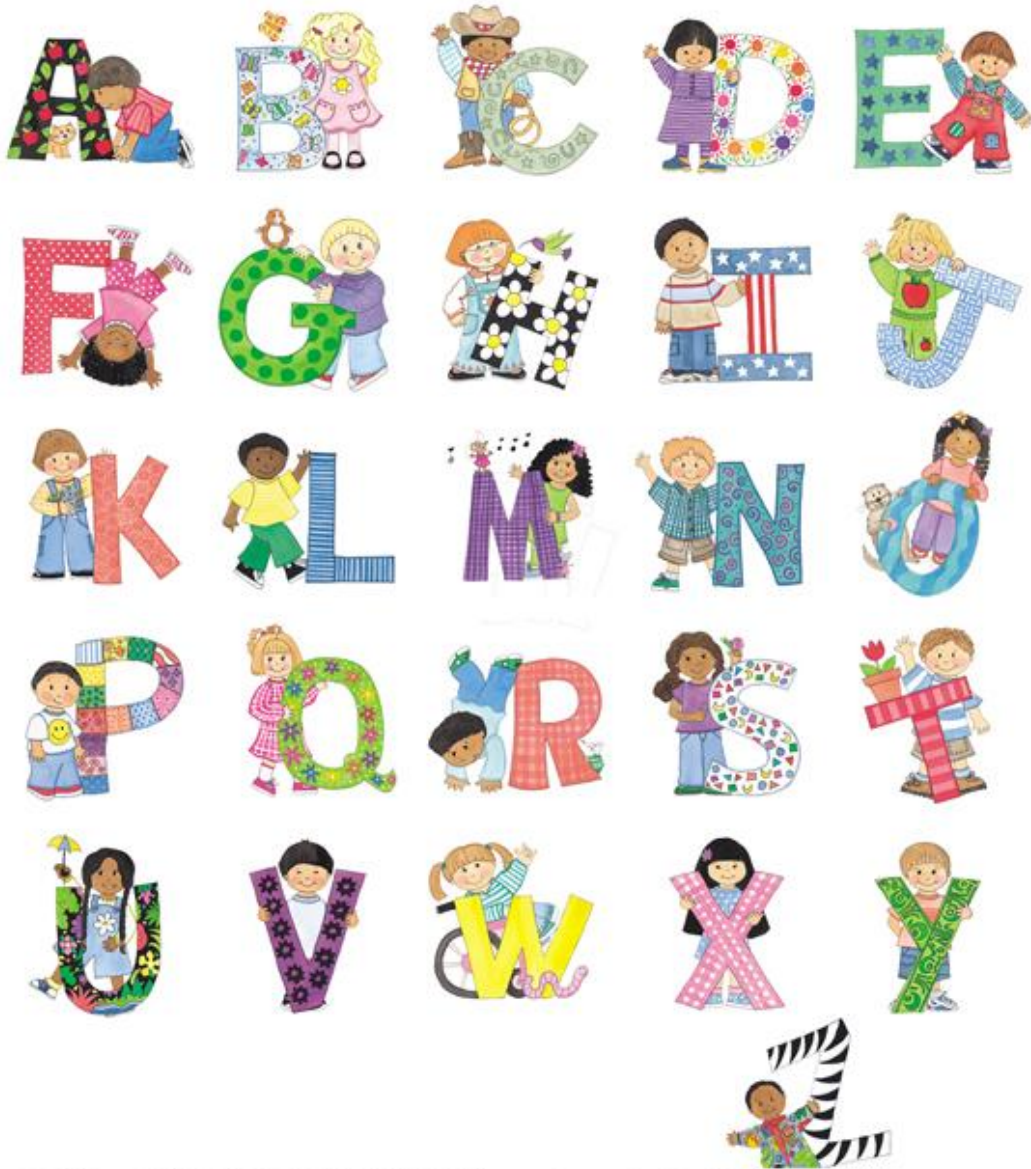


Norwalk Catholic School Early Childhood Center Handbook

The A B C's of Important Information

2011 – 2012



Copyright © 2006 Walsh & Walsh | licensing contact info@teresawalsh.com

This book is arranged in alphabetical order for your convenience.

Norwalk Catholic School Early Childhood Center Handbook



Absence The Missing Child Act became law in Ohio in April, 1985. **Parents are required to notify school when a child is absent.** Please call the school before 9:15 am (or 12:45 pm for afternoon preschool) each day of your child’s absence. If we do not hear from you, we will be calling you to inquire about your child’s absence.

