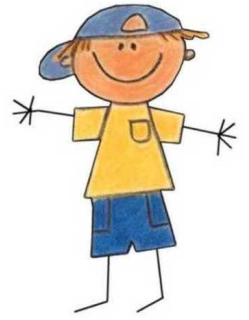


# Play, Learn,



and



# Grow....



# Together!

St. Henry Preschool Handbook

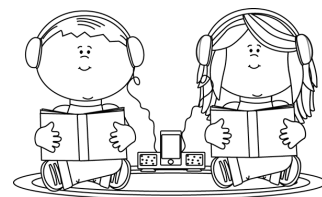
2024-2025

# St. Henry Elementary Preschool

## Letter from the Principal

Dear Parents, Students, and Community Members,

Welcome to another exciting school year at St. Henry Elementary! It is with great enthusiasm and anticipation that I extend a warm welcome to both returning families and those who are new to our school community.



At St. Henry, we believe children learn best when...

- there are high expectations for success
- they are in a safe and caring environment
- learning experiences are meaningful, connected, involved
- self-assessment and goal setting
- they are given choices in and ownership over their learning
- their basic needs are met
- the staff is prepared, supported, and happy
- individual needs are met and each child's uniqueness is valued
- they have a chance to collaborate with peers
- it's fun!

We take pride in our school's mission to enter to learn, leave to serve and we are dedicated to instilling values of respect, responsibility, and resilience in our students. As partners in your child's education, we invite you to join us on this journey of academic and personal growth.

Our school is not just a place of learning; it's a community where friendships are formed, talents are discovered, and dreams are nurtured. We encourage open communication between parents, teachers, and students, and we believe that a collaborative approach is essential for a successful educational experience.

I encourage you to actively participate in school events, engage with your child's teachers, and take advantage of the many opportunities for involvement.

Please take the time to familiarize yourself with the contents of this handbook, as it serves as a valuable resource for important school information, policies, and procedures.

Thank you for entrusting us with the education and well-being of your child. We look forward to a year filled with growth, discovery, and success.

Wishing you a wonderful academic year!

Sincerely,

Courtney Imwalle

St. Henry Elementary Principal



Courtney Imwalle, Principal, 419-678-4834, extension 2400, [imwalle.courtney@sthenryschools.org](mailto:imwalle.courtney@sthenryschools.org)  
Angie Schmitz, Secretary, 419-678-4834, extension 2401, [schmitz.angie@sthenryschools.org](mailto:schmitz.angie@sthenryschools.org)  
Stacy Wermert, Guidance Counselor, 419-678-4834, extension 2302 or 2440, [wermert.stacy@sthenryschools.org](mailto:wermert.stacy@sthenryschools.org)  
Adam Puthoff, Superintendent, 419-678-4834, extension 2100, [puthoff.adam@sthenryschools.org](mailto:puthoff.adam@sthenryschools.org)

## **Welcome**

Welcome to St. Henry Preschool, a place that stretches your child's heart as well as their mind.

St. Henry Preschool is a fun and safe environment where your child will mature and grow emotionally and socially through age appropriate experiences. We believe children learn by process, which is learning through play and working with things and people in the environment. We seek to provide an environment that encourages the children to make choices, ask questions, explore, share ideas, solve problems, and experiment without fear of failure. We try to provide experiences that will help your child feel good about themselves and confident about their abilities. We attempt to provide activities that will assist children as they grow to their fullest potential.

Throughout the year the preschool program goes through a site review to ensure we are meeting the requirements of the State Department of Education. Parents may request copies of the program compliance reports by contacting Adam Puthoff.

## **Statement of Purpose**

The St. Henry Preschool has been planned with the following goals:

1. To provide an environment where the child can form a good self-image.
2. To give the child the chance to learn and play with others.
3. To give the child opportunities to develop communication skills in a group situation.
4. To give the child the opportunity to learn through creative experiences.
5. To give the child a positive first classroom experience.
6. To prepare the child for kindergarten (academically and socially).

