



St. Benedict

CATHOLIC SCHOOL

Preschool

**FAMILY HANDBOOK**

**2023-2024**

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Toledo, OH 43615

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Website: [www.stbenedicttoledo.com](http://www.stbenedicttoledo.com)

*United in Community, in partnership with families,  
Guided by the message of St. Benedict,  
God calls us to LIVE, LEARN AND LOVE.*

**St. Benedict Catholic School  
Family Handbook  
Index**

Welcome, Introduction, Vision, Mission Statement	Pg. 3
Licensure and Academics	Pg. 4
Academic Assessment	Pg. 5
Admissions and Withdrawal	Pg. 6
Arrival, Dismissal, and Absence Policy	Pg. 7
Discipline	Pg. 7-9
Faith Experiences	Pg. 9
General Information	Pg. 10-12
Health/Medical	Pg. 12-14
Safety	Pg. 15-16
Tuition and Fees	Pg. 17
Weather- School Delays and Closings	Pg. 17

# **St Benedict Catholic School**

**5522 Dorr Street      Toledo, OH 43615**  
Phone: (419) 536-1194      Fax: (419) 536-5140

*Local Superintendent – Fr. Phil Smith*

*Principal – Mrs. Patrice Tscherne*

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## **WELCOME**

Welcome to St. Benedict Catholic Preschool. This school has been created through the collaborative efforts of Our Lady of Lourdes and Little Flower Parishes in order to provide the highest quality Catholic education to the children entrusted to us. As parents and guardians, you are integral to the academic success of your children and to the well-being of this school community. We value and cherish this partnership.

## **INTRODUCTION**

This handbook is designed to give you and your children some helpful information regarding St. Benedict Catholic Preschool. We hope that you will read it carefully. Through it we hope to establish the harmonious cooperation and unity of spirit so necessary in forming the Christian prepared to face and transform today's world. Please place this book in a convenient location for quick and easy reference. It is also posted on our website: [www.stbenedicttoledo.org](http://www.stbenedicttoledo.org)

All parents and students agree, by virtue of their enrollment at St. Benedict Catholic Preschool, to abide by all the policies and procedures contained in this handbook.

The education of a student is a partnership between student, parent, and the school. Just as the parent has a right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **VISION**

St. Benedict Catholic School will become the Catholic School of choice to which parents send their children for spiritual formation and education. Our school with its enhanced spiritual, academic, cultural, programs will be chosen by parents for its superior offerings. Our students will be positioned for future success. Members of both Our Lady of Lourdes and Little Flower Parish communities will enthusiastically support this ministry and celebrate its growth. We will hold ourselves to the highest standards of Catholic Education in the Diocese of Toledo.

## **MISSION STATEMENT**

United in community, in partnership with families, guided by the message of St. Benedict, God calls us to LIVE, LEARN AND LOVE.

## **LICENSURE**

St. Benedict Catholic Preschool is licensed through the Ohio Department of Education. This licensure is reevaluated and renewed through an annual state inspection. The Preschool License along with any written compliance report or corrective action plan are posted in the classroom. Parents may request copies of the program compliance report at any time from the school office.

## **ACADEMICS**

### **Curriculum**

The curriculum is aligned with the Ohio Early Learning and Development Standards and the Diocese of Toledo Preschool Religion Standards. Students participate in developmentally appropriate practices which include but are not limited to Free Choice Centers, Large and Small Group Instruction, Table Work, and Play. There is an emphasis on Kindergarten readiness for the 4-year olds.

- Religion
- Gospel Guidelines and Lifeskills
- Language and literacy development
- General knowledge in Science and Social Studies
- Music/Art
- Social and Emotional Development
- Physical Well Being and Motor Skills
- Multicultural Awareness
- Exploring the children's approach toward learning

### **REST TIME**

State Licensing Rules direct that all preschool students have a prescribed rest time.

Students shall be provided a cot to rest as follows:

- 4-year-old students, 45 minutes daily
- 3-year-old students, 1 hour daily

Students need to provide pillow and blanket on their first day of school. Students shall take home the pillow and blanket at the end of each week to be cleaned. They will need to be returned on each Monday.

