



Immaculate Conception School

200 West Wayne Street

Celina, Ohio 45822

419-586-2379

August 2016

Dear Parents,

Welcome to Immaculate Conception Preschool! We are very confident that you will be pleased with your child's preschool experience in a faith-filled setting here at I.C. School. Our preschool is based on the same philosophy as the rest of our elementary school: that we are partners with you and with Christ in your child's education. We appreciate the opportunity to be a part of your family.

Much careful and professional planning has gone into establishing the preschool at Immaculate Conception. This handbook contains information on our policies and procedures which were developed with your child in mind. Please keep it in a convenient location for easy reference during the upcoming year. (It will also be posted on our school website: www.icschool-celina.org).

The preschool teachers and aides, as well as the principal, want to be available to you. Please contact us with your questions and comments, and feel free to call the school to schedule an appointment when the need arises.

May God bless our joint efforts this year as we work to help our children reach their full potential!

Sincerely,

Mrs. Polly Muhlenkamp, Principal

Mrs. Tara Homan, Preschool 2 Teacher

Miss Ashley Wurster, Preschool 1 Teacher

Immaculate Conception School Vision

Learning to see through God's eyes to be God's hands.

Immaculate Conception School Mission Statement

Believing that our children are to live the Gospel message and to grow in wisdom, grace, and love of God and His people, Immaculate Conception School is an educational partnership of staff, families, parish, and community.

We provide a faith-filled environment for the spiritual, intellectual, physical, and social growth of each student.

We foster each individual's maximum growth and respect the uniqueness of each learner.

We prepare all students to meet the challenges of the future as faith-filled disciples of Jesus.

Goals of Immaculate Conception Preschool

Underlying our program are four basic goals:

1. Provide a Christian atmosphere where children experience joy, love, kindness, peace, and wonderment, and where they can grow in a positive self-image.
2. Provide a stimulating environment where children can learn by doing, explore their own interests, and develop the joy of learning.
3. Encourage and promote independence and social interaction by allowing the children to make choices and grow in responsibility.
4. Provide opportunities for the children to develop spiritually, emotionally, mentally, academically, physically, and socially.

Admission and Enrollment

1. Admission to Immaculate Conception Preschool and class placement depends on age readiness. To be admitted to Preschool 1, a child must be at least 3 years of age by August 1. To be admitted to preschool 2, a child must be at least 4 years of age by August 1. All preschool children must be toilet trained.
2. All new families are encouraged to arrange a family conference and school tour or attend a preschool informational meeting to begin the admission process. Call the school at 419-586-2379 to arrange a meeting or e-mail the principal at polly.muhlenkamp@icschool-celina.org.
3. If a child has exhibited *any* special learning needs, a conference should be scheduled with the teacher and principal prior to seeking admission.
4. Enroll with TADS:
 - Go to our school website: www.icschool-celina.org.
 - Click on the prospective parents' tab and choose REGISTRATION from the drop down menu.
 - Click on the link for TADS. Set up an account with your e-mail address and a password you will remember.
 - Apply for Admission. You will be charged a *one-time* \$15.00 Application Fee.
 - Expect to receive an e-mail from TADS that your child has been accepted.
 - Enroll your child by logging into your TADS account and clicking on "ENROLLMENT." At the end of this step, you will be asked to pay an *annual* Registration Fee of \$50, which includes a \$35.00 tuition deposit.
 - When your tuition agreement is sent, set it up according to your preferences.

Tuition

Tuition for Preschool 1 is \$660 per year and Preschool 2 is \$1200 per year. These prices are comparable with area preschools, and there is NO financial aid available for preschool students.

Tuition agreements are usually sent in early to mid May in order to include financial aid for older students in the family. One tuition agreement is sent out per family. Since the agreement is set up and monitored by TADS, families can choose a payment plan and payment method that best suits their needs. Families may choose to make 1, 2, 10, or 12 payments. They may choose to have automatic withdrawals from a bank account, pay by check, or pay by credit card. Depending on the payment plan and method a family chooses, there may be additional charges associated with it. Late payments will be charged a \$29.00 late fee. If there are extenuating circumstances, please contact Mrs. Muhlenkamp at school to work out a possible variance. Every family is expected to pay the tuition in full by the end of May.

