



# St. Helen School

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ST-HELEN-SCHOOL.COM | 440-564-7125

## St. Helen Preschool Parent Handbook

School Office hours

Monday-Friday

7:15am-3:00pm

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## St. Helen School Mission Statement

St. Helen Catholic School is a faith filled community which nurtures spiritual development, promotes academic excellence and fosters leadership skills.

Together, parents, students and staff strive to reach their God-given potential in an atmosphere that respects the dignity of each person.

## INTRODUCTION

This handbook comprises the policies and procedures at St. Helen Preschool. Parents are responsible for reading, understanding, and complying with the information contained within this handbook. Changes and amendments to this handbook may be made by the Preschool Director as needed. Parents will be notified of any changes made to this handbook.

## PHILOSOPHY OF ST. HELEN PRESCHOOL

St. Helen Preschool offers a Catholic tradition of academic excellence, and a balanced curriculum, expanding minds, hearts, bodies, and spirit in a safe, family friendly environment. The curriculum provides experiences which help students grow in their relationship with God and his creation. Interest centers and activities promote social and motor skill development.

St. Helen Preschool follows the regulations and guidelines from the State of Ohio, as well as the Office of Catholic Education of the Diocese of Cleveland. As part of St. Helen Parish and School, the Preschool also follows the guidelines and directives of the pastor, principal, and board at St. Helen Parish. St. Helen Preschool is licensed and inspected annually by the Ohio Department of Education.

## BELIEF STATEMENTS

St. Helen Preschool believes in a caring, affirming environment, in compliance with the State of Ohio educational norms.

St. Helen Preschool believes in religious formation and developing the skills each child needs for subsequent grade levels.

St. Helen Preschool believes in the creativity and structure that will nurture cognitive, social, emotional, physical, and language development in each child.

St. Helen Preschool believes in open communication with parents about their child's progress and development.

## GOALS AND OBJECTIVES

St. Helen Preschool educates students to develop a love of learning, by providing activities and experiences to grow in independence and social adjustment and begin to develop a trust in adults other than his/her parents.

St. Helen Preschool strives to strengthen and develop a personal love for Jesus by feeling a sense of belonging to a caring Catholic community and learning to respect and appreciate others as special gifts from God.

St. Helen Preschool aims to develop a wholesome self-esteem by making children aware that he/she is a child from God who will grow in His love, increasing independence, and developing a knowledge of his/her own self-image.

St. Helen Preschool teaches children to assume a personal responsibility for learning by participating in a group and beginning to accept the need to share. Students will also develop an enthusiasm to learn and grow, and actively participate in multi-sensory learning experiences designed to enhance the total development of each young child through an integrated curriculum.

## ST. HELEN PRESCHOOL ADMISSIONS POLICY

St. Helen School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at its school. We do not discriminate based on race, color, national and ethnic origin in administration of our educational and admittance policies, scholarship, athletic programs, and other school -administrated programs.

Children will be considered for admission to St. Helen Preschool according to the following priorities:

(Non-Parishioners may be admitted into St. Helen Preschool as space permits. Admittance being granted first as listed below...)

1. Active Parishioners with siblings currently enrolled
2. Others with siblings in the school
3. Children of active parishioners
4. Catholics from Parishes without a Catholic School
5. Catholics from Parishes with a Catholic School
6. Non-Catholics interested in a Christian Education

Enrollment in the school is renewed each year in late January. Acceptance is contingent upon financial requirements being met, and evidence of acceptance of acceptable effort and conduct in accord with school policies. The registration is confirmed through a registration/instructional fee per child.

St. Helen Preschool reserves the right to assess all incoming students to determine readiness for the Preschool program. Every child will be assessed at 6 weeks to determine school readiness, prior to parent conferences. If needed at conference time, a course of action based on the child's needs will be charted. If a child is asked by the Preschool to withdraw for academic or behavioral reasons, a prorated refund of their tuition will be made. If a parent chooses to withdraw their child for other reasons, no tuition refund will be given.

### Age Requirements and Type of Program

A child attending the **Busy Bees** Preschool program must be three years old on or before September 30<sup>th</sup>. The program will meet on Tuesday and Thursday mornings from 8:00am-11:00am.

