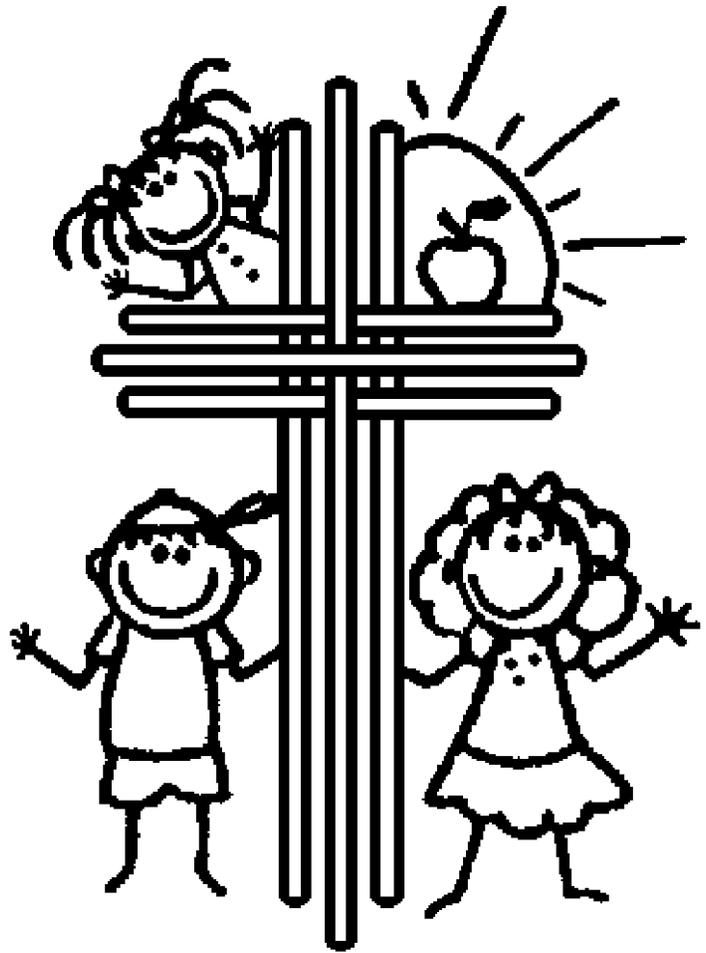
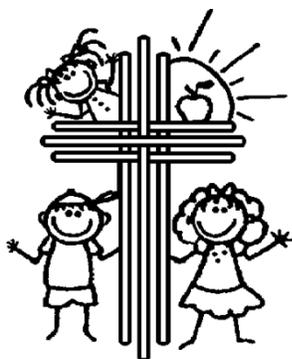


Immaculate
Conception
Preschool



Preschool
Parent Handbook
2021-22



Immaculate Conception School

200 West Wayne Street

Celina, Ohio 45822

419-586-2379

August 2021

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

Mrs. Ashley Highley, Preschool 1 Teacher

Immaculate Conception School Vision

Immaculate Conception School will challenge children of all abilities to achieve academic excellence, become life-long learners, and aspire to be responsible citizens devoted to Christ.

Immaculate Conception School Mission Statement

Immaculate Conception Catholic School prepares students to meet the challenges of the future as faith-filled disciples of Jesus.

We foster an environment for the spiritual, intellectual, physical and social growth of each student while respecting the uniqueness of each learner.

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.muhenkamp@icschool-celina.org.
3. If a child has exhibited *any* special behavioral or learning needs, a conference should be scheduled with the teacher and principal prior to seeking admission.
4. Enroll with Option C:
 - 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 Option C. Set up an account with your e-mail address and a password you will remember.
- Complete an application for admission and pay a \$50 registration fee.
- Your tuition payments will be set up in Option C in late May or June, 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. Tuition payments are set up for automatic withdrawal in Option C. Families can choose from 1, 2, 10 or 12 payments and what time of the month the payment should be taken out. If a variance is needed at any time, please contact Mrs. Muhlenkamp to work out details. Every family is expected to pay the tuition in full by the middle of June.