## **Enrollment**

Enrollment is for four and five year old children in the St. Henry Local School District and is determined by space availability. After the month of May open enrollment begins and we can accept age-appropriate children outside the St. Henry School District, depending on availability. If your child turns four during the school year and you would like to enroll them in the preschool program, please contact Courtney Imwalle @419-678-4834, x2400 or Angie Schmitz @419-678-4834 x2401. Your child must be four at the time of enrollment. The preschool program is unable to hold spots open for a child wishing to enroll during the school year. There shall be no discrimination because of race, religion, origin, or social, economic background. A deposit will be put towards the first month's tuition and completion of the documentation on FinalForms must be completed to hold your child's spot in the preschool program.

## **School Calendar**

The preschool will observe all holidays that the St. Henry School District schedules on their calendar.

## **Arrival and Dismissal**

Our morning sessions meet from 8:00 a.m. until 11:00 a.m. and the afternoon sessions will meet from 11:55 a.m. until 2:55 p.m. Students can be dropped off in front of the Columbus Street entrance for the morning session after 7:45 and in front of the Columbus Street entrance after 11:45 a.m. for the afternoon session.

We ask that you pick up your child promptly at 11:00 a.m. and 2:55 p.m. The children are eager to see you at the end of the school day, and are disappointed if you're not among the waiting parents.

The teacher must be given a list of car pool members if your child is participating in one. No child will be released to anyone other than the parent or guardian unless you communicate with the school. If someone else is to pick up your child, we need written or verbal permission from the parent.

## **Delays/Cancellations**

When inclement weather makes it impossible to conduct school, an announcement will be made over the following radio stations:



**WSCM Celina 1350 AM; 96.7 FM**

**WKKI Celina 94.3 FM**

And also on our school website at [www.sthenryschools.org](http://www.sthenryschools.org). You may also sign-up for text messages, and/or email alerts.

The preschool will follow the same schedule as the St. Henry School District in weather closing. If St. Henry is closed for the day, so will the preschool. Listed are the delay schedules:

**One Hour Delay** – A.M. students will arrive at 9:00 a.m. rather than 8:00 a.m. and follow a normal routine. Dismissal will be 11:00 a.m. The afternoon schedule does not change.

**Two Hour Delay** – A.M students will arrive at 10:00 a.m. and be dismissed at 12:00 p.m. The P.M. students will arrive at 12:55 p.m. and dismiss at 2:55 p.m.

**Three Hour Delay** - The A.M. session is canceled. The P.M. session students arrive at 11:55 a.m. and dismiss at 2:55 p.m.(normal time).

## **Health Record**

All the children's immunizations must be up-to-date. Children enrolled in the preschool program are required to have a complete physical examination. A physician or nurse practitioner must sign the physical form. As required by state law, we must have your child's health record and physical form before the first day of school. Physicals are good for one calendar year. Please make sure your child's physical is planned after the projected end of the school year.

## **Medication Administration Requirements**

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall: 1) Prior to administration: Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and 2) each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. 3) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code. 4) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

## Absence

We do our best to provide a healthy environment for your child. All staff are trained in the management of communicable diseases. Please keep your child home if he/she exhibits any of these symptoms:

1. Diarrhea (more than one abnormally loose stool within 24 hours)
2. Severe coughing, sore throat, or difficulty in swallowing
3. Vomiting within the past 24 hours
4. Difficulty or rapid breathing
5. Temperature of 100 degrees or higher
6. Yellowish skin or eyes
7. Conjunctivitis (pink eye)
8. Unusual spots or rashes
9. Unusual infected skin patches
10. Untreated infected skin patches
11. Stiff neck
12. Evidence of lice, nits, scabies, or other parasitic infection
13. Unusually dark urine and/or white stool
14. No medications or special diets will be administered unless instructions are written, signed, and dated by a licensed physician and are prescribed for a specific child.
15. When staff members are ill, substitutes are hired. If your child is sick and will be absent from school please contact the elementary office as soon as possible, but at least by 8:30 a.m. at 419-678-4834 ext. 2401

If your child should have any of these symptoms while at school, you will be contacted immediately. If you cannot be located, we will contact one of the three adults named on the Emergency Medical Authorization form. Your child may return to school within 24 hours after all signs of illness have disappeared or after treatment or release by a physician.