### **Daily Schedule**

- Half Day Program  
St. Benedict Catholic Preschool offers a half day option for our three olds.  
5 days per week for 3-year olds (8:00 am – 11:00 am)
- Full Day Program  
The full day preschool program is available for both three and four-year olds.  
5 days per week for 3 and 4-year olds (8:00 am-2:15 pm)

### **Handwashing Schedule/Bathroom Schedule**

Students have access to a restroom all day when they are at school. We have a private restroom used only for our Preschool program in one of the preschool rooms. We also provide scheduled handwashing and restroom breaks throughout the day. They are as follows:

Upon student arrival

Before morning snack (8:45)

Before Lunch (10:45)

After Lunch (11:35)

After recess (12:15)

Before afternoon snack (1:30)

Extended Day students will wash their hands before Extended day starts (2:30)

### **Field trips**

Field trips for the school will be taken at the discretion of the teacher. Field trips will be an adult/child opportunity to enjoy an activity outside of the school campus. Children must be accompanied on field trips by a parent or other adult in their family. The field trip will take the place of regular class at school that day.

## **ACADEMIC ASSESSMENT**

### **Parent-Teacher Conferences**

Parent-Teacher conferences are scheduled for all students in the fall--shortly after the end of the first quarter of school and in the spring -after the 3<sup>rd</sup> quarter. These conferences allow both parents and teacher to share information about the student and evaluate his/her progress. They also provide parents with a better understanding of the education program. These dates are noted on the yearly calendar.

Other conferences are by request of either the teacher or parent. Teachers will confer with parents as soon as possible when a student's performance and/or attitude become unsatisfactory or show marked or sudden deterioration. Parents may also request a conference at any time. To schedule a conference, parents should send a note to the teacher or leave a voice mail or e-mail message. The teacher will respond as soon as possible. Parents should not expect to confer with a teacher before or after school without an appointment.

### **Progress Reports (grade cards)**

Progress reports will be sent home four times a year; first quarter, second quarter, third quarter, and fourth quarter. Assessments will take place during the school day at that time.

## **ADMISSIONS AND WITHDRAWALS**

### **Admissions Policy**

At the time of a child's initial enrollment, the person responsible for the child shall provide:

- Original Birth Certificate
- Completed health records (physical form and dental history)
- Written evidence that meets or exceeds minimum immunization requirement
- Baptismal certificate (if Catholic)
- Custody papers if applicable

### **Student Age Requirements**

It is necessary for your child to:

- Be three or four years old on or before September 30 of the enrolled school year. An official birth certificate is needed for their file.
- Have a physical and dental history form completed and signed in the office on or before the first day of school
- Be toilet trained- no pull-ups and be able to make an attempt at wiping themselves
- Have the necessary vaccinations or immunizations and have written proof signed by the physician-in the school office on or before the first day of school
- Have the required forms and fees completed and into the school office

### **Non-Discrimination Policy**

St. Benedict Catholic Preschool does not discriminate on the basis of race, color, sex, age, or ethnic origin in the hiring of its certified or non-certified personnel. St. Benedict Catholic Preschool abides by the Non-Discrimination Policy established by the Toledo Diocesan Bishop's Education Council. St. Benedict Catholic Preschool recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, fee waivers, educational programs, and extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school initiated desegregation.

### **Registration**

Registration begins in February. Forms to be completed are online; directions are on all forms. All fees must be current before registration is accepted. Registration will be considered complete when the following criteria are met:

- \$100.00 registration is paid
- All forms have been completed and turned in
- Tuition has been paid or arrangements have been made through FACTS
- All outstanding fees such as extended day care are current

**St. Benedict Catholic Preschool promotes and encourages students to continue their Catholic elementary education at St. Benedict Catholic School. Kindergarten registration takes place in February of the preceding school year. Because the class fills quickly, preferential registration will be given to current St. Benedict Preschool students prior to the Open House and open registration.**

## **Withdrawals**

Parents of a student transferring to another school need to notify the principal including withdrawals occurring at the end of the year. Additionally, when withdrawing a child from St. Benedict Catholic Preschool, families are required to the following:

- Request a release of records from your child's new school
- Make sure any outstanding fees are paid to St. Benedict Catholic Preschool; academic files are forwarded only info money is owed.