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 22 students in Room 103 and 20 students in Room 104. 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 will be filled out on the app.**

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

Our preschool uses "Creative Curriculum." A wide variety of activities centering on a theme promotes hands-on experiences. Curriculum areas include:

Blocks	Art	Math/Manipulatives
Nature/Science	Religion	Sensory Play
Language Arts	Housekeeping	Large Motor Skills
Books	Music	Fine Motor Skills

Parent-Teacher Conferences

We feel parents should be well informed regarding their child’s progress. Conferences will be conducted with preschool parents in November with another opportunity in the spring, if needed. Please, always feel free to consult the teacher with any questions you have during the school year. Conferences may be requested at other times by either the teacher or the parent as needs arise.

Arrival and Dismissal

Our class hours are 8:15 – 11:00 for morning classes. Children should not arrive earlier than 8:00 am for morning classes or 12:05 for afternoon classes. Afternoon classes will meet from 12:15 - 3:00. 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 that they walk the student to the door. Preschool staff will be at the door to take the child inside.

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) and DO NOT park in the playground area.

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. For afternoon preschool, staff will be available to let children in at 12:05.

For dismissal, Preschool 1 students will come out of Door #7 (the door on the west end of the playground). Preschool 2 students will be released from Door #5 (the religious ed. office door across from the ramp at church. Parents can drive through to pick up students or may park along the street or in designated parking areas on the south and east side of the building and walk up to get those children they are picking up. For PM Preschool 2, pickup will be held at Door #7 (the door on the west end of the playground.)

It is important that parents pick up children from school or preschool in a timely manner. At 11:05 AM or 3:05PM, students will be brought to the main office so we can call to check on the pickup. Parents (or other adults responsible for picking them up) will need to come to the main office to pick them up. Extra staff members are not available to do supervision for any length of time, so it is expected that families make arrangements to pick up children as soon as possible. If you know you are running late, please call the school to let us know.

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 a 2 hour delay, morning preschool classes will meet from 10:15-12:15 and afternoon classes will meet from 1:00-3:00.

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 will be included in the beginning of the year forms on the school app.

Dress

Children's clothing should be comfortable and casual and appropriate for the activities the children will be doing. They should dress according to the weather. Shorts are permitted during the 1st and 4th quarters of the school year (August -October and late March-May). Clothing should be clean and free from tears or holes and should be in good taste.

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.

If your child should come home with a few extra colored spots (paint), try using ERA detergent to remove them.

Toys from Home

We discourage children from bringing toys from home because of the chance they may become lost or broken. Students will have the opportunity to bring in an item to share with the class when they bring home the sharing bag.

Snack/Supply Fee

In order to provide nutritious snacks for your children each day, a snack/supply fee is charged. It can be paid per semester or for the year, according to the list below. Snacks will always include 100% juice. If your child has any food allergies or other special needs, 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 can be paid by cash or check made out to I.C. School or electronically in Option C with the account you have set up. Please put cash or check in an envelope marked "Preschool Snack Fee" with your child's name or log into Option C and make the electronic payment.

Birthday Treats

Families may wish to send a birthday treat at the time of their child's birthday or half birthday (for summer birthdays). Birthday treats are NOT required! Due to various dietary concerns, all birthday treats should be *individually packaged to send home with children*, so parents can control any foods which may be a problem for their child. *All treats should be store bought and individually packaged so that all nutrition information is available in case students have special dietary needs or food allergies/sensitivities.*

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 office or use the

preschool absence reporting form on the school app. 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. 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 (without fever reducing medications) 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.
- COVID-19 -- If a child has close contact with someone diagnosed with COVID-19, follow instructions from the health department as to quarantine. If a child has COVID-19, they may return to school when they are fever free for 72 hours (without medication), 10 days since the onset of symptoms, and improvement in other symptoms.

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.

Immunizations

Ohio law requires children attending pre-school and grades K-12 to be immunized against certain vaccine preventable diseases. Up to date protection against diphtheria, tetanus, whooping cough, polio, measles, mumps, rubella, hepatitis B and chickenpox are required for kindergarten. (Please see Appendix B, Immunization Schedule). An updated immunization record is to be provided by parents **before** the first day of school.

