

Mission Statement

Calvert Catholic Schools

One Family Committed to Christ

Spiritually - **Developing** Future Disciples

Academically - **Fostering** Educational Excellence

Physically - **Maximizing** One's Potential

Socially - **Infusing** Leadership and Service

Philosophy of Calvert Catholic Schools

Calvert Catholic Schools, A Diocesan School in the Roman Catholic Diocese of Toledo, is one family committed to Christ preparing students from pre-kindergarten through high school to enter the world permeated with strong Catholic values.

Spiritually * Developing Future Disciples: We fully engage in the teachings of Jesus Christ and the Roman Catholic Church which we incorporate into our daily lives in and out of the classroom

Academically * Fostering Educational Excellence: We provide pace-setting curriculum and state of the art technology, and offer challenging courses along with specialized training for the success of all students.

Physically * Maximizing One's Potential: We encourage the development of the whole student through involvement in our strong athletic programs and physical education classes in pursuit of a lifetime of health and wellness.

Socially * Infusing Leadership and Service: We reveal natural leadership qualities and equip student with the skills to enhance service opportunities in our school, parishes, and communities to go forth and light the world.

Pre-Kindergarten Philosophy

The philosophy for the pre-kindergarten is to provide a loving and nurturing environment, where the child will be provided with a learning atmosphere to encourage their individual growth.

State Regulations

The Calvert Catholic Pre-Kindergarten program is licensed through the Ohio Department of Education. As such, we are subject to inspection, evaluation, and requirements dictated by the ODE Office of Early Childhood Education. 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 each pre-kindergarten classroom door with current compliance reports following each inspection. The telephone number available to you, if so needed, is 614-466-0224.

Beginning in the 2019-2020 school year, Calvert Catholic Pre-Kindergarten will implement Step Up to Quality, a 5-star quality and improvement rating system established by the Ohio Department of Education. This program encourages additional provisions to enhance the quality of programs serving preschool and school-age children.

Goals of the Pre-Kindergarten 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.

Pre-Kindergarten Program/Curriculum

The Calvert Catholic Preschool Program uses the Creative Curriculum and the Cleveland Diocese Pre-Kindergarten Curriculum, which aligns with the Ohio Department of Education's Early Learning Standards and Catholic diocesan religious standards.

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

The religious and spiritual aspect of the pre-kindergarten program will be appropriately evident across classroom activities. The programs provide a religious foundation using the "I Am Special" principles. The programs incorporate a variety of sensory experiences that will appear to the child's sense of wonder about God.

Assessment: As part of Calvert's participation in Step Up to Quality, the pre-kindergarten program implements various assessment tools to aid in identifying areas special concern and measure growth throughout the school year.

- Ages and Stages Questionnaire as a basic preliminary evaluation of each individual student prior to the first day of class.
- Observations and individual child documentation will be ongoing.
- Each preschool level teacher will use the ODE Early Learning Assessment (ELA) Tool as professional evaluation.

Parent –Teacher conferences will also confirm and document each child's growth and abilities accomplished through out the school year.

***If a child is suspected of having a disability, parents are directed to their public district of residence to request an evaluation. Students who are identified with an IEP typically are served within their home school district of the child's residence.**

Preschool Classroom Options and Schedules

The 3-year Old Classroom:

Enrollment option: 2 or 3 half days a week. Morning session runs 8-11AM.

Academic focus: will be primarily on social/emotional development skills. 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. Daily schedules are posted in each classroom.

Weekly Activity Areas:

Basic Religion Concepts	Circle Time
Creative Arts	Free Play
Fine/Gross Motor Skills	Physical Education
Music	Snack Time
Stories/Language Arts	Social Skills
Guidance	

The 4-year-old Classroom:

Enrollment option: 3 and 5 half days a week. Morning session (5 half days) runs 8-11AM. The afternoon session (3 days a week, Mon., Wed., and Friday) will be from 12-3PM.

Academic focus: more emphasis on cognitive developmental activities such as colors, shapes, days, months, seasons, matching classifying, etc. Kindergarten prep skills are worked on in this age group. The hands-on approach continues at this level, nurturing thinking and creativity. Gross motor skill development involves more gymnasium and outdoor activities. Daily schedules are posted in each classroom.

Weekly Activity Areas:

Basic Religion Concepts	Circle Time
Kindergarten Readiness Skills	Free Play
Creative Arts	Physical Education
Fine/Gross Motor Skills	Music
Technology	Snack Time

Stories/Language Arts

Social Skills

Guidance

The Bridging Classroom:

This classroom is an early Kindergarten program. It is focused on helping those young five year olds, or children who are not quite ready for kindergarten, become more prepared for their critical early years of school.

Enrollment option: offered 5 full days a week from 8am-3pm. The bridging program is an all day program. Therefore, they do have a rest time provided during their daily schedule. They each provide their own rest mat.