Licensing

Immaculate Conception Preschool is licensed by the Ohio Department of Education. The licensing records, including compliance report forms, are available upon request.

Staff/Child Ratio

Our ODE preschool license limits our class size to 21 students in one classroom. It also requires a staff/child ratio of 1 staff member for every 12 preschool children who are 3 years old and 1 staff member for every 14 children who are 4 or 5 years old. I.C. School provides a licensed teacher and aide for all preschool classes which insures we meet this policy.

Health Records and Emergency Medical Forms

Each child's health record **must be completed by the first day of preschool** and must include the following:

- "Child's Medical Statement" signed by a physician, affirming the child is in suitable condition for preschool
- Health History form filled out and signed by a parent
- Immunization record, demonstrating all immunizations required for preschool have been obtained (printouts are available from a doctor's office or the health department, wherever you have gotten your child's shots.)
- Emergency Medical form, which provides important information about allergies, etc., and names 2 people we can call in addition to the parents, if a child becomes ill or gets injured while at school (This form can be picked up at Prent Information Night.)

If any of these health records are not completed and turned in by September 15, your child will be excluded from school until the information is received.

Curriculum

A wide variety of activities centering on a theme promotes hands-on experiences. Curriculum areas include:

Blocks	Art	Math/Manipulatives
Nature/Science	Religion	Dramatic Play
Language Arts	Housekeeping	Water/Rice/Sand Play
Books	Music	Large and Fine Motor Skills

We feel parents should be well informed regarding their child's progress. Conferences will be conducted with preschool 2 parents in February and with Preschool 1 parents as needed. Please, always feel free to consult the teacher with any questions you have during the school year. Parents are welcome to schedule conferences with the teacher any time during the year.

Arrival and Dismissal

Our class hours are 8:30 – 11:15 for morning classes. Children should not arrive earlier than 8:15 (am). Each child must be signed *in* and *out* on the sheet by the cubbies at the bottom of the steps (Preschool 2) or in the classroom (Preschool 1). If a child will be leaving with another parent or person, please send a note authorizing this to the teacher. If someone other than a parent or previously authorized adult is picking up a child, they will need to show a photo ID to insure that the child is being picked up by the correct person. If a preschool student has an older sibling in the elementary school, it is acceptable if they sign a student into preschool at normal beginning times.

Parking is available along Sugar Street and in lots on the south and east sides of the school. Parents are also welcome to park along Anthony Street and Walnut Street. PLEASE do NOT park on the south side of Wayne Street in front of the school during the bus zone hours (8:00 – 9:00 am and 2:30 – 3:30 pm).

Door #7 at the west end of the playground in the back of the building will be open in the morning until 8:20. If your child arrives after the door is locked, press the button to the left of the door in order that it can be opened for you or bring him/her to the front door on Wayne Street. During the school day, all doors except the main office door are kept locked for the security of all our students and teachers. At 11:15, the preschool aide will open Door #7 and let parents in to pick up their children, or parents may enter at the main office door, but should let someone in the office know they are here to pick up for preschool. If you should need to pick up a child who is ill or has an appointment, or you are arriving late to pick them up, you should come to the main office.

School Delays and Cancellations

In case of delays or closings for fog, ice, snow, etc., I.C. School and Preschool uses One Call Now, an automated phone message system, to notify parents. Parents are asked to supply up to six phone numbers on this system in order to be sure you can be reached when it is necessary. I.C. School will also follow Celina City School's delays and cancellations due to weather. You

can hear these announcements on WCSM (96.7 FM or 1350 AM) and WKKI/K94 (94.3 FM) or see them on television or the internet.