## Management of Communicable Disease

The preschool staff has been trained in first aid, communicable disease, disinfecting and hand washing, and child abuse. In the management of communicable diseases, we will follow these steps:



- A. A child will be removed from the rest of the class and given a cot and blanket. The parents will be notified immediately.
- B. No child will be left alone or unsupervised. An adult will be within sight and/or hearing of the child.
- C. The preschool will promptly discharge the sick child to a parent, guardian, or person who has been designated by the parent.
- D. The child will be readmitted when the symptoms are no longer present.

The standards are also used for staff members in the event of their illness. Upon their illness, a substitute will be obtained to replace them.

The communicable disease chart will be posted in the classroom.

Parents are asked to notify the school when the child has been exposed to any communicable disease. The preschool will then notify the parents of the other children who may have been exposed in class.

Parents are to report any and all allergies to the preschool coordinator. Since we do anticipate animal visitations, as well as preparing food to enhance the learning process, it is important that we have a list of all allergies.

A mild ill child will be monitored carefully by an adult and kept comfortable.

## Safety Policy

1. No child will be left alone.
2. There is a telephone accessible to the staff to make and/or receive calls at all times.
3. Spray aerosols will not be used when children are present.
4. All staff members are familiar with emergency medical procedures, fire evacuation, and tornado procedures. Fire emergency and weather alert plans are posted in each classroom. Fire drills will take place monthly. A record of drills is maintained in the elementary office according to the guidelines of the EMS.
5. At least one staff member will be on duty at all times who has been certified in first aid and child abuse recognition. All staff members are required by law to notify Children's Services when there is any suspicion of child abuse or neglect.
6. In case of a minor accident, we will inform the parents verbally or by a written note. In case of a more serious accident or injury the parent will be contacted immediately. If the parent cannot be reached, we will contact one of the other three adults named on the Emergency Medical Authorization form.

## Emergency Phone Numbers

Emergency Squad

Fire Department

Police Department...911

Job & Family Service...419-586-5106

Poison Control 1-800-222-1222



This plan is posted in the classroom and next to the telephone.

1. There is a first aid kit located on the east wall on top of the refrigerator
2. All staff will be trained in first aid.
3. Children's medical records and cumulative files are located in the elementary office.
4. General instructions to staff in case of emergency
  - A. Call 911
  - B. Get child's records
  - C. Notify the child's parents or emergency contact person of the incident
  - D. One staff member will go with the child, the other will stay with the class.
  - E. An incident report will be filled out and placed on file in the office. A copy will be sent to the Superintendent's office.
5. General instructions to staff in case of illness of children:
  - A. Child will be removed from the group and given a blanket and a place to lie down. The school will call the parent, guardian, or contact person.
6. In case of a dental emergency, steps will be taken as described on the Emergency Dental Care chart.
7. The EMS is used for emergency transportation

## **Communications**

Parent and Child Open House will be held prior to the beginning of the school year. At this time you will meet the staff, return necessary forms and learn about the program and classroom.

Newsletters will be sent home with your child weekly to notify you of upcoming events and happenings within the classroom.

Parent Teacher Conferences will be held twice during the school year. We will be happy to meet with you anytime you want to talk about your child's progress. Please feel free to call for a time that is convenient for yourself and the teacher. Please contact the school if you would like to set up a meeting with the Preschool teacher.

Parent Observations are highly encouraged in order to understand the philosophy behind the curriculum and development of the whole child within the preschool environment. Please feel free to contact the school to set up a visit any time your child's class is in session.

## **Possessions**

Please mark all possessions clearly with the child's name. This includes book bag, coat, hat or any other loose clothing.

## **Behavior Management/Discipline**

Our ultimate goal is to teach the students self-discipline. When there is a minor conflict among children, we encourage them to talk over the problem among themselves. They often come up with a good solution. If the situation cannot be controlled through talking, the child may need to be removed from the situation or redirected to another activity. We strive to reinforce positive behavior so that negative behavior will be minimal.

