



# Preschool

## Family Handbook

### 2023-2024 School Year

Half Day Program 8:18 AM - 11:20 AM

Full Day Program 8:18 AM - 2:50 PM

Office hours 7:15 AM - 8:00 AM

1:00 PM - 4:00 PM

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## CONTACT INFORMATION

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Our Lady of the Visitation Preschool  
3180 South Road • Cincinnati, OH 45248  
Preschool office 513-347-4450  
Preschool Director's Line 513-347-4450 ex: 2158  
Preschool Absent Line 513-347-4450 press 1  
School office phone • 513-347-2222 fax • 513-347-2225  
voicemail • 513-347-2235

## WELCOME!

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Welcome to Our Lady of the Visitation Preschool! Our program was created to help foster a love of learning based on a developmentally appropriate curriculum that focuses on students' intellectual, physical, social, emotional, and spiritual growth. Our students will learn to be critical thinkers and observers of the world around them through active hands-on learning.

We are excited to embark on an amazing partnership with families to educate your child in a loving, caring, faith-based atmosphere.

Thank you for sharing your child,  
Janie McDonald, Preschool Director

### \* RIGHT TO AMEND:

School administration retains the right to amend this handbook. Parents will be notified of changes.

## PRESCHOOL STAFF

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Preschool Director/ PreK Lead Teacher	Mrs. Janie McDonald, Masters	Xavier University
P3/P4 Lead Teacher	Mrs. Robyn Kern, Bachelors	Northern Kentucky University
P4/PK Lead Teacher	Mrs. Jeannine Roth, Associates	University of Cincinnati
Preschool Aides	Mrs. Mary Beth Fritz Mrs. Julie Freudiger Ms. Morgan Langdon Mrs. JoAnne Merk Mrs. Nancy Murray Mrs. Michelle Sellet Mrs. Patti Thatcher	

## **PRESCHOOL PHILOSOPHY & GOALS**

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Our preschool philosophy is based on developmentally appropriate practices that meet the needs of each child. We encourage learning through meaningful play and hands-on experiences in a child-centered, teacher guided environment. We believe each child is created in the image and likeness of God and we celebrate each child's unique abilities, talents, and gifts. We promote kindness, caring, and a sense of community by teaching the whole child and enriching their mind, body and spirit. Our experienced teachers plan lessons that are designed to meet each child's social, emotional, cognitive, and physical needs. We incorporate real world experiences designed to promote social interaction, problem solving skills, and critical thinking. We believe in working collaboratively with parents and recognizing the family partnership as an essential component of the learning process.

Our Preschool goals

- Prepare our students to be independent, successful and well prepared for kindergarten
- Develop oral language, listening, and early literacy skills through stories, music, art, songs, and finger play
- Incorporate a variety of instructional approaches to support all students' learning types
- Provide multi-leveled materials and activities to actively engage students and meet them at their level of learning
- Support and promote positive relationships with peers and adults
- Empower children to be aware of their abilities, goodness, dignity, talents and spirituality and to use these gifts to serve God and the broader community

## **LICENSING INFORMATION**

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Our preschool program at Our Lady of the Visitation is licensed by the State of Ohio Department of Education. A copy of the license, Rules For Preschool Programs and all inspections are displayed in the main preschool hallway and the Director's office. Any suspected violation by the school may be reported by calling (877) 644-6338.

## **ADMISSION POLICIES**

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- Our Lady of the Visitation School is a Catholic parish elementary school, operated, supported, and directed as part of this parish sponsored educational program, pursuant to the policies of the Archdiocesan and Area Commissions on Education.
- Our Lady of the Visitation School is established to primarily serve the parishioners of Our Lady of Visitation Parish.
- Our Lady of the Visitation School is a graded school offering an eight year sequential education program along with an early childhood program starting at age 3 through kindergarten.

## GENERAL ADMISSION POLICIES

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- Our Lady of the Visitation School admits students of any race, color, and national or ethnic origin.
- It is understood that the child seeking admission to Our Lady of the Visitation School must be capable of benefiting from the academic program offered.
- Classroom limitations: The maximum number of classes which can be accommodated will be determined by the administration in conjunction with the Education Commission.
- Class size is recommended for no more than 20 pupils for Pre-K.