## **Arrival, Dismissal, and Absence Policy**

**Arrival:** Children should arrive for preschool between 7:00-7:55am. Preschool classes begin promptly at 7:55. Dismissal: Pick-up is at 11:00am for half day students or at 2:15pm for full day students.

**Absence:** The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by calling 419-536-1194 by 8:30 on the day of the absence. The school will contact parents if not notified.

**Tardiness:** We are a Preschool (not a child care center) and follow routines and curriculum. Our students are expected to arrive on time each day. If your child is late to class, please report to the office before reporting to the classroom. (Tardiness, even just a few minutes negatively affects the student and is disruptive to the teacher and the other students that have already begun their school day.)

## **Child Protection Issues Related to Attendance**

In order to ensure the child's safety, parents of preschoolers and those utilizing Extended Care are required to designate in writing, how and to whom a child may be dismissed. Parents and guardians are obligated to inform the school office and/or the child's teacher if there are changes to pick-up scenarios. A form will be provided for parents documenting to whom a child may be dismissed. The general rule is that students are not permitted to leave the school building or grounds during school hours. Students will **ONLY** be released to parents, guardians or persons authorized by the parents/guardians. Under **NO** circumstances shall a child be released to an unidentified person.

If parents/guardians plan to be out of town for an extended length of time, parents/guardians are responsible for the child's care and supervision scenarios away from school. The school office and/or the child's teacher must be informed of arrangements for the child's care and the person(s) named to accept responsibility in case of accident or injury.

## **DISCIPLINE**

### **Introduction**

One purpose of St. Benedict Catholic Preschool is to aid parents in the religious and academic formation of their children. To accomplish this purpose and to maintain an atmosphere where learning can take place, school personnel expect certain behaviors and attitudes from the student.

St. Benedict Catholic Preschool strives to nurture and instill Catholic Christian values to all students. These values are witnessed through the practice of the five Lifelong Guidelines and the seventeen Life skills. They serve as the foundation of the Discipline Code. The goal is that students make decisions and choices of behavior based on these values. A list is displayed prominently in each classroom. The following Lifelong Guidelines and Life skills will be taught and enforced.

## 5 Lifelong Guidelines

- **Trustworthiness** – To act in a manner that makes one worthy of confidence
- **Truthfulness** – To be honest about things and feelings with oneself and others
- **Active Listening** – To listen with the intention of understanding what the speaker intends to communicate
- **No Put-Downs** – To never use words, actions and/or body language that degrade, humiliate, or dishonor others
- **Personal Best** – To do one's best given the circumstances and available resources

## 17 Lifeskills:

- **Caring** - To feel and show concern for others
- **Common Sense** - To use good judgment
- **Cooperation** - To work together toward a common goal or purpose
- **Courage** - To act according to one's beliefs
- **Curiosity** – To have a desire to investigate and seek understanding of one's world
- **Effort** - To do your best
- **Flexibility** - To be willing to alter plans when necessary
- **Friendship** - To make and keep a friend through mutual trust and caring
- **Initiative** -To do something because it needs to be done
- **Integrity** - To act according to a sense of what's right and wrong
- **Mutual Respect** - To treat others as you want to be treated
- **Organization** - To plan, arrange, and implement in an orderly way; to keep things orderly and ready to use
- **Patience** - To wait calmly for someone or something
- **Perseverance** - To keep at it
- **Pride** – To have a sense of satisfaction from doing your personal best
- **Problem-Solving** - To create solutions in difficult situations and everyday problems
- **Resourcefulness** - To respond to challenges and opportunities in innovative and creative ways
- **Responsibility** - To respond when appropriate, to be accountable for your actions
- **Sense of Humor** - To laugh and be playful without harming others.

We believe that every child is a child of God. We treat each child as a gift from God. If discipline is required for a student during their day at school, it is done in a loving, positive way. The Ohio Department of Education requires that our preschool program comply with the following: constructive, developmentally appropriate child guidance and management techniques at all times which includes redirection, separation from the situation, talking with the child about the situation, and positive reinforcement for appropriate behavior.

The following methods of discipline will not be used and are prohibited by the Ohio Department of Education:

- (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 himself or his 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, and food shall not be used as a reward for behavior.
- (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.