According to Ohio Department of Education Rule number 3301-3710:

A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. The center's written discipline policy is to comply with this rule, section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section 3313.66 of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### **Acceptable Use of Computers/E-mail/Internet**

The St. Henry Local Schools Technology Plan provides for interconnecting our students with students, teachers, and academic resources throughout the world via E-Mail and Internet. Students who accept the responsibilities of using these computer programs, in accordance with appropriate educational standards will be given the privilege upon completion of reading the student handbook and returning the signature form. Any students engaging either specifically or generally, that is inappropriate conduct is subject to expulsion, suspension, or emergency suspension, removal or permanent exclusion from curricular activities pursuant to the Ohio Revised Code. This code of regulations applies while a student is in the custody or control of the school, on school grounds or closely proximate thereto, while at a school-sponsored function or activity or on school-owned or provided transportation. This Code of Regulations is adopted by the Board of Education of the St. Henry School District pursuant to Sections 3313.661 and 3313.662, the Ohio Revised Code. In addition, the Student Code of Conduct governs a student's conduct at all times, on or off school property, when such student conduct is reasonably



related to the health and safety of other students and/or school employee, or such conduct would unreasonably interrupt the educational process at St. Henry Schools.

## **Network Acceptable Use & Internet Safety Policy for Students**

The St Henry Telecommunications Network has been established for a limited educational purpose. A vast array of resources is available through the telecommunications network. One of the goals of the St Henry Schools is to develop in its students and staff responsible and effective use of telecommunications. Individual accounts are available on the network for students and staff. The network ensures limited privacy. Files and messages placed on the school network and domain are the property of the school. Services on the network include internet access, web-based school accounts, and school-licensed software packages. Students and staff should not infringe on the rights of other users of our network.

Difficulties with Internet usage include the unreliability of some data and the lack of any foolproof way of preventing unwanted and objectionable data from being accessed. Some materials are morally objectionable and pornographic in nature. **Filtering software is in place to screen these materials**, but is not a guarantee that such material may not be accessible. Important or confidential personal data should not be transmitted by means of the Internet. Normally, students will be working on the internet under supervision, but close monitoring may not always be possible.

### **Do:**

1. Use only your own account and password
2. Reflect academic honesty, high ethical and moral responsibility
3. Use for classroom activities, career development and limited high-quality self-discovery
4. Respect copyrights and other users' privacy (material that does not contain a copyright notice or mark is still considered copyrighted)
5. Notify your instructor or the technology coordinator of any potential security problems on the network
6. Notify your instructor or technology coordinator of any illegal activity occurring on the network
7. Notify your instructor or technology coordinator of any harassment directed to you through the network
8. Respect equipment and report any equipment problems to your instructor or the technology coordinator
9. Be judicious in the use of print resources
10. Maintain a clean working environment around your computer(s)
11. Do use Google Drive or other approved web-based sites when possible for storing student work.

### **Don't:**

1. Do not share your password(s).
2. Do not use the network for political lobbying or commercial purposes
3. Do not download programs to your workstation's hard drive or to your home directory without permission from your instructor or the technology coordinator
4. Do not transmit viruses. If you do receive a virus or suspect your computer is infected, notify your instructor or technology coordinator immediately.
5. Do not load personally-owned software on school computers
6. Do not load software on school computers for which we do not have proper licensing
7. Do not use inappropriate language
8. Do not enter sites containing pornography or hate literature
9. Do not enter other users' files
10. Do not use "Chat" programs unless approved by system administrator
11. Do not store unnecessary files in your home directory
12. Do not use flash drives to move files between home and school computers

### **Due Process:**

1. All files and messages stored on school computers, networks, and domains are property of the school.

Administration has the right to examine and monitor any files.

2. Routine maintenance and monitoring of the system may uncover violations of the Acceptable Use Agreement.

3. Searches of individual files may be undertaken when monitoring devices alert to a potential problem on the network.

4. Local, state, and federal laws that apply to telecommunications will be enforced and the district will cooperate fully with these jurisdictions.

5. Consequences of student violations may include, but not be limited to, verbal warning, suspension of network privileges, or other disciplinary actions as set by your instructor and/or building principal.

### **Limitation of Liability:**

The District will make every effort to maintain the network so that each user has equal and fair access. The District will make every effort to maintain security and integrity of the system. The District cannot guarantee the security and ultimate privacy of material stored on the network. The District makes no guarantee of the functions and services provided by the network or the accuracy of information obtained through or stored on the network. The district takes no responsibility for the loss of data, files, or information on the network.

