

### **Philosophy of Calvert Catholic Schools**

The Schools shall have as their primary purpose the full spiritual and intellectual development of students according to the teachings of Jesus Christ as these are known and lived in the Roman Catholic Church. As schools with the Diocese of Toledo, the Schools shall operate according to the teachings, doctrines and policies of the Roman Catholic Church as set forth by the Bishop of Toledo. Calvert Catholic Schools shall be incorporated under the laws of the State of Ohio as a non-profit, tax-exempt institution operating for religious educational purposes.

### **Mission Statement**

The mission of Calvert Catholic Schools is to come together to strengthen our entire community by providing excellent Christian education to achieve the church's mission of teaching the Catholic faith to present and future generations. We invite all Catholic families and others who embrace our vision to join us.

### **Preschool Philosophy**

To provide a loving and nurturing environment, where the child will be provided with a learning atmosphere to encourage their individual growth.

### **Goals of the Preschool Program**

1. To assist parents in their right to educate their children.
2. To guide the students in the development of skills, attitudes and interests which will encourage them to recognize their uniqueness as individuals.
3. To give instruction in Religious Education, both by word and deed showing by example that all children are loved by God, by their families and their schoolmates.
4. To provide a balance of daily activities that will help the child develop physically, socially, emotionally, intellectually, spiritually, and morally.
5. To provide play experiences and a sound foundation in basic skills, that will contribute to the developmental needs of the child, and provide opportunities for reasoning and thinking.
6. To provide opportunities appropriate for interacting with other children and developing wholesome relationships.
7. To provide an array of developmentally appropriate activities and experiences that will develop creativity, appreciation for the arts; and at the same time learning to share, cooperate, socialize, and learn responsibilities.
8. To provide academic opportunities based on the child's individual needs that will build foundations for future academic pursuits.
9. We will introduce the students to technology by using the materials available that are age appropriate.
10. Realizing our accountability for excellence in education, we provide a program of evaluation and a measurement of each child's development.

### **Enrollment Policy**

Registration packets (which are approved by the ODE) are available in the school office. Enrollment is available to students of any race, religion, and color, national or ethnic origins. Children will be admitted on a first come first serve basis. (State Licensing Rules 3301-37-07 section 5a) Your registration fee, which is non-refundable, will guarantee your child a placement in a preschool class. Morning and afternoon classes are available. In the event that the class you request is full, your child's name will be placed on a waiting list.

**\*Parents may request a teacher and a class section. However, it does not guarantee that we will be able to honor all requests.**

### **Withdrawal Policy**

Parents who wish to withdraw their child from the program should inform the school in writing of this intention.

### **Tuition**

Tuition is payable by the fifteenth of each month. No credit will be extended if your child is absent. If accounts fall into arrears, parents will be asked to contact the school business manager to set up a payment plan. Please call 419-447-5790.

### **Arrival and Dismissal**

Please bring your child to the preschool room no earlier than 10 minutes before class begins. (8:00AM and 12:00PM) You must wait with your child. The teacher will open the door when their planning/preparation time is complete. You must accompany your child to and from the preschool room. No child will be allowed to leave the classroom unattended without an authorized person. Children will only be released to those on the authorization sheet. The age limit for a sibling picking up will be 12 years or older. THIS IS FOR YOUR CHILD'S PROTECTION. If your child is not picked up promptly, we will try to reach you by phone. However, if fifteen minutes pass without a response, we will place your child in extended day and you will be billed accordingly.

### **Program Days and Hours**

Four/five year olds attend Mon., Wed., and Fridays. Three year olds attend Tues. and Thurs. The TTH morning classes will be held from 8:15-11:00AM and the afternoon classes will be from 12:15-3:00PM. The MWF AM classes will be held from 8:00-11:00AM and the afternoon classes will be held from 12:00-3:00PM. The 5 Yr. old Bridging program will be held Mon.-Friday afternoons from 12:00-3:00PM. The teacher will open the door 10 minutes prior to the time class begins. The cut off date for each age group is Sept. 30<sup>th</sup>. Exceptions will only be made if openings are available and upon approval of the teacher/director in conjunction with the school principal.

### **The Program**

Our program emphasizes working together and sharing by using individual responsibility through free play, music, art projects, stories, crafts, dramatic play and age appropriate books to encourage participation and creativity. The structure and use of specific

learning centers within the preschool classroom enables the teacher to direct activities but at the same time consider and address individual differences. This hands-on approach provides multi-sensory experiences, which ultimately contribute to the growth and development of the whole child.

Three-year-olds will focus mainly on social activities. Learning to play with other children, sharing, putting toys and supplies in their places, listening and following directions are the more consistent aspects of the program. Cognitive activities, along with fine motor and gross motor skill development are introduced at an age-appropriate pace, scope and sequence.

Four-five-year-olds will be able to spend more time on cognitive developmental activities, such as colors, shapes, days, months, seasons, matching, classifying, etc. The hands-on approach continues at this level, nurturing thinking and creativity. Gross motor skill development involves more gymnasium and outdoor activities.