## **FAITH EXPERIENCES**

A basic reason for the existence of a Catholic school is to teach the students about God. The formal study of the Catholic religion is an integral part of Catholic education. Religion, as part of the curriculum, is the greatest single factor in the formation of character. Loyalty to God and country and respect for dignity and rights of all are essential elements instilled through the teaching of religion. It is the aim of St. Benedict Catholic Preschool to aid students in not only learning about the Catholic religion, but in living it. It is, therefore, essential that every member of this school community participate in religion classes. St. Benedict Catholic Preschool follows the Diocese of Toledo Religion Courses of Study for each age level.

### **Students of other faiths**

Students of other faiths enrolled at St. Benedict Catholic School are required to participate in religion class and to attend and participate in liturgies. Our school respects the individual religious beliefs of those who are not Roman Catholic and ask that families of different faiths will likewise respect the teachings of the Catholic Church.

### **School Prayer**

The school day begins and ends with prayer. Formal prayer as well as spontaneous prayer will be shared. Students will say the "Blessing before Meals" at lunch time, and a prayer before each snack.

### **School Mass**

A primary reason for the existence of a Catholic school is practicing the faith. An important part of this faith is our obligation to offer worship to God. The children at St. Benedict Catholic Preschool have the opportunity to worship weekly at school Masses. Preschool students will attend several masses throughout the year. Parents will be informed of these times and are invited to join in these special celebrations recognizing that Holy Communion is distributed to those belonging to and practicing the Catholic faith.

### **Sunday Worship**

In keeping with the third commandment of God, "Remember to keep holy the Lord's Day," parents are reminded to worship with their children **each weekend** with their own church community.

## **Stewardship**

The concept of stewardship involves giving our time, talent, and treasure for the good of God's people. Our school children are encouraged to be mindful of the needs of people, not only in our local areas, but throughout the world. Children are taught to pray and to offer monetary and material contributions throughout the year. Parents are asked to support these efforts according to your means. Students are encouraged to make a weekly church offering when worshipping with their families each weekend with their faith community.

## **General Information**

### **Birthdays:**

Student birthdays will be announced as part of the morning announcements on their day or the day closest to that day. June, July, and August birthdays are celebrated in the months of January (June), February (July), and March (August) and will be announced on the day during those months;

If a student wants to bring a birthday treat to share on that special day, simple treats are fine as long as ALL members of the class receive one. It is the discretion of the teacher regarding when these are passed out.

Please do not send balloons, flowers, etc. to your child at school. Such items cannot be transported home effectively and safely.

### **Invitations:**

As a Catholic school, we strive to include ALL students in our activities. Parents who want invitations to a party to be given out at school must speak with the teacher prior to giving the invitations out. Invitations can only be given to the entire class or to all the girls or all the boys in the class. Invitations cannot be given to only a few of the students at school while the others are not invited.

If the parent chooses not to include the entire group, we ask that invitations not be given out at school. The school office does not give out lists of addresses and/or phone numbers in order to maintain the privacy of parents.

### **Parties:**

Parties for special occasions such as Halloween, Christmas, and Valentine's Day are organized by the PTO and/or teachers. Parties for the teacher must be done with prior approval of the principal and consent from the teacher. Teachers are not obligated to organize class parties for special occasions

### **Class Size**

St. Benedict Catholic School will maintain, at a maximum, a teacher/student ratio of 1:12 as required by the ODE licensing rules. Every effort will be made to accommodate every family who wishes to have their children attend St. Benedict Catholic Preschool while ensuring that the individual needs of students can be met. We will provide adequate and flexible staffing (certified teachers, teachers' aides) and scheduling to meet the educational needs of the children entrusted to our care.

### **Communication**

If we have an email address for you we will send most information electronically. Each Thursday there will be an envelope sent home with your oldest child containing anything we could not transmit electronically. In addition, each Thursday, an electronic newsletter will be emailed to each family.

### **Toys from Home**

Please refrain from sending toys from home with your child unless otherwise instructed by the teacher. We can not be responsible for toys that are brought from home.