## ADMISSION REQUIREMENT

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### Age Requirements

- No child may be admitted to the preschool program at Our Lady of the Visitation School unless he/she is 3 years of age (36 months) on or before September 30 of the year of admittance or 4 years of age (48 months) on or before September 30 of the year of admittance.
- OLV requires a birth certificate and baptismal certificate, if applicable, upon registration.
- Admission Priorities Children already enrolled at Our Lady of the Visitation School shall have first priority in registration and acceptance for the following year **provided** they register at the designated time and your child is signed up for the correct preschool class ( 3yr old room, 4yr.old room is usually for first year students, PreK is for second year students who are preparing for kindergarten (age 4) or for students who may need another year of Preschool (age 5)
- Classroom assignments are according to the child's age
- Any available spaces will then be filled in the following order.
  1. Children of participating parishioners, who have siblings already enrolled at Our Lady of the Visitation School.
  2. Children of participating parishioners, whose older children attended Our Lady of the Visitation School
  3. The first child of a participating parishioner.
  4. The above being equal, the participating family which has been registered in the parish the longest will prevail.

### Definition of a Participating Parishioner To be considered a contributing member in Our Lady of the Visitation Parish

1. Participate in the faith life of the Parish by regular attendance at Mass
2. Participate in the community life of the Parish by volunteering time and talents in ministries and organizations as able and
3. Financially support the Parish on a regular, ongoing basis in addition to tuition.

## **WAITING LISTS**

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A waiting list will be established following above admission priorities. When a student who registers is placed on a waiting list for a grade, given a number and priority status, that student retains that status notwithstanding the admission priorities listed above. The administration of the school has the right to amend policies and procedures in this handbook. These changes will be communicated in the weekly Wednesday newsletter.

## **SPECIAL NEEDS STUDENT POLICY**

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All decisions on enrollment are made on an individual basis by the preschool director and/or the principal. We want to make sure that our program is the right fit for your child and that we can appropriately accommodate their needs. A decision will be determined after talking with the parents and assessing the child.

\*OUR LADY OF THE VISITATION PRESCHOOL MAY REFUSE ADMISSION OR TERMINATE ENROLLMENT IF FALSE OR INCOMPLETE INFORMATION HAS BEEN PROVIDED.

## **PRESCHOOL HOURS**

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Preschool hours are from 8:18 AM to 11:20 AM with a full day option until 2:50 PM. Students may start arriving at 7:45 AM. All students should arrive no later than 8:15 AM. If a child needs to be picked up for an early dismissal, please make sure this information is given to one of our staff members.

## **RELEASE OF STUDENTS**

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The safety of the children is our top priority. Your child will only be released to persons listed on the release form on file. If there is any change to the usual arrangements, it must be communicated to the director and/or teacher in writing so the file can be updated and/or faculty can be notified.

## **CHILD PROTECTION POLICY**

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Our Lady of the Visitation School will follow the Decree on Child Protection from the Archdiocese of Cincinnati. All adults working with students must be trained & certified through Safe Parish. Contact the parish office for procedures on becoming certified. All employees are also required to have BCI and fingerprinting approval.

## **CHILD CUSTODY**

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The preschool director and faculty need to be made aware of the custody of the children in our care. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the director. Any other types of temporary custody arrangements must also file a court-certified copy of custody and a copy must be given to the director.

## **PARENT INVOLVEMENT**

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We welcome parents and families to be involved in your child’s preschool experience. We will have many opportunities throughout the year and would love for you to share your talents. Parents are always welcome to visit and participate in preschool activities and school wide community events. Parents will need to follow our protocol as stated in the Decree on Child Protection through the Archdiocese of Cincinnati. Parents will need to be Safe Parish trained and keep their training up to date in order to volunteer in the classrooms.

## **FAMILY VACATIONS**

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Parents are discouraged from scheduling vacations, social outings, sports tournaments or trips of any nature during the school year.

1. Excused absences include illness, funerals or other emergency absences as determined by consultation with the principal.
2. All other absences, including vacations, are considered unexcused. Unexcused absences can be detrimental to a child’s educational progress and should be avoided.

\*Parents assume all academic responsibility for such absences. It is not the job of the teacher to cater to social absences. If parents decide to remove a student for an “unexcused absence,” they are advised that teachers are under no obligation to give students work ahead of time.

## **ATTENDANCE & ABSENCES**

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Attendance is recorded each day by the classroom teacher and is kept on file. If your child is absent, we ask that you email the classroom teacher directly or call the absentee line 513-347-4450 (press 1) before 8:30 A.M. If a parent does not report the absence, a member of our preschool faculty will call to check on the child’s whereabouts.

## **SCHOOL & HOME COMMUNICATIONS**

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Each Wednesday the all school newsletter will be electronically sent to all families. Any important preschool news will be included. A preschool monthly newsletter will be sent electronically to the family email on file to keep families informed on classroom events. The newsletter will be available on our school website under preschool publications. Each classroom will use ClassDojo to keep families informed about specific classroom activities.