Admission A child is considered to be enrolled after the registration form and fee have been received, the administrator confirms the availability of space, tuition payment plans have been made, and the forms listed below have been completed and returned before their first day of school.

All new kindergarten students must meet with the director before being accepted. Students who are not members of the Parish are accepted on the basis of the policy set by the Governing Board (see “Registration”). Non-Catholic students will be accepted if there is room, if they are able to benefit from our program, and with the condition that they participate in the religion program. All students must be registered prior to attending school.

Admission Forms These must be completed annually.

- Authorized Pick-up List
- Class Roster (preschool)
- Copy of birth certificate
- Copy of custody papers (if applicable)
- Emergency card
- Emergency transportation authorization
- Enrollment
- “For Our Information” (Preschool)
- Health Information (Preschool)
- Immunizations
- Medical statement (Preschool – updated yearly, prior to the start of school)
- Photography / Walking Trips Permission

Age Requirements For preschool, 3 year old children must be 3 by September 30th; the four year olds must be 4 by September 30th. All children must be potty trained before entering school. Pull ups are considered a diaper and cannot be worn to school. All children entering kindergarten must be 5 by September 30th.

Arrival Preschool parents are required to bring their children into the classroom. Any special messages are to be placed in the area designated by the teachers. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. The back doors will be locked a few minutes after the start of school; please use the front doors and *sign-in if you arrive after the doors are locked*.

Kindergarten parents are to drop off their child at the front doors of the school; the children should walk into school by themselves. As we encourage more independence for our kindergarten students, they should be able to arrive and take care of the morning routine on their own. Any child arriving before 8:50 am must be enrolled in the Flyer Clubhouse, our child care program. Students arriving on the bus will be supervised in the gym while they wait for the start of school.

Attendance Regular attendance is necessary for learning. Any kindergarten student that misses 10 or more days of school may be required to receive tutoring at the parents' expense. Parents will need to attend a conference with the administration should a child miss more than 5 days per quarter.



Birthday Celebrations We have special parties for holidays and birthdays. If you would rather that your child did not participate in these activities, please inform your child's teacher. Parents may provide a treat for birthdays. Please arrange this with the teacher in advance as some require take home treats only. Specific information about celebrations will be sent home by the teacher.

Bullying All members of the Norwalk Catholic School Community have a right to live and work in an environment that is Christian, safe and satisfying. Harassment and bullying will not be tolerated because such behavior is inconsistent with this important, basic right and because our school recognizes that a climate that tolerates harassment and bullying is gravely inconsistent with our efforts to implement our school mission statement.

The NCS Elementary School strives to be a bully-free school. The following bullying behaviors will not be tolerated:

1. Physical bullying, which involves harm to another's body or property.
2. Emotional bullying, which involves harm to another's self-esteem.
3. Social bullying, which includes harm to another's group acceptance.

Bus Service The Norwalk City Schools provide transportation for the kindergarten students who reside in the Norwalk school district. Berlin-Milan, Monroeville and Western Reserve also provide bus service to our school. Please contact the school district in which you live to make transportation arrangements with other school districts.



Care of ill Children At the Early Childhood Center, the policy regarding the care of a *mildly* ill child (one who does not feel well enough to participate in activities) is to isolate the child, comfortably care for him/her in an area of the school not being used for other children, provide the supervision of an adult and call the parent for consultation. For more *seriously* ill children, parents or guardians will be contacted immediately and expected to pick up the child. If the parents or guardians cannot be reached, one of the persons listed in the child's record as emergency contacts will be notified and asked to come to pick up the child.

A child who has been sent home will not be readmitted to school until the observed symptoms are no longer present. **The child should be fever free without medication for 24 hours before returning to school.** In some cases, a doctor's note may be necessary. (Please see "Illness" and "Communicable Disease" for more information.)

Change of Information If you move during the year or change phone numbers, it is important to send your new information immediately to your child's teacher. This applies to change of parents' or guardian's names and emergency numbers. Further, if you go out of town, please notify the school. Your baby-sitter's name should be given, as well as anyone who should be called in case of emergency. Also, inform the school of your return date.

Child Abuse In accordance with Section 2151.421 of the Ohio Revised Code all school staff are **required** to report any suspicions of child abuse or neglect to the local public children’s services agency. Preschool staff members have completed the required six-hour course prescribed by the Ohio Department of Human Services in recognizing signs of child abuse and neglect.

Child Care We offer child care in the Flyer Clubhouse from 6:30 am to 6:00 pm for children in preschool through 6th grade. **Your child must be registered before he/she can attend the child care program.** Registration forms and some handbooks are available at the ECC and elementary offices.