### **Lunch and Milk Program**

Parents/guardians of students enrolled in full-day preschool are responsible for providing their child an appropriately nutritious lunch and drink as well as two additional snacks. The Ohio Department of Education has recommended that your child's snacks should have 2 of these food groups every day. Please refer to the nutritious snack list in the back of the handbook. Eating healthy, well-balanced lunches is expected. Please minimize candy, sweets and junk food. Students are encouraged to finish their lunches. **Carbonated beverages are not allowed.** Students eat their lunches in the preschool classroom.

Students must bring their own lunches **or** purchase in advance the hot lunches or pizza served 4 days a week. They may bring drinks or purchase white and chocolate milk. Lunches brought to school late are to be left in the school office. Lunches will be delivered to the child's classroom.

St. Benedict Catholic School has a hot lunch program provided through the PTO, with proceeds supporting student and school activities.

### **Pizza Day**

PTO also orders pizza from a local pizzeria on Wednesdays. Pizza order forms are sent home and pizza must be pre-ordered and paid prior to the beginning of the month. The monthly lunch schedule will be posted on the St. Benedict Catholic School web page.

### **Milk**

Milk may be ordered and purchased for a period of nine weeks at a time and is **not** sold on a daily basis. Due to the fluctuating cost of milk, we will post the cost of milk **each** quarter. Milk fees should be directed to the office and an accurate record will be kept there. All quarterly milk payments must be made by the due date listed on the monthly calendar for your child to receive or continue to receive milk.

### **Parent-Teacher Organization**

The purpose of the PTO is two-fold: Fundraising efforts support academic programs; Social activities are planned and scheduled for parents, students, faculty and staff throughout the year. The main focus of these activities is to enhance the sense of family and community.

All parents are encouraged to become active members of the PTO. This is not a policy-making group but it provides valuable services to the school and the school children. PTO meetings and various activities are announced on the monthly school calendar, fliers in the Thursday envelopes, email transmission, and are posted on the St. Benedict Catholic School web page.

## **School Calendar**

The yearly school calendar is issued prior to the start of the upcoming academic year. The calendar is posted on the St. Benedict Catholic School web page and is in compliance with the Ohio Code related to the number of student days, parent teacher conferences, and faculty in-service days. Our Preschool Program also has its own calendar with days off and conference days that are different from our K-8 school. Please refer to the Preschool calendar issued prior to the academic school year.

## **School Web Site**

The school's web site is [www.stbenedicttoledo.org](http://www.stbenedicttoledo.org). The site is updated on a regular basis and parents are asked to check it frequently to keep apprised of school activities.

## **After School Extended Day Care Program**

**Preschool Extended-Care** is available to students from 2:30 pm -6:00 pm. The preschool Extended-Care is held primarily in the preschool classrooms, separate from the K-8 extended day program. This service provides the opportunity for games and recreation, snack time and quiet time. Any student not picked up by 2:30 will report to Extended Care and parents will be billed \$3.25 per hour for the time that their child is there.

## **HEALTH/MEDICAL**

### **Administration of Medication**

It is diocesan policy to discourage the taking of any oral medication during the school day. In a case of unique circumstances which would require administration of prescribed medication to students, the cooperation of physicians, parents, and school personnel in overseeing the administration is necessary. We are governed by strict regulations by the State of Ohio in this regard. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student is directed by his/her doctor to take prescribed oral medication during the regular school day, and a parent cannot come to school to dispense it, the following rules must apply.

To dispense prescription medication, it is necessary to have:

- the physician's and parent's written request using the authorization form which can be obtained in the school office.
- the medication in the original prescription container.
- specific information concerning school dispensing (i.e. dosage, date/s, time, side effects, etc. must be indicated on the physician and parental forms)

Failure to secure physician/parent permission before dispensing medication could be interpreted as practicing medicine and is therefore prohibited by law.

The medication will be locked securely in the nurse or school office until the proper time for distribution. Under no circumstances should a student retain any medication on their person during the school day to self-medicate. The only exception is an asthma inhaler and again there must be the proper documentation from the prescribing physician. We do ask that the students who self-administer asthma inhalers report to the office so that the accurate time of the administration can be logged for documentation.

**Over-the-counter medications can only be dispensed with a doctor's orders.**

- Exact dates, times, and dosage will need to be specifically noted.  
over-the-counter medication must be labeled with the child's name, age, and grade.
- Medications will be safely locked in the nurse's office and returned when no longer needed
- Only in cases of emergency (i.e. severe allergic reaction or extremely high fever), will a verbal (phone) authorization for medication be accepted.