Academic focus: the focus is on becoming more self-assured in all skill areas. It is our hope to have these students grow in their confidence to set them up for a successful learning experience in the future.

Weekly Activity Areas:

Basic Religion Concepts

Circle Time

Kindergarten Readiness Skills

Free Play

Creative Arts

Physical Education

Fine/Gross Motor Skills

Music

Technology

Snack Time

Stories/Language Arts

Social Skills

Guidance

*When you submit your online enrollment, you will receive an email back to print off the paperwork. You will be notified of your class placement by email.

Staff/Child Ratios

A licensed teacher will be staffed in each classroom. A pre-kindergarten aide will be staffed in each classroom dependent on class size. Calvert follows the ratios set by the ODE.

3 Year Old Classroom: 1:12, 2:24

4 Year Old/Bridging Classrooms: 1:14, 2:28

Enrollment/Withdrawal Policy

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.

Registration packets (ODE approved) are available online. Hard copies (paper copies) are available in the school office. Your registration fee is non-refundable and guarantees your child a placement in a preschool class- 3s, 4s, and Bridging. *The cut-off date for each of these is August 1st. In the event that the class you request is full, your child's name will be placed on a waiting list.

Parents who wish to withdraw their child from the program should inform the school office or preschool Director in writing.

*We will do our best to accommodate your section that you request. However, there is no guarantee that we will be able to honor all requests.

Custody Situations

If there is a custody situation for a child in the preschool program, the custodial parent should submit a copy of the legal document to the preschool director for the student's file, which outlines the agreement between those involved.

Records

Cumulative records for the children include: Registration/background information form (with child's name, date of birth, address, phone numbers of the parents and parent information), Pick-up Authorization/Roster form, Health Data form, Physical form, Permission to Transport form, Emergency Contact form, Email/Photo Usage form, and the Health check Services form. We also require a copy of your child's birth certificate and a copy of their immunization record. All paperwork in your child's file is kept confidential.

Record Release Policy

Students staying with Calvert Catholic Schools, records will be transferred to the next grade level.

Students who attend a school other than Calvert Catholic Schools, the appropriate school release form must be filled out, and is to be signed and dated by the parent or guardian.

Tuition

Tuition listed in the packet is for the entire school year. However, you may pay for the entire year tuition, or you may break it down and pay it quarterly or monthly. *Please see FACTS tuition management paper to sign up for payment options. No credit will be extended if your child is absent. If you fail to keep up on payments, you will receive a past due notification. The terms of how the payment will be handled will be sent to you through a link called FACTS.

Procedure for Transition

Helping Children to Make a Successful Transition to School.

Early Childhood education provides the transition from home to a school atmosphere. We want this process to be a positive experience for the child, so that they may have a sense of self-confidence and accomplishment.

Here are some tips to help with the transition from home to school:

- *Give your child opportunities to leave you and spend time with other adults and peers.
- *Talk about school in a positive manner.
- *Give your child opportunities to safely play with items like scissors, crayons, pencils, markers, paint and paper.
- *Read books to your child and talk about the pictures and the story.
- *Encourage your child's independence through simple directions and doing tasks on own.
- *Take the child to visit the school.
- *Listen to your child and talk about school and their expectations of school.

Help to allay fears and foster excitement.

- *Talk about how they will get to and from school.
- *Expect the transition to be successful, but remember, it may take time.
- *Be positive with your child. Let them know you are confident in their ability.

Once a child is enrolled in our program:

The 3-year-old class is invited to the 4-year-old classroom for a day to engage with the classroom teacher/aide, do activities, and become familiar within the setting. The 4-year-old class is invited to both the Bridging classroom and the Kindergarten classrooms to engage with the teacher/aide, do activities, and become familiar with both of these settings. Activities may be: an art project, story time, partner days, or the teachers just visiting with the students to answer

questions, and make the student to feel more comfortable with the upcoming change. This will foster the change from going from one level to the next, and to make this a smooth transition for the student.

Attendance

Regular attendance is important for pre-kindergarteners 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. The classroom teacher takes attendance daily. Attendance is reported to the school office and kept on file.

School Delays/Cancellations

Tune into channel 11, 12, or 13 news. We appear as Calvert Catholic Schools. We also have the School Messenger system in which you can receive email, phone calls or text alerts. We will announce if we are delayed or closed. * If there is a 2 hour delay, the morning classes will attend from 10AM-noon. The afternoon will attend from 1-3PM.* In the event of a delay, Extended Day will open at 8:30AM. You must be registered in Ext. Day to use these services. Cancellation by CCS will be determined independently of the Tiffin City and other Seneca County 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.**

Wellness Policy

The school nurse will screen for vision and hearing irregularities. Health plans are in place for children with allergies and or risk that require additional training. School Nurse will also provide any health referrals associated with at risk issues.