Christian Formation The strengthening of Christian values is vital to the total development of the child. All classes pray in the morning, at noon and before they leave for school. The staff members are committed to Catholic beliefs and value, and serve as strong role models for students. Religious instruction is included in all classes every day as well as the Catechesis of the Good Shepherd. . (Please see “Good Shepherd Program” for more information.)

Kindergarten students are active participants in Masses and prayer services. Parents are encouraged to attend our weekly Mass at St. Mary Church at 9:15am Tuesdays after November 1.

Clothing for Preschool Since your child may be involved in “messy” activities such as painting and sand and water play, it is suggested that you dress your child appropriately for these activities at school. Please send in a complete change of clothes in the event that your child’s clothes become wet. All clothing should be appropriate to the season. Also please mark your child’s coats, sweaters, mittens, etc. with his/her name.

- ❖ All clothing and accessories must be sized to fit neat, clean, modest, without holes, not frayed or cut.
- ❖ All midriffs and bottoms need to be covered, especially when moving.
- ❖ Face paint or tattoos (rub-on or permanent) are not to be worn to school.
- ❖ Socks or tights must be worn at all times.
- ❖ Only fully enclosed dress or athletic shoes are to be worn. No sandals, open toe or open back, clogs, hiking boots, or high platform shoes are allowed.
- ❖ Boots for wet or snowy weather should be worn to school with a change of shoes provided.

Clothing for Kindergarten Please see the “Uniform” section.

Communicable Diseases The Norwalk Catholic School Early Childhood Center staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases.

Disease Prevention—Hand washing is the most effective measure to prevent the spread of disease. All children and staff use thorough hand washing before handling or eating food, after toileting or wiping noses. As much as possible, children are encouraged to manage their own hand washing with such helps as step stools, soap and towels within reach, and observing adults using good hand washing procedures.

Upon arrival at school, your child will be checked for signs of illness. If your child shows any of the symptoms listed below, you will be asked to take the child home. If your child has any type of skin infection or wound drainage, please inform the ECC office.

If your child displays any of the following signs or symptoms before coming to school, **please—do not send your child to school.**

Signs and symptoms of Communicable Disease

(Cause for immediate dismissal from school)

- ❖ Diarrhea (more than one abnormally loose stool within a 24 hour period)
- ❖ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- ❖ Difficult or rapid breathing
- ❖ Yellowish skin or eyes, or yellowish discharge from the nose
- ❖ Conjunctivitis (“pink eye”)
- ❖ Temperature of 99 degrees or higher, especially in combination with any other signs or illness
- ❖ Untreated infected skin patches
- ❖ Unusually dark urine and/or gray or white stool
- ❖ Stiff neck
- ❖ Unusual spots or rash
- ❖ Sore throat or difficulty swallowing
- ❖ Vomiting within a 24 hour period.
- ❖ Evidence of lice, scabies or other parasitic infestation

If a communicable disease is suspected, the child’s parent or guardian will be contacted by telephone. A form may be sent home stating that it will be necessary for the child to see a doctor for diagnosis and treatment before returning to school. If your child may have been exposed to a contagious disease, you will be notified and informed of signs and symptoms to watch for. The Ohio Department of Health Communicable Disease Chart is posted in the preschool classrooms.

If a child has a communicable disease, the return policy will be as follows:

- **Chicken Pox:** children may return to school after 7 days if crusts are dry.
- **Scarlet Fever and Streptococci Sore Throat:** children may return after 24 hours if they are under treatment of a physician and have no fever.
- **Eyes:** any child with a reddened or inflamed eye may be excluded until the eye has completely recovered or has a doctor's statement allowing his/her return.
- **Skin:** any child with a skin rash or sores such as scabies or impetigo may be excluded until skin is clear or has a doctor's statement allowing his/her return.
- **Head Lice:** children with such will be excluded and Norwalk Catholic School maintains a nit free policy in regards to lice. Parents of children with lice will be notified and will be expected to come to school to pick up their children. Children are excluded from school and may return only after disinfestations are complete and with a note from the health department of a family doctor assuring that the child has been under treatment and it is safe to return. In addition, parents will be notified when lice are present in their child's classroom.

In preschool classrooms, the Ohio Department of Health communicable Disease chart is posted and may be used as a reference for communicable disease recognition.

Conferences for Kindergarten Progress reports are sent home each quarter and parent-teacher conferences are scheduled in the fall and may be held as needed. You may request a conference with the classroom teacher at any time. Parents or guardians have access to the classroom during school hours for the purpose of observing their child; however, we recommend making an appointment. We welcome your questions and visits to our program.