## **SUPERVISION OF CHILDREN**

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Children will be supervised at all times by a teacher, aide, or administrator. The safety of the children is our top priority.

## ARRIVAL

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Children may start to arrive at 7:45 A.M. Parents will drive up to the Early Learning Building entrance. Our preschool staff will be at the door waiting for your child. Parents will be asked to stay in your vehicle and allow one of our staff members to get your child out of your car. We ask that you have your child on the passenger side to allow the carpool to move quickly.

## DISMISSAL

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Children that attend our half-day program will be dismissed at 11:20 A.M. Parents will pick up their child at the same door for the morning drop off at the Early Learning Building entrance. Parents will need to park and come to the entrance to pick up your child. Children who stay for the full day program will be dismissed at 2:50 P.M. Parents will need to park and come to the entrance to pick up your child. Children will not be allowed to walk to cars alone.

## PRESCHOOL PROGRAMS & TUITION 2023-2024

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	<u>Days</u>	<u>Fees</u>
3 year olds P3	T, TH	Half - \$1429.00 Full - \$2087.00
4 year olds P4	M, W, F	Half - \$2119.00 Full - \$3106.00
4-5 year olds PK	M,T,W,TH,F	Half - \$3234.00 Full - \$5143.00

- \* These amounts include the \$50 non-refundable deposit
- \* Multiple student discount does not apply to Preschool tuition
- \* Tuition is paid through FACTS, Tuition Management Firm See [www.factspayment.com](http://www.factspayment.com) for tuition schedule. FACTS Parents Phone 866.441.4637

**3 year old program** (must be 3 years of age by September 30th of enrolling school year)  
In this introductory program, teachers work with children to develop them socially, emotionally, cognitively, and spiritually. They will be introduced to a structured environment while learning through songs, play and hands-on centers. Our centers involve the child in fine arts, dramatic play, and activities designed to increase literacy, writing, mathematics, physical, and fine motor skills.

**4 year old program** ( must be 4 years of age by September 30th of the enrolling school year)



Children will work to prepare for the pre-kindergarten and/or kindergarten program while focusing on being more independent. With teacher guidance, your child will dig deeper into academics like counting higher numbers, learning letter names and sounds.

**4 year/5 year old PK program** ( must be 4 years of age by September 30th of the enrolling school year)

This program is designed for students who may need another year to mature socially, emotionally, or academically, or for the four year old ready to advance to a higher level program. The goal of this program is to instill confidence as the child transitions to kindergarten.

## **CURRICULUM & ASSESSMENTS**

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Our Lady of the Visitation Preschool curriculum aligns with Ohio’s Early Learning and Development Standards. The nine domains we will focus on are Approaches to Learning, Cognitive Development, Creative Development, Language and Literacy, Mathematics, Physical Development and Wellness, Science, Social and Emotional Development, and Social Studies. Our preschool curriculum is Joyful Discovers. We use Gospel Weeklies preschool curriculum called Seeds which aligns with the Archdiocese of Cincinnati Graded Courses of Study for religion.

Assessments are both formal and informal. We will use the Early Childhood Inventory associated with (which will focus on the most predictive indicators of kindergarten readiness (oral language development, phonological awareness, knowledge of the alphabet, mathematics, and social-emotional development). Assessments will be conducted throughout the year. Parents will be given updates on their child’s progress at the end of the first, second and third trimester for the P4 and Pk classes. The P3 Class will have a winter and spring progress report and at least two parent teacher conferences each school year. Additional conferences may be requested by the director, teacher and/or parent at any time they feel it is necessary.

## **REST TIME**

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Children staying for the full day program will have a designated rest time. After lunch and outdoor play time, children will be encouraged to quietly rest on their cots. In each classroom, screens will be turned off, lighting is dimmed, and calming music will be provided. Children who have a difficult time falling asleep or waking before others will be provided with quiet activities. Children that fall asleep during naptime will be awakened after 1½ hours of sleep.

## **OUTDOOR PLAY**

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The children will have outdoor playtime each day, weather permitting. We will utilize our walking trail and outdoor play area along with visits to the Grotto. Please dress your child according to the seasons.