Bridging (5 yr. olds) will be spending more time on building upon the foundation that has been put into place by their previous preschool experience. They will be working on skills to grow in maturity, readiness, developmental milestones, and in being further prepared to enter kindergarten.

The religious and spiritual aspect of the preschool program will be appropriately evident across classroom activities. Both programs provide a religious foundation using the “I Am Special” principals. These programs incorporate a variety of sensory experiences that will appeal to the child’s sense of wonder about God.

### **State Regulations**

We are a State certified institution. As such, we are subject to inspection, evaluation, and requirements dictated by the ODE Office of Early Childhood Education. (Program rules 3301-37-02 through 3301-37-11). Therefore, it is absolutely essential that all forms, immunizations, and documents required with the registration forms, be turned in to us and filled out completely. A copy of the license is located and posted inside the preschool classroom door. The letter we receive after inspection (about our compliance) is also posted. The telephone number available to you if so needed is 614-466-0224.

### **Staff/Child Ratio**

A licensed teacher and preschool aide will be staffed in each classroom as required by the ODE. (3301-37-04, O 4). The ratio for three year olds is one adult to twelve children by ODE standards. Calvert Catholic Preschool observes one adult to eight children in our three year old classes. The ratio for four and five year olds is one adult to fourteen children.

### **Schedule**

Three’s

Basic Religion Concepts  
Art Activities

Circle Time  
Free Play

Fine/Gross Motor Skills  
Music  
Stories/Language Arts

Gym Activities  
Snack Time  
Social Skills

Four/Five's

Basic Religion Concepts  
Kindergarten Readiness Skills  
Art Activities  
Fine/Gross Motor Skills  
Technology  
Stories/Language Arts

Circle Time  
Free Play  
Gym Activities  
Music  
Snack Time  
Social Skills

We encourage the children to be responsible for picking up and taking care of the classroom.

### **Behavior Management/Discipline**

Discipline involves the effort to nurture respect for others, respect for property as well as respect for self. We will make every effort to ensure children grow in understanding of these values. (Rule 3301-37-10, C1-C10)

Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation or "time out" from problem situations, redirecting to a positive model, talking about the situation and praise for appropriate behavior. \*There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting. \*No discipline shall be delegated to another child. \*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. \*No child shall be placed in a locked room or a confined or enclosed area. \*No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse. \*Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. \*Techniques of discipline shall not humiliate, shame or frighten a child. \*Discipline shall not include withholding food, rest, or toilet use. \*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 staff member in a safe, lighted and well-ventilated space. \*The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance of the preschool program.

Children will be under the supervision of a staff member or parent at all times.

### **Parent Involvement and Communication**

Parents may visit the preschool classroom at any time by simply notifying the teacher and principal of their presence by signing in on the visitor's roster in the school office.

Progress reports are sent home twice a year and a conference day is held each semester. Parents may, of course, schedule conferences with the teacher at any time. Monthly calendars and letters will be sent home or posted on the school web site on a regular basis to keep parents up-to-date on activities.

The opportunities to assist with field trips, special programs and general classroom activities will arise during the school year. Parents are encouraged to participate if possible.

### **Records**

Cumulative records for the children include: a background information sheet, an emergency authorization form, health form, physical, immunization records, and an authorization sheet for people who are permitted to pick up your child. We also require a copy of your child's birth certificate and their social security number. All paperwork for your child's file is kept confidential and kept in the main office.

### **Roster**

A list of names and telephone numbers of the parents/guardians of the children attending preschool is available upon request. Inclusion on this list is optional. The participation/non-participation statement is part of the registration packet.

### **Clothing**

Preschool students are not required to wear the school uniform. Clean, comfortable, weather appropriate clothing is the rule of thumb. Shoes should be laced and tied, with NO open toes or open heels. Flip flops are NOT permitted. An extra set of clothing may be provided by the parents to be left at school OR keep a set in your child's bookbag. Items such as hats, coats, mittens, etc. should be clearly labeled with the child's name.

### **Snacks**

Each child should bring a snack to preschool each day. State requirements specify snacks from at least 2 of the 4 basic food groups. The drink can fulfill this requirement if it consists of juice or water. Snack suggestions are pretzels, crackers, fruit, raw vegetables, cheese, etc.

\*\*Be sure the medical forms in the application packet indicate any food allergies from which your child may suffer.

### **Birthdays**

All birthdays will be celebrated as close as possible to their birthday. Treats are welcome. All summer birthdays will be celebrated in May.

### **Field Trips**

Special field trips may be planned during the year. Parents will be notified by the teacher as such trips approach and also be asked to chaperone. Field trip participation will require signed and dated permission slips for each student. If we do not have a signed permission slip for your child, he/she will be unable to attend. We will either be walking or taking a bus to our destination.

### **School Delays and Cancellations**

Tune into channel 11, 12, or 13 news. We appear as Calvert Catholic Schools. We also have the Honeywell Alert System in which you can receive a phone call or email to alert you. We will announce if we are delayed or closed. If there is a 2 hour delay, the morning will attend from 10AM-noon. The afternoon will attend 1-3PM. Extended day

will open approximately 15 min. before the school opens on a fog or snow delay day.