Conferences for Preschool Progress reports are sent home at least twice per year. Parent-teacher conferences are scheduled in the fall and spring and are held as needed. You may request a conference with the classroom teacher at any time. Parents or guardians have access to the classroom during school hours for the purpose of observing their child, evaluating the services provided by staff, observing the program in operation, or to evaluate the premises. We welcome your questions and visits to our program.

Contact Information

NCS Early Childhood Center

Cindy McLaughlin

Director

77 State Street Norwalk, Ohio 44857

419/668-8480

cmclaughlin@ncsmail.org

Curriculum Each teacher writes a detailed lesson plan that includes age appropriate activities and materials, goals and objectives and evaluation tools. Each classroom is designed to encourage a sense of learning, discovery and community. This is accomplished by providing a variety of learning experiences and activities that support children's learning.

The Kindergarten curriculum is aligned to the Kindergarten Content Standards adopted by the State Board of Education and the Diocese of Toledo. The details of this curriculum can be found on the diocesan web site www.toldeoddioces.org. These standards are addressed on the teacher's lesson plans.

Preschool classrooms use the following learning centers as part of the curriculum:

- ❖ *Art center*: this is an outlet for children to express their creative ideas about life through various media. Whether they are painting, drawing, cutting, molding or sculpting, children are able to express creativity while they develop motor and problem solving skills.
- ❖ *Dramatic play center*: this center allows children to develop social skills as they role play and communicate with one another. As children pretend together, great opportunities for identification of adult-child roles and interpretations of various experiences take place.
- ❖ *Block center*: offers great opportunities for children to work in a group or individually to create structures. Problem solving skills, fine and gross motor skills, visual memory skills, negotiating skills and social skills are developed during block play.
- ❖ *Manipulative center*: encourages the development of fine motor skills and eye-hand coordination. Children are given opportunities to identify, classify and sequence various materials.
- ❖ *Science/Math and Sensory center*: is the place for exploration and experimentation with a variety of materials, objects and tools. As children observe, predict and make their own conclusions, they develop skills in predicting and problem solving.
- ❖ *Language Arts center*: helps develop written and oral language development through hands-on activities. Tracing letters or words helps to transition children from letter forms to invented spelling. Children begin to understand that letters relate to sounds. Journaling is also a tool that is used in language development. As students dictate sentences and stories, they begin to hear and articulate. They are acquiring the rules of grammar for sophisticated words heard in adult conversations.

Custody Agreements If there is a custody issue involved with your child, you must provide the ECC with court papers indicating who has permission to be in contact with the child. The center may not deny a parent access to their child without proper documentation. Please notify the office if custody agreements change at any time.



Daily Schedule for Kindergarten A typical daily schedule would include: morning circle, religion, math, lunch and recess, language arts, centers and story time. Gym, music, art, library, computer and Spanish classes are offered weekly. At the beginning of the school year, there is a nap time after lunch and recess. As the children become more accustomed to the full day schedule, this nap time is replaced with story time or another quiet activity. Each teacher will inform you of the specific class schedule.

Daily Schedule for Preschool The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view school as a safe and comforting place, where they know what to expect and when to expect it.

Three-Year-old Program

8:55/12:25- Arrival/Free play- The students are able to choose from puzzles and games on the circle carpet to play with until all the children arrive at school.

9:00/12:30- Opening Circle- The students sit together on the circle carpet and the teacher leads the students through attendance, Morning Prayer, Pledge of Allegiance, calendar, weather, jobs, how to create the craft activity and what centers will be open. The teacher tells a story or reads from a book. They look at the illustrations and discuss them. The teacher asks questions about the story, helping children to learn to predict what will happen next. She encourages them to think about the characters and plot and to use new vocabulary from the story.

9:30/1:00- Centers- The students are able to choose from a variety of different activities available in the classroom: block building, work bench, play dough, sand and water table, drawing, painting, reading and so on. The students will learn how to work independently, take turns, share and play cooperatively with others.

10:20/1:50- Clean up time- We encourage all of the students to work together to help clean up.

10:30/ 2:00- Closing Circle –End of the Day Prayer and Recall- The students will gather together on the circle carpet and we will begin by singing a phonics song to bring the class back as a large group after centers. The students will also get a chance to share what is on their minds for the day and what we learned today. Before we end for the day the students will listen to a short story out of the “Blessing Book” and will repeat a prayer.

11:00/2:30- Playground/Gym Time- Depending on the weather the children will be able to play on the playground or in the gym. Climbing, running, jumping, bouncing balls, and crawling through tunnels helps children develop large muscle control, motor coordination and balance.

