper identification.

### **Student Accident/Illness/Emergency**

In the event of an accident, illness, or emergency, the teacher will determine the seriousness and decide if medical or dental attention is needed. The parent will be notified by telephone of the accident/emergency. If the child needs medical or dental attention, the parent or parent designee will be instructed to meet the child and teacher at the hospital. The teacher will remain with the child as long as necessary. A written incident report will be completed immediately and given to the main office and the parent.

### **Discipline Policies**

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 himself/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. The Center's written discipline policy is to comply with this rule, section 3319.46 of the Revised Code, and rule 3301-35-15 of the Administrative Code.
- C. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written by section 3313.66 of the Revised Code.

- D. The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:
- 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, 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 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.
  11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.
- E. The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent before implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.
- F. All preschool staff members shall receive a copy of the center's written discipline policy for review upon employment.

**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.**

### **Emergency Closing**

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

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**

**IN CASES OF EMERGENCIES, UNFORESEEN 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 canceled for the day, all school-related events, including those to be held after school hours, are also canceled.

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 or text will be sent out.

### **Community Resources Information**

Euclid Public Library	216.261-5300
Euclid City Schools	216.261.2900
Euclid Hunger Center	216.731.3329
Moore Counseling	216.404.1900
Cuyahoga County Early Childhood	216.698.2215
Cuyahoga County Board of Health	216.201.2000
Ohio Department of Education	877.644.6338
Invest in Children	216.348.3972
Catholic Diocese of Cleveland	216.696.6525



### **State Compliance**

The Department of Children and Youth monitors our preschool program's compliance with state rules. The most recent written compliance reports shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the Department of Children and Youth. Inspections may be viewed online via the childcare search website. An individual may submit a written request to the department for a copy of the program's licensing record. A request for review of a licensing non-compliance may be filed with the department within seven business days of receiving a compliance report.

All complaints and reports concerning the operation of our program regulated by this chapter of the Administrative Code and sections 3301-52 to 3301.59 of the Revised Code, shall be reported to the Department of Children and Youth. A copy of the compliance report is also located in the main office for review. The name and email address shall also be posted near the program license. The contact information is as follows:

The Department of Children and Youth  
246 North High Street, 8th Floor  
Columbus, Ohio 43215  
[info@childrenandyouth.ohio.gov](mailto:info@childrenandyouth.ohio.gov)

### **School Contact Information**

**Our Lady of the Lake School Principal: [jmillet@olleuclid.org](mailto:jmillet@olleuclid.org)**  
**175 East 200 Street**  
**Euclid, Ohio 44119**  
**216.481.6824 (Main Office) 216.481.9841 (Fax)**

## **PARENT ACKNOWLEDGMENT: 2025-2026 SCHOOL YEAR**

### **PLEASE NOTE:**

**Policies and procedures in this handbook are subject to revision as deemed necessary by the administration of Our Lady of the Lake School.**

**I HAVE READ AND I AGREE TO ABIDE BY THE RULES, REGULATIONS, AND POLICIES OF THE PRESCHOOL PROGRAM OF OUR LADY OF THE LAKE SCHOOL AS SPECIFIED IN THE PARENT HANDBOOK.**

**Please sign the form below and return it to the main office.**

**STUDENT NAME**

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**SIGNED:**

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**(Parent or Legal Guardian)**

**(Date)**

**SIGNED:**

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**(Jenny Millett, Principal, Our Lady of the Lake School)**

**(Date)**