While regular attendance is encouraged, a child who is ill should not attend their 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.

- Temperature of 100 degrees or more Fahrenheit
- Diarrhea or vomiting more than once in a 24 hour period

- Severe coughing
- Difficult or 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 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.

Pre-kindergarten teachers and 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 for a medication plan.

Arrival and Dismissal

Please bring your child to the pre-kindergarten classroom no earlier than 10 minutes before class begins. You must wait with your child. The teacher will open the door when planning and preparation time is complete. You must accompany your child to and from their classroom. No child will be allowed to leave the classroom unattended or without an authorized person.

Children will only be released to those on your child's authorization sheet. **THIS IS FOR YOUR CHILD'S PROTECTION.** *If you are sending a sibling to pick up your pre-kindergarten child, they must be in 7th grade or above. * If your child is not picked up promptly, we will try to reach you by phone. However, if we are unable to reach you after 10 minutes, we will place your child in extended day and you will be billed accordingly.

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. 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 punishment 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 pre-kindergarten program. Children will be under the supervision of a staff member at all times.

Safety Policy

The staff is very concerned about the safety of all children in the pre-kindergarten program. The following procedures are in effect at all times: -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 are in-serviced regularly on the recognition of communicable diseases and blood-borne pathogen hazards. -Preschool teachers and staff members are trained in First Aid, AED/CPR, and Child Abuse Prevention and Recognition. 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 County Dept. of Human Services when there is a suspicion of child abuse or neglect. -Permission slips, signed by the parent or guardian, are to be signed for any field trip. This includes walking field trips. The First Aid kit and 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 summon the office via phone or cell phone.

*If a child has been injured or hurt while at school, an incident report will be written. The parents will be asked to sign the report. A copy will be kept in the child’s student file.

Emergency Procedures

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

Tornado Drills – (or other severe storm) – Staff members lead the children to their assigned area and take attendance. Staff remains 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 in the classroom with the staff members until an “all clear” signal is given.

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

*EMERGENCY PROCEDURES are posted inside the classroom door.

Parent Involvement and Communication

Parents may visit the pre-kindergarten 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. Teachers continuously monitor each child’s developmental progress. Quarterly narratives are sent home each 9 weeks. Conference days are held each semester. Parents can schedule conferences with the teacher at any time. Monthly calendars and letters will be sent home or posted on the school website 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.

Parents will have the opportunity to complete an evaluation of the program's effectiveness annually. Evaluation will be used as a tool to improve and make needed changes as deemed necessary by administration.

A list of community resources is provided in parent information packets.

Roster

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

Clothing

Pre-kindergarten students are not required to wear the school uniform. Clean, comfortable, weather appropriate clothing is the rule of thumb. Flip flops are NOT permitted. Sandals should have a back to them so they stay on the child's feet. Shoes with laces are recommended. An extra set of clothing may be provided by the parents, which can be left in the child's book-bag. All items should be clearly labeled with the child's name.

Snacks

Each child should bring a snack to pre-kindergarten each day. State requirements specify that snacks should be 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, yogurt, cheese, etc.

**Be sure the medical forms in the registration 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 be asked to chaperone. Field trip participation will require a signed and dated permission slip for each student. If we do not have a signed permission slip, he/she will be unable to attend. We will either be walking or taking a bus to our destination.

Community Engagement

The Calvert Catholic Preschool program utilizes the community assets by scheduled visits of the Tiffin-Seneca Library, educational visits from the The Tiffin Fire Department makes educational and Soil and Water conservation along with other community agencies within Seneca County. Field trips are planned at intervals throughout the year to meet goals of hands on educational experiences.

Calvert Catholic Schools ~ Preschool
357 S. Washington St. Tiffin, OH 44883
419-447-5790

Superintendent: Dr. Jeremy Marinis

Principal: Mrs. Marilyn Seislove

Secretary: Mrs. Darlene Shook

Pre-Kindergarten Director/Pre-K Teacher of 4&5's: Mrs. Amy Hill

Pre-K Teacher of 3's/ Extended Day Director: Mrs. Joan Kirgis

Bridging Teacher: Miss Hailey Hammersmith

Aide to Mrs. Hill: Mrs. Amy Fretz

Aide to Mrs. Kirgis: Mrs. Tammy Herbert

Aide to Miss Hammersmith: Mrs. Tami Ferstler

Handbook Acknowledgement Page

I have received a copy of the Calvert Catholic Preschool Handbook. I acknowledge that I have read and received the Handbook. I understand the policies and procedures of the Handbook, and I agree to adhere to these policies and regulations. I further understand that Calvert Catholic School has the right to change, modify, and/or revise any of the policies set forth in this Handbook at any time.

Print Full Legal Name

Signature

Date