11:15/2:45- Time to get ready to go home- The students will take turn packing up all of their belongings to go home for the day. We encourage the students to do as much of this on their own to promote independence.

11:30/3:00- Dismissal

Four-Year-old Program

8:50 or 12:25 Children Arrive – Self-Selected activities in Learning Centers

9:00 or 12:35 Large Group Time (Praise and Worship, Calendar, Overview of the day, Music and Movement activities)

9:25 or 1:00 Learning Centers

- Teachers will be working with children individually and in small groups to teach skills and provide daily art activities
- Snack is provided as a center choice
- Center will have engaging activities and materials, which are changed frequently
- Centers include: art, blocks, manipulatives/puzzles, writing, dramatic play, math/literacy, sensory table, woodworking, listening center/books, and a light table

10:25 or 2:00 Clean-up

10:30 or 2:05 Story and Sharing Time

10:50 or 2:25 Large Motor Play (in gym or outdoors)

11:15 or 2: 50 Closing Prayer and prepare for dismissal

11:25 or 3: 00 Dismissal

Discipline Rules are established to enable children to know what is expected. Children are not allowed to hurt other children, put themselves in danger or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed, and when they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, and language use are carefully chosen to

assist children with difficulties in coping in a social setting. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden.

The following Behavior Management Discipline 3301-37-10 is from the State of Ohio Guidelines and is practiced by the Norwalk Catholic School Early Childhood Center.

- 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 praise for appropriate behavior.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 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, such as in a protective hug, 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 or discipline shall not humiliate, shame or frighten a child.*
 - 8. *Discipline shall not include withholding food, rest or toilet use.*
 - 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.*
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Dismissal The kindergarten children who will be picked up by a parent or guardian will be dismissed from the front north doors (close to McGuan Park). The teachers will have the children inside the school waiting in line by the door. When the teacher sees you arrive at the door, your child will be called and dismissed to you. Please wait outside the doors until your child is called to meet you. Children who ride the bus are dismissed to the buses from the main front door.

The preschool children will be dismissed from the Baker Street doors, located in the back of the school **or** from the front doors. Your child's teacher will inform you of the door from which they will dismiss your child. The teachers will have the children inside the school waiting in line by the door. When the preschool teacher sees you arrive at the door, your child will be called and dismissed to you. Please wait outside the doors until your child is called to meet you.



Emergencies and Accidents During the course of everyday play, minor accidents do occur. In the event of a minor accident involving a child, first aid will be administered immediately. Members of the NCS Early Childhood Center staff are certified to administer first aid and periodically attend classes to keep this certification current. Should an accident occur or an emergency arise, parents will be notified immediately. Each child's records must contain the home, cell and work numbers of both parents and guardian so that they may be contacted in the event of an emergency. If neither parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact person is available and within a reasonable driving distance to pick-up your child if necessary.** When minor accidents occur, parents/guardians are required to provide emergency transportation.

A serious incident, injury, or illness is defined as any situation occurring which requires emergency medical treatment, professional consultation or transportation for emergency treatment. If permission is granted to transport the child, NCS has the authority to contact emergency transportation for a child in the event of a serious accident.

Parents are required to complete an Emergency Transportation Authorization form for every child in attendance. If permission is granted to transport the child, NCS ECC has the authority to contact emergency transportation for a child in the event of a serious

accident. Under no circumstances will a Norwalk Catholic School Early Childhood Center staff member transport a child.

An Emergency Operation Plan is available in the office. It outlines the procedure to be followed in the event of any situation that would pose a threat to our students.

Expectations

What Parents Can Expect of Teachers: It is the responsibility of the teacher to provide a learning environment and meaningful learning experiences. In addition, the teacher must see that students make progress and that their parents are informed of such progress or lack of it. The major method of communication between the teacher and parent is in the form of the mid-term report and a report card. Parents can expect their child's teacher to formulate fair classroom policies (approved by the director) and to support and enforce all school policies. Parents can expect that teachers will protect their child's reputation and practice professional integrity by discussing their child's needs only with the proper staff members.

What Teachers Can Expect of Parents: Teachers can expect that parents will be supportive of them at all times. In the event of a question, a concern or a disagreement, a parent must contact the teacher for clarification. Each teacher is entitled to respect as an educator as well as to his/her good name and reputation in the community. Teachers can expect parents to assist them in their dealings with students and to volunteer their services when classroom/school needs arise. It is fair for the teachers to ask parents to be realistic in their demands, remembering that teachers spend several hours a day in planning and grading.