In case of delays, the preschool schedule will change as follows:

	AM
One hour	9:30 – 11:15
Two hours	10:30 – 12:30
Three hours	Preschool Classes are cancelled

Field Trips

We will **not** take any field trips requiring transportation due to many liability issues. There may be times when we take walking field trips. The preschool will provide the same adequate, responsible adult supervision for these excursions as is provided for the children while at school. You will be notified in advance that we will be taking a walking field trip. Permission for such excursions has been included as part of the TADS enrollment process.

Dress

Children's clothing should be comfortable and casual and appropriate for the activities the children will be doing. If your child should come home with a few extra colored spots (paint), try using ERA detergent to remove them.

Shoes should be comfortable and appropriate for play. All sandals and shoes must have heel straps. Children should wear gym shoes on days they will be going to the gym (This day will be noted on a newsletter from the teacher at the beginning of the year.)

Each child should have a change of clothing in his/her book bag in case of accidents. These clothes and any removable clothing (jackets, hats, sweaters, etc.) should be marked with your child's name. Loops in the back of jackets and sweaters help children to hang them up.

Toys from Home

We discourage children from bringing toys from home because of the chance they may become lost or broken. We will have a sharing bag, when a favorite toy may be brought. If a child needs a familiar item for security at first, you may send it with him/her.

Sharing Bag

At designated times during the year, a sharing bag will be sent home with your student. The sharing bag is for the student to bring an item to school that is very special to him/her. The child should be prepared to talk about the one special item with the class. Because we teach the children Christian values, we ask that no aggressive type toys that teach violence be sent in.

Snacks

In order to provide nutritious snacks for your children each day, a snack fee is charged. It can be paid per semester or for the year, according to the list below. Snacks will often be associated will always include milk or 100% juice. If your child has any food allergies, please discuss this with the preschool teacher.

Preschool 1 -- \$15.00 per semester (due in Aug/Sept. and Jan.) or \$30.00 for the year.

Preschool 2 -- \$30.00 per semester (due in Aug/Sept. and Jan.) or \$60.00 for the year.

This fee should be given to the teacher and may be paid in cash or by check, made payable to I.C. School. Please put it in an envelope marked "Preschool Snack Fee."

Birthday Treats

Families may wish to send a birthday treat at the time of their child's birthday or half birthday (for summer birthdays). Treats should always be coordinated with the teacher ahead of time. Cupcakes and cakes are highly discouraged. Treats may be put in baggies to be sent home with each child, if they do not work into the snack plan in the classroom.

Discipline

We believe in allowing children to learn on their own. We want children to learn to be able to solve their own problems, but at times staff intervention may be needed. Intervention will be given in a loving manner rather than punishment toward the child. Talking with a child solves many discipline problems, but if the problem continues or arises again, the child may have to be removed from the situation and redirected to another activity or area. Spanking, hitting, verbal abuse, or other violent actions will never be used by any adult on the premises. All discipline procedures will meet the requirements stated in Rule 3301-37-10 of the State Code.

Attendance

Regular attendance at preschool will provide your child with the optimal opportunity for learning success. However, if a child is ill or must miss school for another reason (doctor's appointment, funeral, vacation, etc.), it is important that you notify the school. If you know your child will be absent beforehand, you may send a note to school with your child. Otherwise, all absences should be reported to the school office (419-586-2379) no later than 8:30 am. If we have not heard from you by this time, the school will call you to find out where your child is. The school office opens at 7:55 am each morning, and before that time, you may leave a voicemail.

Illness and Injury

Symptoms of communicable diseases include

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees or higher
- Untreated skin infections
- Unusually dark urine
- Gray or white stool
- Severe ear ache or sore throat
- Runny nose that looks greenish (is not clear)
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

If your child is exhibiting signs of a contagious illness, he/she should not come to school. The child should be free of symptoms for 24 hours before returning to school.