A child attending the **Little Hornets** Pre-Kindergarten program must be four years old on or before September 30<sup>th</sup>. The Little Hornets program will meet on Monday, Wednesday, and Friday mornings from 8:00am-12:00pm.

A child attending the **Full Day Little Hornets** Pre-Kindergarten program must be four years old on or before September 30<sup>th</sup>. The Little Hornets Full Day program will meet on Monday, Wednesday, and Friday from 8:00am-2:30pm.

*All children must be toilet trained before entering any program.*

## Registration Requirements

- Birth certificate
- Baptismal certificate
- Immunization record
- Physical examination
- Registration fee

(NOTE: Registration is official once all the above requirements are met.)

## Length of the school year

St. Helen Preschool will open approximately one week after St. Helen School opens and conclude approximately one week before St. Helen School closes for the summer. On days that St. Helen School is closed, St. Helen Preschool will also be closed. A yearly Preschool calendar is given to parents at the beginning of each school year.

## Withdrawals

Once all financial accounts have been settled, parents withdrawing a student will be given a progress report to present to the receiving school. A copy of the permanent record card and the health records will be sent directly to the receiving school upon receipt of a written request/release from the parents.

## Child Custody

In cases where custody papers are applicable, the school is to receive evidence from the Courts naming custodial parent/guardian. The school will abide by the Court orders regarding sharing information related to the student.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Helen School will, therefore, send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the information includes but is not limited to conference appointments, report cards, interim reports, discussions with school personnel, and tuition payments.

In families experiencing separation of parents pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between parents. Since this information frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the Principal and Teacher of this fact so that appropriate support can be given to the child. St. Helen School personnel cannot proceed on hearsay, rumors, or demands of a parent but only with the appropriate documentation details as follows.

In cases of an actual divorce decree involving clear custody by one parent, the principal is to be informed by the custodial parent of this fact. A copy of the first page of the decree



bearing the case number, pages referring to the custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the parent custodian. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to school information as the custodial parent. We will, unless instructed by the Court Order, release such information upon request to the non-custodial parent. However, we ask the custodial parent to cooperate with the school and share information, correspondence, and conference appointments directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, please realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of his/her child, including sports activities and class programs. Parents should keep each other informed as to these activities to void duplication of communications and to allow the school to better attend to the duty of teaching the children.

In cases of "joint custody" (shared parenting agreements) entitling both parents to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this information will be shared by and between parents.

Regarding Parent conferences in all custody situations: It is preferred and will be the general procedure that one conference be scheduled "jointly" if both parents wish to be present. It is assumed that parents can set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and misinterpretations.

In cases where joint conferences are clearly neither possible or desirable by all parties involved, alternative arrangements may be discussed with the principal, subject to the approval of both parents and further reviewed by legal counsel for the Diocese of Cleveland. Every effort will be made to keep communication open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

Visitation should generally begin at the home of one of the parents and not at school. It is hoped that visitation arrangements would reflect the sensitivity of both parents to the consistency and routine that foster security in a child and allow for school responsibilities and homework to be taken care of during the week.

If there are any questions concerning this restatement of procedures, please contact the principal.

At the time of registration, the copy of the page of the court decision bearing the case number and those sections referring to visitation rights and contacts with the school, as well as the page bearing the judge's signature and court seal must be provided. It is the responsibility of the custodial parent to inform the principal of any subsequent modifications made to the Court Order during the child's tenure at the school.

## School Records

### Permanency

Accurate and complete individual, permanent, and cumulative records shall be maintained for each student enrolled at St. Helen School. These records will include students' attendance records, parent conference reports, progress reports, and reports from professionals or other pertinent information which is relevant to the student's tenure at St. Helen School.

### Availability of Review

It shall be the policy the school to implement all requirements of the Family Educational Rights and Privacy Act (FERPA). Parents of any student who is or has attended St. Helen School have the right to inspect and review the educational records of their children. Access to educational records shall be made to parents after a written request, within 45 days after the request has been made. Except for the parent and those employees of St. Helen School who would have access to educational records within the normal course of business, all student records shall remain confidential.