What Teachers and Parents Can Expect of Students: Students can be expected to know and abide by all school and classroom policies. Each student has the responsibility to behave in a way that enhances the learning situation for all students. This implies self-discipline proportionate to his/her age and grade level. Students must accept the fact that learning is their responsibility and not that of their parents or teachers.



Faculty Roster A list of faculty and staff members can be found on the Early Childhood Center page of our school web site www.ncsweb.org.

Family Role You are most **important!** Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your

child's development. Contact your child's teacher to share any concerns or to have questions answered. You may also contact the program director at 419.668.8480.

Parental involvement may include your participation in one or more of these:

- ❖ special activities or events;
- ❖ involvement in I.S.P. development (if needed);
- ❖ involvement in conferences

Please read our "Future Flyer" newsletter, notes home, classroom newsletters, bulletin boards and any program notices that may affect you or your child.

Field Trips We will be taking periodic field trips. Before departure, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination. During the course of field trips, each staff member and volunteer will have specific children that they are responsible for supervising. Before any child participates in a field trip, the center will obtain written permission from the parent or guardian.

Fees and Fines Any student who is negligent in returning their library books or paying cafeteria fees, may have their report card held at the end of a grading period or at the end of the school year.

Fire Drills Once a month, a fire drill, tornado drill, evacuation or a lock down drill will be practiced for the safety of the children. There is a plan posted in each classroom describing the action to be taken and the staff responsibilities in case of a fire or weather alerts.

Flyer Clubhouse The Flyer Clubhouse, our child care program, is in operation from 6:30 am to 6:00 pm. A Flyer Clubhouse handbook is available at the ECC and elementary school offices or on line at www.ncsweb.org.

Fund Raising Every year the school budget includes a considerable sum to be raised through extra fund raisers toward defraying operational expenses. Attempts to raise this amount are made throughout the school year, especially by the PTO. Families who oppose fundraising may directly donate the money to the school.

Future Flyer The Future Flyer is the newsletter of the Early Childhood Center. Copies of the Flyer are sent home on Thursdays (on Fridays with some 3 year old preschoolers). The Future Flyer can also be accessed on our school web site. The Friday Flyer from the elementary school is distributed on Fridays to the kindergarten children.



Guidance Parents and/or students may request to see the guidance counselor or they may be recommended by the teacher or principal for assistance.

Goals The primary goals for Preschool children will emphasize socialization and language development as well as pre-reading and early math skills. Children will be involved in a variety of free-choice, center-based, and group learning opportunities throughout the day. Children learn through actual hands-on experiences so a variety of age appropriate materials are easily accessible and available for the children's use. Time is set aside each day for group activities devoted to story telling, music, finger plays, games, etc. Play is the natural way for children to learn. The ultimate goal of the preschool is to prepare them for kindergarten.

Kindergarten students will continue developing the goals established in preschool as well as using hands-on and everyday experiences to help them master reading, writing and beginning math skills. We will be preparing the children for first grade.

Good Shepherd Program The primary purpose of the Good Shepherd experience is to help children know and enjoy God. It is not head knowledge but "heart" knowledge. It is not to teach a lot of things about God, but rather, to teach them to develop a relationship with God. A special room called the Atrium is a place for religious life, community, worship and work which becomes conversation with God. This religious experience announces God's love in the person of the Good Shepherd, who died and is risen! The kindergartners attend the Good Shepherd program.

- ❖ We believe that God and the child have a unique relationship with one another.
- ❖ We believe that children need their own place to foster the growth of that relationship
- ❖ We believe that the growth of this relationship should be assisted by the adult, but is directed by the Spirit of God within the child.
- ❖ We believe that the child's spiritual growth is best served through tangible but indirect means.

Group Size The maximum group size is defined as the number of children in one group that may be cared for at any time. The maximum group sizes are as follows:

Three year olds = 20
Four year olds = 24

Because we desire to provide a higher level of quality care, we will strive to maintain the following adult to child ratios which are below the state minimum standards:

Three year old preschoolers = 1:9

Four year old preschoolers = 1:10

The preferred maximum group for kindergarten is 25.



Hand book A handbook acknowledgment needs to be signed and returned to the ECC office on the first day of school. This acknowledgement form will be available at the annual open house.

Holidays We have special parties for holidays. If you would rather that your child did not participate in these activities, please inform your child's teacher. We would like our program to reflect the heritage of all the children attending.