### **Photography/Video**

We agree to allow my child's photo/ video to be used in school educational programming, school website, social media pages & planning and to create awareness of school programs. For safety consideration, we do not post full student names along with pictures on the internet. **If I refuse consent, I will provide written refusal to the respective school office.**

### **Dress**

Children should be dressed comfortably in play clothes that will give him/her freedom to participate in all activities. We do many messy activities so keep that in mind when dressing your child. Please dress your child for the weather since we like to go outside whenever possible. We do go to the gym on Mondays and Tuesdays, so please wear tennis shoes on those days.

### **Field Trips**



To reinforce or expand the learning that takes place at school, field trips will be planned periodically throughout the year. The children are transported by St. Henry School buses and are well supervised by the teacher, aide, and parent volunteers. You will be notified through newsletters of all trips and will grant permission to the school to take your child off school grounds for class activities by submitting your approval on FinalForms. A person trained in first aid will accompany each group of children. The teacher will take the first aid kit and children's Emergency Medical Authorization forms for all trips.

### **Toys**

We ask that your child leave their toys at home. We work hard to provide a stimulating environment, and we prefer they play with a variety of things we have made available to them. We ask that no aggressive toys, pretend or otherwise, be at school.

### **Licensing**

The St. Henry Preschool is certified under the Ohio Department of Education.

## **Potty Training**

There is a restroom provided in the classroom that is the proper height of preschool children. Students are expected to be potty trained before entering preschool, unless there is a handicapping condition. Bathrooms are cleaned on a daily basis.

## **Tuition**

Tuition is due at the beginning of each month. A \$100 deposit is due with registration to hold your spot and will apply to your child's first month of tuition. The rate is \$90 per month. For annual and semester rates, see below. An invoice will be sent home each month with your child as a reminder that tuition is due. Please attach your payment to the invoice. Checks can be made payable to: *St. Henry Schools*. Please include your child's name on the check. Receipts will be sent home in January & May. If a family has an outstanding balance of six weeks, the child may be removed from the program. If you are having difficulty making your monthly tuition payments, please contact the elementary principal, Mrs. Courtney Imwalle, to discuss possible payment arrangements.

### **Online Payment option:**

Visit [www.payschoolscentral.com](http://www.payschoolscentral.com) and click on "Register." Simply login with your current username and password or create a new account. Parents will see all outstanding school fees listed in your child's profile. Simply select your child, add the student fees to your cart, and continue by selecting your next child's fee. PaySchools Central provides a streamlined and convenient option for paying school fees for your entire family in one transaction. If you have already paid your child's tuition for the year, please note this information for the future.

**Payments can be made by credit card or ACH (debit from your checking account) 24 hours a day, 7 days a week at the parents' convenience online or via the mobile app. If you pay online, you will automatically receive your receipt by email.**

**School Fees paid online will incur an internet convenience fee:**

**-ACH flat fee when using electronic check (direct debit from checking account) is \$1.75**

**-Credit card transaction fee is 4.5%**

### **Payments Options:**

**-\$720.00 whole year payment** (Oct-May, 8 months, does not include \$100 deposit due with registration)

**-\$450.00 second semester payment** (Jan-May, 5 months, not including \$100 deposit with registration)

**-\$90.00 monthly fee** (due at the beginning of each month, not including \$100 deposit with registration)

## **Withdrawal Procedures**

If it is necessary for you to withdraw your child from the preschool program, notify the elementary office as soon as possible. Please also complete a withdrawal form. Tuition will be charged until notification has been received.

## School Supplies

### **BOYS:**

- 2-Elmer's large (.77 oz.) glue sticks, washable
- 1-**"Bottom pocket"** folder (to stay at school)
- 1-1" 3-Ring View Binder
- 1-Box of tissues
- 2-EXPO dry erase markers (any color)
- 1-School bag

### **GIRLS:**

- 1- Box of Crayola Pipsqueaks Washable Markers
- 1- **"Bottom pocket"** folder (to stay at school)
- 1- 1" 3- Ring View Binder
- 1- Roll of paper towels
- 2- EXPO dry erase markers (any color)
- 1- School bag



Please mark school supplies with your child's name. Please capitalize the first letter of their name and small letters for the remainder of their name.