If a parent does not have a child immunized due to philosophical or medical reasons, the parent is required to sign an exemption form. **When signing the exemption form, the parent is acknowledging that the child may be required to stay home from school if there is an outbreak of a vaccine preventable disease.** The purpose of exclusion is to protect the child who is vulnerable to the disease and to prevent a greater spread of the disease. The time of exclusion from school will be determined based on the incubation period of the disease and will be calculated from the most recent case disclosed. This may also be enforced if there is an outbreak in the public schools due to the fact that students may be exposed to germs on the buses.

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 the child protection programs of the Archdiocese of Cincinnati.

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

School Building Security

All exterior doors of the school building are kept locked during the school day. The main door by the office and the west door on the playground will be programmed to be open during student arrival times (7:55- 8:20). At other times during the school day, all admittance to the building must be at the main entrance, and visitors must call the office through a video doorbell to be granted entrance to the school.

Visitors and parents must enter through the main entrance and are required to sign in at the office and wear a visitor badge during their time in the building.

For added security purposes, surveillance cameras have been installed near the main entrance and on the playground.

Fire, Tornado and Lockdown Drills

Fire and tornado drills are conducted on a regular basis throughout the year. The classes of students have assigned areas which ensure their safety in an emergency, and are instructed how to best protect themselves in a case of tornado or fire.

Students will practice lockdown and emergency evacuation drill procedures at various times throughout the school year. These are required by state law. Students will be instructed in the procedures for these drills by their teachers.

School Safety Plan

Ohio law requires that each school have a safety plan on file with ODE and Homeland Security which provides plans for many possible emergency situations, including evacuation of the building, lockdown procedures, plans for severe weather, power outages, and active shooters. Our plan has been created with the advisement of local first responders such as Celina City Police and Celina Fire Department, and is in compliance with all state requirements. All first responders also have a copy of our safety plan, floor plans of our buildings, and any other needed information.

Parent Emergency Information

If any school emergency happens during a school day that is more than a drill, parents will be notified through One Call Now. The notification will happen once the emergency has been resolved to a point that we know all students and staff are accounted for, and any active situation is handled. If the emergency requires a change in dismissal procedures, parents will be notified through the One Call Now system of the appropriate procedure and timing to pick up students. Please follow any instructions given through the One Call Now call. In such circumstances, parents or any other adult who comes to pick up children should be prepared to show identification in case the staff member assigned to this station is not familiar with a parent/grandparent. It is extremely important that you remain patient in such an emergency, as necessary procedures may require some time.

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 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, and many volunteers are needed to help with making and sorting the product. Preschool parents are considered members of PTO and are encouraged to attend meetings and be active in these and other events.

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

School Store is a fundraiser that helps I.C. School earn money while shopping online. Go to www.schoolstore.com, click on "FIND SCHOOL" and then choose Immaculate Conception

School. 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.

Amazon Smiles

Immaculate Conception School is a member of the Amazon Smiles program. When you shop through Amazon Smiles, you still have full access to all Amazon products at the same prices, but when you purchase qualifying items, Amazon Smiles donates a small percent to I.C. School, again providing income to the school through what you were already purchasing. In addition, you can also use Amazon Scrip to pay for your purchases, again giving a double benefit 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 4 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 child protection program to learn about the Church's commitment to keep children safe. Information may be obtained from Mrs. Muhlenkamp.

School App

Immaculate Conception School has an app to use for communication. The app can be used for messaging with staff members, for reading teachers' blogs and seeing other important

documentation, for access to various Catholic content, and for the completion of forms. Each family will be required to have at least one parent have access to the app in some way - it is available on Android and Apple phones and tablets (simply search "Immaculate Conception School".) and can be reached as a website on a computer at:

<https://www.fsgmobilecatholicconnect.com/fsgConnectClient/Account/Login?id=icschool-celina>.

All important information put out by the school will be put out through the app, even if it is also sent home in print form or an email as well. **If you need or prefer to have printed copies of documents, please let your child's teacher and the office know this.** All teachers (homeroom and special) will have a blog, and parents will see the blogs of those teachers which their children have.