**Acquired Immune Deficiency Syndrome**

Children with AIDS shall be allowed to attend school in a regular classroom setting according to the guidelines set forth in the Toledo Diocesan General Policy on AIDS.

**Communicable Disease**

Please be aware of these symptoms of communicable diseases and please keep your child home if they present one or more of these symptoms at home.

- (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 one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool; or
- (i) Stiff neck; or
- (j) Evidence of lice, scabies, or other parasitic infestation.

Children must be fever free for 24 hours **WITHOUT FEVER REDUCING MEDICATION** before returning to school.

Any time a student is suspected of having a communicable disease, the student is isolated in a safe location within the school building. Parents are notified immediately. The students will be kept in the nurse's care or in the care of trained personnel while waiting for Emergency contact to arrive. If parents cannot be reached, the school will follow the directive written by parents on the child's Emergency Medical Form.

In case of communicable disease, parents are to consult with their family physician to determine when it is permissible for the child to return to school. Parents are asked to inform the school of the outbreak of a communicable disease.

## **Seizure Plan**

Any family with a child in our preschool program that has a seizure disorder, will fill out the Seizure Action Plan from the Epilepsy Foundation. We will follow the steps listed for that child on their SAP.

If a child has a seizure during the school day that does not have a seizure disorder or a Seizure Action Plan, we will follow these steps to help that student.

1. Stay calm and begin timing the seizure
2. Ask someone call 911 and call the child's emergency contact
3. Turn child on their side if they are not awake.
4. Stay with the child until paramedics arrive.

## **Emergency Illness or Injury during the School Day**

Should a child become ill during the school day, every effort will be made to contact the child's parent/guardian. If we are unable to reach the parent/guardian, the authorized person(s) on the Emergency Medical Form will be contacted. When picking up your child, please report to the office.

Students sometimes receive minor injuries while they are at school. Many times these injuries can be handled with ordinary First Aid measures. If there are injuries that require more attention, or require the attention of a physician or close monitoring, the student's parent will be informed of the injury and its extent, what course of action is recommended and what the assessment of the injury is. Parents may be asked to come to the school to pick up the student in those cases.

## **Student Services**

The State of Ohio provides funds through the Auxiliary Services Program for personnel services. The school nurse is provided to students at St. Benedict Catholic Preschool through this resource.

A *School Nurse* is available two days a week through ASP funds. The school nurse routinely reviews and maintains health records for students, checks immunization records, provides screening for hearing, vision, blood pressure, scoliosis, identifies communicable diseases, and cares for students when they become ill or emergencies arise.

## **Daily Health**

When the school nurse is not available, the teacher may visually assess a student's physical health. This may include taking a temperature, identifying communicable diseases, and providing basic care for illness.

## **Emergency Medical Authorization Forms**

Each school is required by law to provide an Emergency Medical Authorization form to the parent/guardian of every child in the school. Part I or Part II must be completed, signed and returned to the school. Any new information, such as changes in phone numbers, emergency contacts, place of employment, etc. needs to be reported to the school office as soon as possible. These forms will help the school staff make decisions concerning medical emergencies in the event that the parent/guardian cannot be reached at the time of emergency.

EACH year you receive 1 copy PER CHILD of our Emergency Medical authorization form. We are required to have this information on file and correct for each child. We require that you complete one copy each year—one of these copies remains in the school office and the other accompanies your child whenever they leave the building for field trips etc. Students who have missing or incomplete information will be excluded from school after a set date until this information is complete. THIS IS FOR THE SAFETY AND PROTECTION OF YOUR CHILDREN.

## **Health Records**

Physical and dental examination forms and immunization records are required to be kept on file at school. Students must have all the required immunizations recorded on their health forms or face exclusion from school until such time as they are complete. Upon request, health records will be transferred from a previous school.

All students must be in compliance with the immunization requirements set up by the State in the *Ohio Revised Code*. The school nurse keeps record of students' immunization dates on file. Physical Examination forms required for preschool and kindergarten must be signed by the physician and include the month, day, and year of all immunizations. Children without required immunizations are not permitted to attend school. The nurse will notify parents when a child is lacking any of the immunizations required by law.