Hours of Operation The kindergarten is in operation Monday through Friday from 9:00 am to 3:00 pm. Preschool parents/guardians may choose from the following times for their child:

Three year old class: Monday, Wednesday and Friday OR Tuesday and Thursday

Four year old class: Monday – Thursday

The hours of operation are:

AM Class 9:00 – 11:25

PM Class 12:35 – 3:00

For the morning sessions the doors will open at 8:50. The afternoon session doors open at 12:25. Please use the door at the back of the school. This door is accessible from Baker Street. *All children must be picked up on time. If your child has not been picked up promptly, he/she will be taken to our child care facility, the Flyer Clubhouse.* The Flyer Clubhouse, our child care program, is in operation from 6:30 am to 6:00 pm.

Health and Safety Sound health, safety and nutritional practices are emphasized. Good nutrition is discussed with children both during snack time and as a separate classroom unit. Families are encouraged to share favorite snacks reflecting their cultural heritage. Activities are developed to encourage awareness of safety at home, school, and the community. Teachers talk about good health practices such as washing hands, brushing

teeth, getting regular exercise and enough rest. They discuss visits to the doctor and dentist.



Illness, Incident or Injury A serious incident, injury, or illness is defined as any situation occurring while a child is in attendance at Norwalk Catholic School, which requires emergency medical treatment, professional consultation or transportation for emergency treatment.

Parents are required by law to complete emergency medical form/health card authorization form for each child, at the beginning of each school year (or when registering). It is especially important to identify an adult who will assume responsibility for the student in case of illness or emergency and to keep the teacher informed of changes. If a parent cannot be reached in case of a child's illness, the emergency contact person named on the form will be contacted. This form should be on file for all registered students before September 12th.

An incident/injury report will be completed and given to the person picking up the child on the day of the incident if the following occur:

- ❖ The child has an accident, injury or illness which requires first aid;
- ❖ The child receives a bump or blow to the head;
- ❖ The child has to be transported by emergency squad or
- ❖ An unusual or unexpected event occurs which jeopardizes the safety of the child.

Please sign the incident form and return it to school. A copy of the signed report will be given to you.

Norwalk Catholic School does not transport children under any circumstances; however, children are transported to the hospital by appropriate medical or public safety personnel, their parent, or an emergency contact person. Children will also be accompanied by a Norwalk Catholic School staff member.

Immunizations To try to prevent unwanted diseases, immunization schedules are recommended for young children. The preschool program requires that each child remains up-to-date with his or her schedule or have special consideration by the child's physician. Check with your child's doctor, who will be required to complete an annual health form, for your child's enrollment in the preschool program.

The kindergarten children's immunizations must be current and are reviewed at screening. The immunization schedule is determined by the Ohio Department of Health.



Jesus We believe that Jesus is the Christ, the Savior who came to earth in the flesh to reveal God to all people. We believe Jesus was conceived of the Holy Spirit and born of the Virgin Mary. He willingly died on the cross to show God's love for humanity and he rose from the dead, ascended into heaven and will come again. The reason for our school is to help the children know Jesus, the Good Shepherd.



Keep Us Informed Parents are asked to advise the ECC staff of any happenings that may affect your child's behavior (death in the family, moving, divorce, etc.). This will enable us to understand and help your child with his/her adjustment. Please let us know about any change in address or phone number, too.

KRA-L This kindergarten screening program is designed to check the literacy skills of children before they enter kindergarten. It is administered within the first 30 days before the start of school. You will need to bring your child to school in August when we will be screening the children. A letter will be sent to you in the summer to remind you of your appointment. This test is to help us know what skills your child has already developed and which ones the teachers will need to focus on in order to prepare him/her for reading. Children cannot fail this test!



Leaving the Premise At no time and under no condition, does the school permit a student to leave the school or playground without written permission from the parents.

Library The library is under the direction of a certified librarian. The kindergarten classes visit the library once a week to select books. Students are encouraged to return books on time. If a book is damaged, please inform the librarian. Books 30 days overdue must be paid for; payment is non-refundable.

License Our preschool and child care are licensed by the Ohio Department of Education. The most recent written compliance reports are posted in a conspicuous place near the program license in each classroom and in the office. Our school holds the same charter from the Ohio State Department of Education as other non-public and public schools. The curriculum meets all standards of the State of Ohio.

Lines of Communication

The following guidelines are set forth in order to ensure good communication between the home and school. Parents and/or students experiencing a problem should always go to the person involved first in order to attempt a solution.

Student to Teacher: Children are encouraged to attempt solutions to their problems. Teachers, counselor and the administrator are always available to lend a helping hand.