Parents may send messages to the teachers, principal or school office through the school app. This is the preferred communication tool for communication with school staff, as the messages will not cause an audible notification and should not distract from teaching or sleeping at night. Parents should not expect immediate responses, as teachers should be focused on the children in their classrooms, rather than their phones. Emails are also acceptable, as well as calling the school and leaving a message. Since the staff will respond to these messages as they have time, and may not receive them in a most timely manner, **please do not use this method for sending messages about changes in your child's end of day pick-up or any appointments.**

Small payments may also be accepted through the app, such as fees for field trips, or items being ordered for a spirit sale. We have a PayPal account set up we can use for this purpose and can make the charges large enough to cover the extra credit card fees, as the amounts will be small. Parents will still have the option of paying at the school with a check or cash. You certainly have the option of sending a check (preferred, because it is easier to track down) or cash, but PLEASE be sure to send in an envelope that clearly has your child's name and the purpose for the payment. Tuition payments are set up automatically through Option C or checks can be sent into the office. You **CANNOT** pay tuition through the app.

Most forms will be completed through the school app, and reminders will be sent only to those who have not completed the form. Parents will be able to see their submitted forms as well by clicking on "My Submitted Forms" under the Forms tab.

The app will also contain links to various websites such as I.C. School, I.C. Parish, the Archdiocese of Cincinnati, Safe Parish, FACTS, and Option C.

School Website

The school website is www.icschool-celina.org. The website contains much helpful information and several valuable links. The calendar on the website is interactive. By clicking on an event,

any additional information posted will be made available. We encourage you to check the website often and look for new postings.

Option C

I.C. School uses Option C for an online gradebook, attendance register, and lunch program manager. All K-6 parents will have a login to Option C in order to be able to track lunch accounts and will also be able to see their children's grades, averages, and any missing assignments. In addition, we will use Option C for scheduling fall conferences.

Tuition and lunch accounts are also managed in Option C. Tuition accounts are set up as automatic payments, according to family preferences. Families may make payments to lunch accounts in Option C as well. In addition, some incidental charges may be able to be paid online through Option C. *(Families always have an option of paying by cash or check, but please send any money in an envelope clearly marked with your child's name(s) and the purpose for the money!)*

Option C charges an annual fee of \$45 for unlimited withdrawals from a checking account or charges a 3% fee on any credit card payment.

One Call Now Message System

When we need to notify parents with emergency information or with reminders about school-related events, IC School uses One Call Now, an automated phone message system. This service delivers a personalized message to whatever phone numbers that parents specify. If no one answers, the message will be recorded on your answering machine. If there is no answering machine or if your line is busy, the service will automatically retry the call. **If a message is answered by a toddler or otherwise lost, you can retrieve the message by calling 877-698-3261. Press 1 at the greeting, and then enter the phone number to which the message was sent.** If you do not understand the message, or it seems to be cut off, you may immediately press “#” to repeat the message.

****In addition, parents may choose to receive some messages by way of text message by texting “alert” to 22300. Not all messages will be sent out in text format. Parents may also update their preference for the One Call Now system at any time via the One Call Now portal on the school’s website.****

The school must have accurate phone numbers for One Call Now to work effectively. You can specify one or more numbers to which you want the school’s messages sent. Parents are asked to provide these numbers on a form at the beginning of the year. We will call only the primary number when messages are of a less urgent nature (a reminder about an event several days in advance, for example.) Be sure to contact the office with any phone number changes during the year. We may also use One Call Now for messages to subgroups of our students, such as field trip reminders for a class or a message pertaining only to band students.

E-mail Correspondence

Some correspondence with parents will be done by e-mail, although most correspondence will occur through the app. Parents should be sure to check their email on a regular basis and request the email is sent to any addresses at which they wish to receive it. Correspondence is available in print form by parent request. *Please notify the office if you need printed correspondence, either temporarily or permanently.*

Family Directory

A family directory of all students and parents will be printed and include all contact information. This directory is intended for the use of school personnel only and will not be released to the public. The directory is available to organizations such as PTO who are directly related to the school and who may use the information to seek out assistance in fundraising projects or other like purposes.

It is our school policy not to release student or family contact information to another parent or any other party without the express consent of the parent involved. It is important to respect a family's right to privacy.

Social Media

Immaculate Conception School does have a page on Facebook, and families who use Facebook are encouraged to “like” this page in order to receive any updates through it. However, students should not attempt to contact any staff members directly through Facebook or other social media. Any other social media that may be used by Immaculate Conception School should also be treated in the same manner. All members of the Immaculate Conception School community are reminded to respect the privacy of others and use these communication tools responsibly.