## Changes During the School Year

Should parents change their place of residence, change their cell phone number, home, or work telephone numbers, or change their place of employment, they need to send this new information in writing to the Preschool Director as soon as possible.

## PARENT RESPONSIBILITIES

- Completing all school forms on time
- Paying tuition and school fees at the appropriate time
- Being prompt at Preschool drop off and pick up times
- Keeping children home when ill or contagious
- Reporting children's absence and/or illness by calling the Preschool or the school office
- Dressing children appropriately for indoor and outdoor play
- Labeling ALL their child's items
- Discussing problems with those concerned and avoiding any criticism of teachers and school policy

# ACADEMICS

## Calendar

A yearly calendar is sent home with families at the beginning of the school year. Changes and additions to this calendar are given to parents through weekly school newsletters or by special notification. Parents are asked to save these calendars and refer to them throughout the school year.

## Curriculum

A quality Preschool program is designed to meet the development needs of young children, promoting their spiritual, emotional, social, physical, and cognitive growth. Our curriculum follows the Early Learning Content Standards of the Ohio Department of Education, and guidelines established by the Diocese of Cleveland.

Our curriculum will follow themes dependent on the interests of our young children. Our daily schedule includes active learning experiences appropriate to the three, four and five-year-old child. The curriculum will be center based, using an integrated approach where learning occurs through active exploration in a “hands-on” learning multi-sensory environment.

Young children in our programs will be encouraged to explore, observe, and participate in activities involving literature, songs, games, art, music, computer technology, physical education, math, science, and self-directed play.

A child’s sense of God comes from an atmosphere of love and acceptance in the preschool environment, where the child learns about God’s wonderful world. Children will have opportunities to participate in classroom prayer and preschool religious instruction that will deepen their love of God and prepare him/her to participate in the celebrations of the Church.

## The Faculty at St. Helen Preschool

St. Helen School is staffed by a qualified faculty of Sisters of Notre Dame and lay teachers.

The Preschool Teacher/Director is certified by the State of Ohio, accompanied by a State of Ohio certified Preschool Educational Aide.

Professional competency and growth are stimulated through renewal of first aid, CPR, communicable disease, and recognition of child abuse trainings, continuing education in early childhood education topics, faculty retreats and meetings, in-service workshops, as well as supervision by the administration.

The faculty and staff are committed to the philosophy and educational objectives of the Office of Catholic Education of the Cleveland Diocese, and of St. Helen School. They endeavor to make this spirit permeate their instruction of and interaction with students, parents, and each other.

## Field Trips

To enhance our classroom learning and to give our children “hands-on” experiences, we will be having a variety of field trips throughout the year. Buses are not available for Preschool trips. We depend on parents to drive their children to and from these field trips. There is typically no regular Preschool class on field trip days.

## Parent Association

All St. Helen Preschool parents are invited to join the St. Helen School Parent Association. Information will be given at the Preschool Parent Meeting in August, before the start of the Preschool school year.

## Rosters

Each Preschool class will have its own class roster, to be shared only with parents in their child’s individual class. If parents do not wish to be included in the roster, they will indicate that on the appropriate form given at the beginning of the school year.

## TUITION AND FEES

Tuition and registration fees are set every year in January. A registration fee is due with the registration forms. <https://www.osvhub.com/sthelen/giving/funds/preschool-registration>.

Tuition can be paid in full or in 8 or 12 monthly installments. Tuition can be paid with cash, check (made payable to “St. Helen”) or by credit card. Tuition payments can also be made via the OSV Hub online payment system.

<https://osvhub.com/sthelen/giving/funds/preschool-tuition>.

\*PLEASE NOTE: If parents choose to create a payment plan on the OSV Hub, parents will need to cancel the payment plan once tuition is paid in full.

## GENERAL INFORMATION

### Attendance/Reporting Absence

Please call the Preschool and/or school office at (440) 564-7125 if your child is absent or planning to be absent. If the illness is of a contagious nature, please notify the Preschool immediately.