If your child should exhibit such symptoms while at school or be injured while at school, you will be notified by phone and asked to pick up your child. If we cannot reach a parent, we will call others listed on the emergency medical form. Until you arrive, your child will be separated from the class and kept in the school clinic. An adult will be with your child.

If your child is diagnosed with a communicable disease, it is important that you notify the school. We can then notify other parents so they can be aware and watch for symptoms in their own children.

Specific guidelines for returning to school with specific diseases are as follows:

Chicken Pox – the child may return to school two days after all blisters have crusted over and temperature has been normal for 24 hours.

Strep Infections – the child may return to school after he/she has been on an antibiotic for at least 24 hours and is fever free.

Conjunctivitis – the child may return after being on an antibiotic at least 24 hours and when there is no longer drainage from the eye.

Medicine

The school *cannot* assume responsibility for giving medicine to children. Students who **must have any medication** administered at school **must have** an authorization form (available in the school office) signed by a doctor. Students may not keep medicine, even cough drops in their possession.

Child Protection

All staff members at I.C. Preschool have had a background check to assure there are no criminal records existing. The teachers and aides have completed training in first aid, violence and safety prevention, communicable diseases, CPR and VIRTUS: Protecting God's Children.

The school is required to notify the local Childrens' Services of *any* suspicion of child abuse or neglect. The principal will make the report in collaboration with the teacher.

Fundraising

IC School has developed a fundraising committee. This committee will do a yearly mailing that will ask all parishioners and alumni to donate to IC School. This committee oversees the total fundraising efforts for the school, including ongoing events like SCRIP sales, School Store, and Bob Evans Family Fun Nights and annual events such as the quarter auction, school carnival, and dinner auction. The fundraising committee is always open to suggestions and ideas as they come along. Families of I.C. students are asked to support the fundraising effort as they are able. The support can be in the form of prayer, positive words, or participation. Also, I.C. PTO runs two pizza, sub, burrito, and cookie dough sales each year.

Scrip Program

Scrip is a fundraiser that raises money for IC School while you shop. Scrip cards are gift cards that can be ordered online or picked up at the school office. Here is how it works: If you purchase a Wine Store card for \$25, you will receive the card at full face value. The Wine Store has agreed to donate 10% of your sale back to IC. Hundreds of national retailers are involved and many, many local retailers. The retailers donate back anywhere from 2% to 15%. This is a very successful fundraiser for IC and we are asking **all families** to participate. Remember it is no extra money out of your pocket! Additional information may be obtained at the school office.

School Store and Amazon Smiles

School Store is a fundraiser that helps I.C. School earn money while you shop online. Go to www.schoolstore.com, name Immaculate Conception School (click on “FIND SCHOOL”) and then click on merchants to see all the companies who are involved in school store and the percentage of your purchase that will be donated to I.C. School. You have full access to the store’s website and can use any coupon codes or special deals you would otherwise use and still benefit I.C. School. You can also use Scrip to pay for your online purchases, providing a double benefit to I.C. School.

I.C. is also a member of the Amazon Smiles program. You can go to smile.amazon and then log into your Amazon account and 0.5% of your qualifying purchases will be donated to I.C. School.

Volunteering/Parent Involvement

The involvement of parents and other adults in their children’s school benefits everyone: the children, who see in their parents a model of commitment and service; the school, which is able to improve the quality of its programs; and the parents themselves, who get to know other parents and teachers.

Volunteers are appreciated in classrooms for school projects, either on a regular basis or for special programs. Our Parent-Teacher Organization (PTO) provides important support for Immaculate Conception School, and your help with their projects is valuable. The PTO has 2 meetings during the year and two major fundraising projects – preschool parents are encouraged to attend the meetings and get involved with the sales.

Please call the school office to offer your time and talents. Parent volunteers, like all visitors, **MUST CHECK IN AT THE SCHOOL OFFICE** each time they arrive at school. Volunteers who work around or with students must pass a criminal background check and be trained in the VIRTUS program to learn about the Church’s commitment to keep children safe. Information may be obtained from Mrs. Muhlenkamp.