- a. Four or more DPT shots (one after age 4)
- b. Three or more Oral Polio vaccine
- c. One MMR (MEASLES, MUMPS, RUBELLA) after age 1 and before grade k
- d. Three doses of Hepatitis B immunizations
- e. Two doses of varicella (chicken pox) before K

If there is some pertinent information regarding the health of a child (allergies, diabetes, fainting, hearing, etc.), parents are asked to inform the school so that we may properly respond as the need arises.

Students whose parents present a written statement documenting any or all immunizations are objectionable for religious reasons or other reasons of 'good cause' may be exempt from the Code.

## **SAFETY**

### **Child Abuse Regulations**

Teachers have a grave responsibility to report any suspicion of neglect or abuse. When suspected child abuse or neglect is reported, the Children's Protective Services (CPS) Agency begins investigations to determine if the circumstances as described pose an immediate threat of harm to the child's health and wellbeing. Rules further require the CPS worker to make face-to-face contact and interview the alleged child victim. A frequent practice has been to interview the child during school hours and on school property. The rationale is that this permits interview of the child in a non-threatening environment without influence of the alleged perpetrator.

St. Benedict Catholic Preschool supports an opinion issued by the Ohio Attorney General (OAG op. No. 82-039) which supports the right of a board of education to require, by rule adopted pursuant to Section 3313.20, that an investigator from a public children's service agency obtain parental consent or permit a school official to be present before allowing the interview of an alleged child victim. If the caseworker does not wish to conduct the interview in the presence of school personnel, the worker may opt to interview the pupil during non-school hours or to obtain documentation necessary to remove the child from the school premises.

## **Crisis and Site Emergency Plan**

Being prepared for all forms of school emergencies both natural and human related is imperative.

- a. All parents, volunteers, and guests must check into the school office upon entering the building, identify themselves, prior to visiting any classroom or making contact with any child.
- b. Enter the building via the main door nearest the office and identify yourself and be buzzed in
- c. An “Emergency Team” composed of five school personnel has been established to take the lead in addressing a crisis.
- d. In the event that it would be necessary for the students to evacuate the building, they would move to Hawkins School on Bancroft.
- e. Each teacher is responsible to carry emergency forms including phone numbers in the event of an evacuation.
- f. A copy of the school’s floor plan is on file with both the Toledo Police and Fire Departments.
- g. Several of the St. Benedict School staff have been trained in the A.L.I.C.E. program of response to crisis.

## **Fire, Tornado, and Lockdown Drills**

Fire Drills are held throughout the instructional year. The teacher will be the last to leave the room and close the door. The children will file out in silence to their assigned areas. Roll call is taken and the information is relayed to the principal.

New Ohio legislation makes regular tornado drills mandatory for all schools. Tornado drills are held during September, March, April, and May. All children move to assigned places given in September and take the proper tornado drill position: crouched down on their knees with their heads down, and their hands locked behind their heads. Roll call is taken and the information is relayed to the principal.

Evacuation procedures and exits for tornado, fire drills, and other emergencies are posted in each classroom.

## **Parking**

Parking for preschool is in the parking lot nearest to Preschool door. The Preschool door is labeled with a sign that says Preschool entrance.

## **Playground**

Preschool children will use the playground with proper supervision by their teachers.

## **Transportation**

Parents must provide transportation for the preschool students.

Bussing is not provided to preschool students.

## **Volunteers**

As good stewards, we ask that our parents and school families contribute through sharing of time and talent, as well as treasure. There are many ways in which parents and families can give valuable assistance to the school. Each year, families will be given a list of volunteer opportunities and a volunteer form complete. In this way, parents may choose the means to assist the St. Benedict School community that best meet their family circumstances.



All volunteers who work directly with students are required to have on file in the school office the following documentation: Protecting God's Children certificate, proof of fingerprinting and background check, and the signed form required by the Diocese.

## **TUITION AND FEES**

St. Benedict Catholic Preschool is funded totally through tuition. The school is responsible for the total cost of education. Therefore, each family who chooses Catholic education should consider the payment of tuition a responsibility and a priority.