### Arrival and Dismissal Procedures

Teachers will pick up and greet the children in the main lobby at arrival times. At dismissal time, teachers will bring the children to the main parking lot or lobby, depending on the weather. Only the parent/guardian or another adult designated by the parent shall pick up the child at the end of the day. If there is a change in this procedure, a note should be written to the teacher

### Birthdays

Your child’s birthday is a special time to celebrate with their preschool friends and teachers at school. Please refer to the “Birthday Celebration” sheet that you are given at the beginning of the year. If your child’s birthday falls during the summer, we will celebrate it in April or May.

### Dress Code

Children should be dressed comfortably for play and sitting on the floor, so casual play clothes and tennis shoes/sneakers are recommended. Appropriate outerwear for outdoor play is essential. Please take the time to label your child’s jackets, hats, mittens, boots, etc. with his/her name. **NO CROCS SHOES PLEASE, AS THESE ARE UNSAFE ON THE PLAYGROUND EQUIPMENT.**

Young children may have accidents. At the beginning of the year, please send in an additional change of clothes for your child that can be used if an accident should occur. Please label all clothing with your child’s name.

## Emergency School Closing

In severe weather, please listen to local radio and television stations for school closing announcements. St. Helen School follows the closing decisions of the West Geauga School District. Parents should look and listen for “St. Helen School” specifically on the list of closures. Additionally, an email and text message will be sent from St. Helen School.

## Office Hours

Non-urgent phone messages for our teachers will be accepted from 7:15am-3:00pm by calling St. Helen School at (440) 564-7125. If your call is not urgent, teachers will return your call during the day when they are free, or after school.

## Parent Participation/Unlimited Access

Parents shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the Preschool Director. Parents may be asked to share special interests and occupations, serve on committees, volunteer to read to their child’s class for a special story time, or help with party planning and supplies. Upon entering our school, parents are asked to report to the school office to sign in before entering our Preschool classroom. Visitors are also welcome to visit our Preschool classroom and are asked to report to the school office to sign in before entering our Preschool classroom.

## School Communications

Parent communication is a vital component to the success of our Preschool. Throughout the school year, we will be sending home calendars, weekly newsletters, and parent communications to let you know what we are doing in class. We may also include articles, ideas, and information concerning parenting and the young child.

Two parent-teacher conferences will be conducted during the school year, to promote a greater understanding of the needs and growth patterns of your child, as well as to strengthen home-school communications. Any time a parent wishes to see a teacher, an appointment may be made with the teacher for a mutually convenient time. Parent conferences will be scheduled typically in the late fall and early spring.

## Snacks, Lunch and Bedding

Parents will provide a healthy snack and drink for their child each class day. Parents should also inform the Preschool Director of any modified diet, food allergies, or special food needs of their child. Parents will receive a list of healthy snack suggestions in their parent packet. Please pack your child’s snack in a small lunch box/snack box, clearly labeled with your child’s name. Those students attending the Full Day Little Hornets class will also pack lunch and drink or may have the option to purchase lunch from the school cafeteria. Additionally, students attending the Full Day Little Hornets program will bring bedding for nap time (blanket and small pillow), and those items will be sent home weekly for cleaning. St. Helen Preschool will supply mats for nap time for each child that will be cleaned and disinfected daily.

## SAFETY POLICY

Our program and school are designed to ensure the physical and emotional safety of each child at St. Helen Preschool. Children are always accompanied by a teacher throughout the school day, and always supervised.

St. Helen Preschool conducts monthly fire drills and follows the St. Helen School schedule for tornado drills and safety drills.

## GUIDANCE

The goal of guidance for each child is to achieve self-control. Children learn self-control when adults treat them with dignity. Good discipline is founded on a caring relationship between adults and children. Setting clear and fair behavioral limits that are enforced consistently and regularly are key elements in good guidance practice. There are two main reasons for setting limits in a classroom environment:

- To prevent children from hurting themselves or others.
- To prevent destruction of property, materials, and equipment.

Limits help define the boundaries of behavior for children. The following developmentally appropriate guidance practices will be used:

- Children will be guided to appropriate behavior by setting clear and consistent limits and choices for classroom behaviors.
- Positive reinforcement will be used to encourage and promote appropriate behavior.
- Children will be encouraged to use their mistakes as learning opportunities.
- Children will be guided to resolve conflicts using their words rather than actions.
- Children will be encouraged to verbalize the problem and then mediate the situation as “problem solvers” to devise solutions to their own problems.
- Redirection will be used to guide children to more appropriate behavior or to another activity in the classroom.