Parents will be asked to complete a form to give permissions to use their child's picture in various publications at the beginning of the year. Once that form is turned in, any changes to those permissions must be made in writing to the principal of the school.

No student or volunteer is ever permitted to use a technology device to take pictures or record video and post it on any social media or distribute it through texting or other electronic communication without the specific permission of a teacher or the principal. **NO PARENT may post any picture of another student on any social media site, even if they copy it from our school app or if they are from a school activity. Photos from school activities should be forwarded to school personnel to post.**

Governance Model

Immaculate Conception School is under the authority of the principal and pastor, with guidance provided by an Advisory Board. The Advisory Board typically holds monthly meetings which provide oversight and helpful discussion on policies, the budget, and changes made to the school. The board meetings are closed to the public. The day to day operations are carried out by the administration of the school and include such matters as planning calendars and schedules, admission and supervision of students, assignment and supervision of faculty and staff. Two important committees exist as subcommittees of the board and bring regular reports to the board: Fundraising Committee and Enrollment/Marketing Committee.

Right to Amend Handbook

The Principal, or his/her appointee, with the support of the pastor, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

APPENDIX A - RESPONSIBLE USE OF TECHNOLOGY POLICY (applies only to Preschool 2)

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication

technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use

of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session.

Kindergarten and Preschool

Immunizations for the 2021-2022 School Year

Kindergarteners are required to have the following vaccines:

- the 5th diphtheria, tetanus and pertussis
- the 4th polio
- the 2nd measles, mumps, rubella
- the 2nd chickenpox vaccine
- Children can receive these vaccines any time after they are 4 years old. They should be up to date with 3 hepatitis B vaccines.

Preschoolers are required to be up to date on immunizations:

- 4 diphtheria, tetanus, and pertussis
- 3 polio
- 1 measles, mumps, rubella
- 1 chickenpox
- 3 hepatitis B
- 2 hepatitis A
- 3-4 haemophilus vaccines
- a yearly influenza vaccine

For more information go to www.mchdo.org or www.immunize.org

The Immunizations can be given at your doctor's office or the Mercer County Health District.

**Please call 419-586-3251 option 2
To schedule your appointment or to talk to the nurse.
Appointments are available Monday thru Friday.**

We are contracted with many insurance carriers and will bill the insurance as a courtesy. Please have your insurance cards available. Please Log into your insurance company's website or call the 1-800 number on the card before your appointment to determine your individual coverage. Federally provided vaccines will not be denied to children 18 and under due to inability to pay.

APPENDIX C -

COVID-19 Acknowledgement of Risks

COVID-19 Acknowledgement of Risks

According to the Centers for Disease Control and Prevention (CDC), the COVID-19 vaccination is recommended for everyone 12 years and older. Over the past year, a significant number of Ohioans have received the vaccination. COVID-19 infection rates have fallen, and indoor and outdoor mask mandates, as well as related social distancing restrictions, have been lifted in many settings.

Immaculate Conception School plans to continue in-person learning for the upcoming 2021-2022 school year, including athletics and extracurricular activities with spectators. In doing so, Immaculate Conception School will continually evaluate and consider the health and safety guidelines recommended by the CDC and the local health department.

Despite the progress made in combatting COVID-19, we, the undersigned parent(s) and student, acknowledge and agree that, as a student at Immaculate Conception School and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other Immaculate Conception School staff, still involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students (and their parent(s)), teachers, and staff at Immaculate Conception School, there may still be an elevated risk of contracting the disease simply by being in the building, on the premises, or at any Immaculate Conception School function. This risk may be even greater for those who are not vaccinated for COVID-19 and those who do not wear a face mask.

By signing this Handbook below, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person learning and other in-person school activities and functions is the choice of each family, including ours. If student or parent(s) who visit Immaculate Conception School have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to Immaculate Conception School, attend any Immaculate Conception School function, or visit Immaculate Conception School.

Moreover, we acknowledge that while any safety and precautionary measures we take on our own (e.g., wearing a facemask or being vaccinated for COVID-19) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at Immaculate Conception School or any Immaculate Conception School function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the CDC, the State of Ohio, and/or and the applicable local public health department.