**\*\*You must be a registered user of extended day to use this service.**

Cancellation by CCS will be determined independently of the Tiffin City Schools and the Seneca Co. Schools.

**\*\*It is very important to remember that, under all circumstances, you, as parents, are able to decide if you believe weather conditions are too severe to venture out.**

### Attendance

Regular attendance is important for preschoolers in order for them to develop a sense of consistency and continuity. If your child will be absent on a particular day, please telephone the school office at 419-447-5790 and inform the secretary.

### Illness and Health Issues

While regular attendance is encouraged, a child who is ill should not attend the preschool class. If a child is mildly ill, but does not feel well enough to participate in all aspects of the program, including outdoor play, he/she should not attend. Likewise, a child exhibiting any of the symptoms listed below should not come to school (Rule 3301-37-11, B1 and B2a-B2j):

- Temperature of 100 degrees or more Fahrenheit
- Diarrhea or vomiting more than once in a 24 hr. period
- Severe coughing
- Difficult, rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Unusually dark urine or gray/white stools
- Untreated, infected skin patches
- Skin rashes or unusual spots
- Sore throat or difficulty swallowing
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation

A student who exhibits any of the above symptoms while at school will be immediately isolated from the classroom in the Nurse's Office or the School Office. Parents will be notified immediately to take the ill child home. If classmates are exposed to a communicable disease, parents will be notified by note, email or phone call as promptly as possible.

Re-admittance of a child to class following an illness will be at the discretion of the parents and physician along with the school nurse/director and principal.

Preschool and school staff members will generally not administer prescription or over-the-counter medications, vitamins, etc. during the class sessions. Necessary medications should be given to the student before coming to school. If unusual circumstances arise, the school nurse should be contacted.

A Communicable Disease Chart is posted for the convenience of parents just inside the door of the preschool classrooms.

### **Safety Policy**

The staff is very concerned about the safety of all children in the preschool. The following procedures are in effect at all times (Rule 3301-37-05, A)(3301-37-07, 4a i-vi):

- No child is left alone or unsupervised at any time.
- The teacher and the children practice fire drills and threatening weather drills. Fire, emergency, and weather alert plans are posted in the classroom. The teacher keeps records of these drills and practices.
- The use of aerosols is prohibited while the children are in the classroom.
- Preschool teacher and staff members are in-serviced regularly on the recognition of communicable diseases and blood-borne pathogen hazards.
- Preschool teacher and staff members are trained in First Aid, AED/CPR, and Child Abuse Recognition and Prevention. A First Aid kit is located in the classroom.
- An incident report will be filed when an accident occurs. In the case of an emergency or serious accident, the parents will be notified as well as the EMS. The procedures on the medical card will be followed.
- School Faculty/Staff are required by law to immediately notify the Co. Dept. of Human Services when there is suspicion of child abuse or neglect.
- Permission slips, signed by the parent of guardian, are to be signed for any field trip. This includes walking field trips. The First Aid kit & emergency medical forms will be taken along on all field trips.
- Staff members are aware of the safety rules for both indoor and outdoor activities. Playground areas are surveyed continuously for possible safety hazards.
- Children are never released to an unauthorized person.
- In case of an injury in the classroom, the teacher or aide will use the call button to summon the office.

### **Emergency Procedures**

**Fire Drills-**Staff members lead the children to safety outside the building and go to their designated class location. Take attendance. Staff remains with the children until the emergency has ended or other arrangements have been made.

**Tornado Drills-(or other severe storm)-**Staff members lead the children to the vestibule outside the cafeteria and take attendance. Staff remain with the children until the emergency has ended.

**Lockdown-**Staff members have all of the students in their classroom and lock the door. Take attendance. The children are to remain seated and quiet and in the classroom with the staff members until an “all clear” signal has been given. They will follow the procedure in the lockdown packet provided to the classroom.

**Rapid Dismissal-**Staff members lead the children safely to the outside of the building. Proceed to the church and have class be seated and quiet. Take attendance. Wait for further instruction from the administrative staff. Follow their direction. Return to building if “all clear” is given.

**Calvert Catholic School**

**Preschool**

**357 S. Washington St. Tiffin, OH 44883  
419-447-5790**

Superintendent: Mr. Hank Elchert

Principal: Mr. Dominic Helmstetter

Administrative Assistant Grades PreK-3: Mrs. Cindy Kin

Administrative Assistant Grades 4-6: Mr. Dave Kraft

Secretary: Mrs. Darlene Shook

Preschool & Extended Day Director/Preschool Teacher: Mrs. Amy Hill

Preschool Teacher: Mrs. Tina Doepker

Bridging Teacher: Mrs. Brandie Reinhart

Aide to Mrs. Hill: Mrs. Rita Rombach

Aide to Mrs. Doepker: Mrs. Pat Schilling

Aide to Mrs. Reinhart: Mrs. Tami Ferstler

Preschool Handbook and Tuition Information

*Please return this signed form stating that you have received a copy of the Preschool Handbook and tuition payment information.*

Parent/Guardian Name (please print)

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Parent/Guardian Signature:

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Child's Name:

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Date: \_\_\_\_\_

*\*\*Please return to your child's teacher ASAP. Thank you!*