If a child continues to have difficulty, the Director will initiate observation times and a conference with the parents. If the child’s behavior continues to be disruptive to the class and the child is unable to learn self-control after three weeks, a written warning will be sent home. If after six weeks of assistance by teachers and parents, there is no improvement, the parents will be asked to withdraw the child.

St. Helen Preschool follows the Behavior Management/Discipline Policy of the Ohio Department of Education <https://codes.ohio.gov/ohio-administrative-code/rule-3301-37-10>

## MEDICAL REQUIREMENTS

Documentation of current immunizations must be presented in conjunction with a physical examination record dated January 1-August 1 of the year the child will be entering school.

A LIST OF REQUIRED IMMUNIZATIONS IS INCLUDED HERE:

<https://codes.ohio.gov/ohio-revised-code/section-5104.014>

**NO CHILD WILL BE ADMITTED TO ST. HELEN PRESCHOOL WITHOUT THESE MEDICAL RECORDS.**

### Health Services

To help control the spread of contagious illnesses, parents are asked to keep children home if they have symptoms of a cold or contagious disease and appear to be ill. Symptoms such as a persistent cough, sore throat, runny nose, swollen glands, red eyes, vomiting, diarrhea, fever, and unexplained rashes are good reasons for keeping children home and taking them to a physician for a medical diagnosis.

This also includes strep throat, lead lice and chicken pox.

***When a child has been home with an illness, the child should not return to school until free of symptoms and temperature has been normal for at least 24 hours.***

St. Helen School is staffed by a volunteer registered nurse and nursing assistants at alternate times.

In the event a young child becomes ill or has an accident at school, the parent(s) of the child will be called immediately. The child will be kept safe until a parent or other responsible party can be reached to pick the child up from school. This information will be provided on the child's medical emergency form as indicated by the parent. If the illness is communicable, the child will be isolated from other children.

For information on the Individuals with Disabilities Education Act (IDEA), visit their website at <https://sites.ed.gov/idea/parents-families/>

Any families enrolled in Medicaid are entitled to services for children under the age of 21. Visit the Ohio Department of Medicaid website for Healthchek information.

<https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek>



## Management of Communicable Diseases Policy

The following precautions shall be taken for children suspected of having a communicable disease. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

1. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and /or grey or white stool
9. Stiff neck
10. Evidence of lice, scabies, or other parasitic infection

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the Director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in above as well as the following:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the Preschool program.

A child isolated due to suspected communicable disease shall always be within sight and hearing of an adult. No child shall ever be left alone or unsupervised.

A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent.

A child isolated due to suspected communicable disease shall be observed carefully for worsening condition.

A child isolated due to suspected communicable disease shall be discharged to parent or guardian.

## DECA Program

The Devereux Early Childhood Assessment (DECA) survey is a valuable tool used at St. Helen Preschool to monitor the social-emotional health of our students. Parents and teachers complete 2 surveys during the school year, which enable both teachers and families to see growth in maturity. The Devereux Early Childhood Initiative is partnered locally with Starting Point of Geauga County.

## Dental and Medical Emergency Policy

An emergency dental and medical plan is posted in our Preschool classroom. A detailed list of communicable diseases is also posted in our classroom for teachers to reference and for parents to review.

## Handwashing Procedure

Hands are washed when entering the classroom, before and after any snack is eaten, and after using the bathroom and playground equipment. Public health standards of handwashing and disinfecting procedure are followed.

## Staff Training

According to 3301-37-11 of the rules for Preschool programs, a Preschool teacher trained in the signs of illness, handwashing, first aid, and disinfecting procedures will always be on the premises.

## Medications

Ohio State Law requires that no drug, including any over the counter medications (such as Tylenol, antacids, and cough medicines) be taken at school without written permission from the physician and parent.

The specific medication forms must be obtained from the Preschool Director and filled out by the physician and parent prior to bringing medication to school. These forms are kept on file in the Preschool. These requirements must be adhered to for each illness and for any change in prescription. These forms are required and must be updated each school year.