Tuition is determined each year by the St. Benedict Catholic School Board of Trustees based on the projected per pupil cost. To be eligible for scholarships offered by the parishes, families must be registered and make a commitment to worship regularly with the parish community and to contribute time, talent, and treasure in support of the life of the parish. Families who are not registered members of either parish will be charge a tuition rate that is more closely aligned with the full per pupil cost.

Payment options are described in the registration packet. Currently, there are two methods of payment:

- Prepaid – Full payment made at the time of registration
- FACTS Management Service – a monthly electronic deduction from your bank account

## **DELINQUENT TUITION POLICY FOR ST. BENEDICT CATHOLIC SCHOOL**

- At first notice of delinquent tuition, a letter from the business office will be sent out.
- After 1 week with no response from the family regarding the certified letter, the family will receive a phone call from their respective business manager.
- Finally, after one week without a response to the prior phone call, the Superintendent will call and inform the family that the children will not be allowed to attend school or any school activity until the tuition bill is caught up.
- At the end of each quarter or school year, grades, transcripts and other records will be withheld and access to grades blocked if all financial obligations are not met. This includes tuition, library fines, textbook damage fees and any and all outstanding co-curricular fees and materials.
- When a student withdraws during the quarter, tuition for the remainder of the year will be retained by the school or collected if the family is utilizing FACTS.

## **WEATHER – SCHOOL DELAYS AND CLOSINGS**

Generally St. Benedict Catholic Preschool follows the same procedures as **Toledo Public School and/or Toledo Catholic Elementary Schools** regarding weather-related delays and closings. Any weather-related delays or closings will be announced over the local TV and radio stations under the umbrella statement: Toledo Public or Toledo Catholic Schools are delayed or closed. You will not hear or see St. Benedict Catholic School named individually. Please listen to your TV or radio for this announcement and refrain from calling the school or parish offices. We receive our information in the same way you do.

A 2-hour delay means that the building will not be opened until **9:00** with classes beginning at **10:00am**. Please do not attempt to drop your students off at the regular time. *No one will be here to supervise the children.*

Students in the half day three-year-old program do not come to school on days the school is delayed. There will be **no** Extended Care on days when the school is closed!

Weather-related delays or closings are **not** the responsibility of St. Benedict Catholic School Administration. They are the jurisdiction of the Toledo Public Schools Administration. Parents are cautioned to consider their safety and that of their children above all else.

### **Questions/Concerns**

From time to time, questions or concerns may arise regarding school and you will need to contact your child's teacher. If and when they do arise, please follow this procedure.

- 1) Contact the teacher. The teacher is the most apt to have the information a parent needs and can best handle the situation. Please call the school office (536-1194) and leave a message on the teacher's voice mail or send an e-mail. The teacher will respond at his/her earliest convenience. Teachers cannot be disturbed for either personal conferences or phone calls during instructional time. Home phone numbers or addresses of teachers are not given out by the school or parish office. If a teacher wishes to be reached at home, he/she will make that information available.
- 2) If the problem is not resolved, contact the principal. This also can be done via e-mail, a note, or a phone call to the school.
- 3) If the problem is not solved at this point, contact the local superintendent, (currently Rev. Phil Smith, Pastor of Our Lady of Lourdes Church).

### **State Contact Information**

In the event there is a concern or complaint that cannot be resolved after following the above process, it may be reported to the Department Ombudsman (614) 466-0224 or the Office of Early Learning and School Readiness (877) 644-6338.

Following the chain of Authority demonstrates respect for all those involved.

### **DISCLOSURE**

The principal/minister of St. Benedict Catholic School reserves the right to amend the handbook, dress code and discipline code for just cause. In the event that this should occur, parents will be notified promptly through a communication in the Thursday envelope.

We thank you for your attention to the  
policies and procedures set forth in this  
handbook.

May God bless you and your family.

*St. Benedict, pray for us!*



*Please complete  
and return this page to the school office*

I have reviewed the St. Benedict Family Handbook with my child and agree to abide by all the policies, procedures and expectations of St. Benedict Catholic School.

\_\_\_\_\_  
Family Name (PLEASE PRINT)

Parent signature \_\_\_\_\_ Date \_\_\_\_\_