## **PRESCHOOL SUPPLIES**

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Each child will be provided with a tote bag to decorate with their family. No back packs please. This tote bag will serve as the child's home-to-school bag. Please supply a change of clothing (shirt, pants, socks, and underwear) placed in a gallon ziploc bag with your child's name. The change of clothing will stay in the tote bag in case the child has a bathroom accident or other reason clothing would need to be changed. There will be a list of supplies that each family will need to purchase for your child's use in the classroom. Additional items may be needed throughout the school year.

## FIELD TRIPS & SPECIAL OCCASIONS

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Our preschool students do not leave the school grounds for field trips. We will bring in outreach programs and visitors to our classrooms. These programs will offer a variety of hands-on, real world experiences for your child. Each program will align with Ohio's Early Learning and Development Standards and the Archdiocese of Cincinnati Graded Courses of Study.

Birthdays are an important milestone for our preschool students. Talk to your child's teacher in advance about sending in a birthday treat. Be considerate of students that may have food allergies or food restrictions. Summer birthdays will be celebrated in the month of May.

## TOILET TRAINING

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All students enrolled in any of the preschool programs must be fully toilet trained. Children are required to use the restroom independently and **without** adult assistance. We understand that accidents will occur and it is a natural step toward independence. Children wearing "pull ups" are not considered toilet trained. Please dress your child in clothing that he/she can take on or off without assistance. We suggest elastic waist bands for pants and shorts. Zippers, snaps, and buttons are more difficult at this age. Please remember to have an extra change of clothing (underwear included) in your child's school bag in case of an accident.

**Accident Policy: Parents will be notified of bathroom accidents on the day it occurs.** Any child that has three or more accidents in two weeks time (ten school days) will be asked to stay home to work on toilet training. The classroom teacher, parents and preschool director will discuss and work together to determine when the student is ready to return to school. If there is a medical reason for bathroom accidents a medical note from the child's pediatrician must be presented to the preschool director and school nurse as soon as possible.

## DRESS CODE

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Preschool students do not wear school uniforms. We ask that they wear comfortable play clothing and gym shoes with velcro closures that work best for our activities. Shorts and pants should allow for the child to use the restroom independently. Keep in mind we will be hard at work exploring and investigating our world, your child will get messy! Each child will need an extra set of clothes to keep in their canvas bag in case of accidents or spills. The items should include a shirt, shorts or pants, underwear, and socks. Make sure items are marked with your child's name and placed in a plastic

ziploc bag. Check these items frequently to make sure items are seasonally appropriate and are the correct size. Preschoolers grow fast!

## **SNACK & LUNCH**

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At Our Lady of the Visitation Preschool, healthy habits are important and this includes snacks and lunches. Parents will need to supply a midday snack for your child.

Children that stay for the full day program will need to pack a lunch. Hot lunch will not be available for preschool children. An insulated lunch bag and cooler pack will keep items cold until lunch. Milk may be purchased through Hotlunch.com. Information on Hotlunch.com and setting up an account can be found here: <https://olvisitation.org/school/Visi-Vitals/Lunch>

\* Remember to put your child's name on the lunch bag.

The Ohio State Licensing Department requires snacks and lunches be of a certain nutritional value. They should include items from each food group. Drinks must be 100% juice or milk. Please make sure if your child has any food allergies we are notified so we can accommodate their needs.

### **Required food groups for preschool lunches**

1 serving each of a fruit or vegetable or 2 servings from one group (  $\frac{3}{4}$  cup)

1 serving of meat or cheese (2 oz. total)

1 serving of grains and breads (1 serving=1 slice of bread, 4-6 crackers, etc)

1 serving of dairy (1 cup of milk or 1 oz of cheese)

## **ALLERGIES**

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If your child has a known food or other allergy or an allergy develops, please notify the school immediately. This will ensure the health and safety of the child and others. Some allergies may be life threatening and a plan of action will need to be in place. All staff will be aware and trained on how to properly care for the child in the event a reaction occurs.

## **MEDICAL & DENTAL EMERGENCIES**

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- Preschool staff member(s) are trained in CPR, first aid, and communicable diseases. Our staff will keep their certification current.
- Staff will observe the child upon arrival for signs of communicable diseases. Children who become ill during school hours will be isolated and parents will be contacted immediately.
- The Ohio Department of Health dental first-aid chart and communicable disease chart is posted in each classroom and in the Director's office.
- All staff are aware of the safe ratios for proper supervision of children.
- Each classroom has a first aid kit that is stocked with supplies and is located by the classroom door.
- In case of a minor incident/accident, first aid will be administered, documented, and family contacted. If the incident/accident is life threatening, EMS will be contacted and family will be notified. Proper protocol will be followed.