Medication must be in a bottle or original container with the child's name, name of the medication, dosage, when administered, etc. The expiration date of request and a listing of possible side effects should be filled out on the form supplied. The parent will bring the container to the Preschool upon arrival to school and review with the Director. At the appropriate time, the child will be given the medication and forms completed. St. Helen Preschool will not administer aspirin to children. Absolutely no medication may be kept on the person or child.

It is the parent's responsibility to notify the school of any change in the taking of medication. Medications are kept in the Preschool under the supervision of the Director and administered only by the Director who then records and stores the medication.

Please request the Medication Permission Form from the Director if needed. These forms are kept on file until the end of the current year.

## **AMENDMENT POLICY**

A policy may be amended, revised, added, or deleted at any point during the year. If such changes occur, the Preschool will give written notice.

## **OHIO DEPARTMENT OF EDUCATION: INSPECTION REPORTS AND COMPLAINT RESOLUTION INFORMATION**

St. Helen Preschool complies with all mandated requirements of the Ohio Department of Education for preschools. All St. Helen Preschool inspection reports and files are kept in the Preschool classroom. Any parent wishing to read these reports and files may do so by contacting the Preschool Director. If there is any problem the Preschool Director cannot address, the Preschool Ombudsman can be reached at the Ohio Department of Education at (614) 466-0224.

## ADDENDUM TO ST. HELEN PRESCHOOL PARENT HANDBOOK CORONAVIRUS(COVID19) PROTOCOL AND BEST PRACTICES 2020-2021 SCHOOL YEAR

### NEW DROP OFF AND PICK UP PROCEDURES

A staff member at drop off will perform a temperature check of each child. Any child with a temperature of 100 degrees or more will return home with their parent. Staggered arrival times may be necessary to maintain safe social distancing requirements. We appreciate the cooperation of all parents, as procedures may need to be adapted after the initial first week of school. For the start of the school year, drop off will remain in the school lobby, and pickup will remain in the lower parking lot.

### CLASSROOM ENVIRONMENT AND SOCIAL DISTANCING

Each Preschool class will follow the recommended smaller ratio of no more than 9 children in one class. The classroom will be set up to allow for the recommended social distancing during activities. Outdoor play will occur whenever possible, weather permitting. Outdoor areas will be routinely cleaned. Each child will have their own “cubby” for their belongings. No “cubbies” will be shared and “cubbies” will be cleaned at the end of each class.

### PARENT COMMUNICATION

Phone and online communication with parents will be used as much as possible. Your child will have a designated day each week that any Preschool or office correspondence and artwork will be sent home in their backpacks. Each child will be given a folder at the beginning of the year for school correspondence.

### SNACKS

Parents will provide a snack and drink for their child. Please try to send a sealed juice box or new recyclable water bottle. Students will be seated 2 to a table to allow for social distancing, and tables will be cleaned before and after snack time.

### MASKS

Preschool staff will wear masks daily. Preschoolers are not required to wear masks, according to State of Ohio guidelines. However, if parents choose to have their child wear a mask, they may send the mask to school with their child.

### CLEANING PROTOCOL

All toys, supplies, and surfaces within the Preschool classroom will be cleaned daily, as well as in between classes. Toys that cannot be safely cleaned and disinfected will not be used. A special bin will be designated for toys to be cleaned and sanitized after each class period.

### HAND WASHING

We are fortunate to have our own bathrooms in the Preschool, as we will need to frequently wash hands. Hand washing will occur upon entering the classroom, after using the bathroom, before and after snack time, after indoor or outdoor gross motor play, and before leaving the classroom at the end of the day. Additionally, we will have a new hand sanitizing station in the Preschool classroom.

### REMOTE LEARNING

If the need arises for remote learning for St. Helen School, St. Helen Preschool will also provide remote learning meetings via Microsoft Teams. Live meetings will occur on the same days children attend Preschool, for a shorter length of time, and lesson plans will also be shared with parents.

### TUITION AND REMOTE LEARNING

Preschool tuition payments will be collected over 9 months of the school year. In the event that remote learning occurs, we will still be collecting tuition. If there is any difficulty making tuition payments during these times, please contact the parish office.