- All emergency telephone numbers are posted in each classroom, all common areas and in the Director's office.
- Medical and admission records are located in a locked file cabinet in the Director's office.
- Incident/accident reports will be completed and provided to the parents any time an incident/accident occurs on the day of the occurrence.
- Each preschool child must have a medical record on file by the first day of school completed by a physician. All children must have current list immunizations meeting state requirements on file in the nurse's office.
- The emergency medical authorization must be signed by the parent and on file in the nurse's office and a copy will be on site in the Director's office by the first day of school. In the event of an emergency, this form will be sent to the hospital with the child for treatment

## ILLNESS

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Our Lady of the Visitation Preschool follows the guidelines for the management of communicable diseases established by the Ohio Department of Education. Our staff will observe all children as they arrive each morning to assess their overall health. If your child is not feeling well or is running a fever, we ask that you keep your child at home. We need to maintain a healthy environment for all students. A child that presents any of the following symptoms will be isolated and parents will be contacted immediately.

- **Temperature of 100° Fahrenheit taken by the auxillary method**
  - **Diarrhea/Vomiting**
  - **Severe coughing/making a whooping sound**
  - **Difficult or rapid breathing**
  - **Yellowish skin or eyes**
  - **Redness of the eyes and/or eyelids, discharge, matted or crusted eyelashes, burning, itching and/or eye pain**
  - **Untreated infected skin patches and unusual spots or rashes**
  - **Unusually dark urine and/or gray or white stool**
  - **Stiff neck with an elevated temperature**
  - **Evidence of lice, scabies, or other parasitic infection**
  - **Sore throat or difficulty swallowing**
- \* All children must be symptom free for 24 hours before returning to school.**

## ADMINISTERING MEDICATIONS

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Medications will only be administered at school with the proper forms completed by a licensed prescriber and proper documentation is on file. Prescribed medications must be in their original container with the child's name, dosing directions, physician's name, and prescription number on the label. All medications will be stored in a designated area and locked at all times.

## **BEHAVIOR & DISCIPLINE**

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Our faculty and staff are committed to using developmentally appropriate child guidance and management techniques in regard to behavior by:

- Setting clear limits for their safety and growth
- Redirecting the child to an appropriate activity when needed
- Modeling the desired behavior while using positive reinforcement of appropriate classroom behavior
- Allow children to control their own behavior and encourage them to problem solve and talk out issues with others.
- Adults will intervene when necessary to provide a safe learning environment at all times.

If a child has recurring behavior issues, the classroom teacher will speak directly to the parents and the director so that everyone is informed. The teacher will work with the parents to resolve the issue(s) and will continue to communicate with the parents and director to prevent future problems. A behavior plan may be put in place at this time. If a child's behavior does not improve, the director reserves the right to dismiss the child from the program.

Our Lady of the Visitation Preschool is committed to adhering to the discipline guidelines set forth by the Ohio Department of Education and for all restrictions regarding discipline to be published.

- There shall 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 any other 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 confined in an enclosed area such as a closet, a box, or a similar cubicle.
- 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, and food shall not be used as a reward for behavior.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **FIRE, TORNADO, & SAFETY DRILLS**

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Fire drills will be held monthly and Tornado drills will be conducted in the spring as required by law. Directions will be given in each room at the beginning of the year and posted in a visible place. Teachers and aides will ensure that children are aware of the safety areas.

Should there be a lockdown or security issue, the teachers and staff will secure children in the safest possible location as directed by proper authorities. Parents will be notified as soon as the situation allows.

## SCHOOL CLOSINGS & DELAYS

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In the event that school would be closed because of inclement weather, please observe the following:

- Listen to the radio or television and/or monitor your Rediker account.
- Our Lady of the Visitation School will follow Three Rivers Local School District for closings or delays. We will use the Rediker to notify families of closings or delays. You must register to receive the information. Because we have transportation with Three Rivers and Oak Hills, they may not agree on the closings and/or delays. When the districts disagree, we will always follow the Three Rivers School District.
- If the weather takes a turn for the worse while we are in school Three Rivers has been known to close early. Please listen to the radio for Three Rivers early dismissal or monitor your Rediker email/text/phone.
- Please listen to the radio and/or monitor your Rediker account or make arrangements for a friend or relative to call you if you cannot listen. Make sure you have the emergency contact information updated with the person who is allowed to pick up your child in this event.
- The websites of many radio and TV stations will send you a text or email message for Three Rivers closings, delays or early closings. Take advantage of this service.
- If your child is in one of our half day programs and there is a snow delay on their designated class day, your child will NOT have school.

\*updated 8/2023