Parent to Teacher: Parents should always listen carefully to a child in order to determine the best way to help them solve their problem. Parents should address concerns to the teacher in order to understand the full scope of a problem and work with the teacher and their child in order to bring about a solution.

Parent to Teacher and Administrator: If parents have sought a solution with the teacher and still remain unsatisfied, the administrator is available to lend a helping hand. Parents should call the school office (668-8480) to arrange an appointment with the teacher and the administrator. Only in very rare cases will the administrator meet parents without the teacher present.

Parent to Administrator: The administrator is always available to speak with students and parents. However, in order to facilitate handling phone calls and meetings, parents are asked to observe a few courtesies. All the administrator calls are handled through the office during office hours.

President: The president remains available to speak with anyone who has attempted to resolve concerns through the proper channels. The president and Norwalk Catholic School Governing Board are available to parents after all other channels have been exhausted.

Governing Board: The Governing Board is the final contact to address parental concerns.

Life Skill Guidelines Students at the Early Childhood Center follow the example of Jesus live by a set of five life skill guidelines. These are:

- ❖ Be trustworthy
- ❖ Be truthful
- ❖ Be an active listener
- ❖ Never use put downs
- ❖ Do your personal best

Life Skills There are 17 life skills that are taught through example and encouragement.

The skills are:

- ❖ Caring
- ❖ Common sense
- ❖ Cooperation
- ❖ Courage
- ❖ Curiosity
- ❖ Effort
- ❖ Flexibility
- ❖ Friendship
- ❖ Initiative
- ❖ Integrity
- ❖ Organization
- ❖ Patience
- ❖ Perseverance
- ❖ Pride
- ❖ Problem solving
- ❖ Responsibility
- ❖ Sense of humor

Lunch All kindergarten students and preschool students who are staying for childcare are expected to have a packed lunch or purchase a lunch in the cafeteria. Students cannot charge their lunches. The lunch menu is on the weekly Future Flyer and Friday Flyer, the school web site and in the Norwalk Reflector Newspaper.

Lunch money can be sent daily or weekly; please place the money in an envelope marked with your child's name and the day(s) he/she is buying. If your child does not have a lunch a simple alternative will be provided on a temporary basis. Please let us know in writing if a child has special dietary needs, or allergies such as no milk, eggs, or other foods.

We believe in helping the children make wise choices so to nourish their bodies in a healthy way. Therefore, we will *not allow the children to drink soda pop at any time during the school day.*



Medical Appointments If special appointments during the school day are unavoidable for kindergarten students, we ask that a signed note precede the dismissal. Before the student leaves the premises, he/she should be signed out by the parent in the office and sign in when he/she returns.

Medical information Preschool program regulations by this chapter of the Administrative Code and sections 3301-37-05 of the Revised Code states that "the parent shall provide, prior to the date of admission or not later than 30 days after the date of admission, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program."

Medications Parents/guardians are responsible for the administration of prescription and non-prescription (over the counter) medication. If at all possible, please give medications to your child at home. It is diocesan policy to discourage the taking of any medication during the school day. However, if it is not possible and it is needed at school, written and signed instructions must be provided by a licensed physician or licensed dentist for the school to administer any medication.

It is preferred that parents personally administer medication to their children before or after school, at recess, or over the lunch hour. When a student is so ill that oral medication is temporarily required, parents/guardians should consider keeping the student at home until the need for medication is eliminated. In those special cases where a student needs to take prescribed medication during the regular school day while at school, but a parent cannot personally administer it, a written parent permission slip must be submitted (for is available in the ECC office). Only under unique circumstances can school personnel administer medications.

The school shall not routinely administer any non-prescribed (over-the-counter) drugs, medications, preparations, or remedies without the parents' approval. Responsibility for overseeing the administration on non-prescribed medication rests solely with the parent or legal guardian and the student.

For self-medication using an inhaler, a specific form is required (available in the ECC office). For all medication, the following rules shall apply:

1. Medication in the same container in which the prescribing physician or pharmacist dispensed the drug is to be brought by a responsible person to the administrator's office for safe keeping.
2. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, and name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.
3. At each school or location, all medications are to be kept in a secure and safe storage unit not accessible to students.
4. The parent or legal guardian is responsible for seeing that the school is supplied with an adequate supply of medication.
5. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.
6. In the absence of a full-time nurse, responsibility rests with (in this order): the administrator, the assistant principal, the teacher-in-charge, and any other person specified by the principal-minister in his/her absence. The school shall designate the person(s) authorized to administer such medication, with their agreement.
7. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to

communicate a student's medication needs to teachers or other appropriate staff members.

8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.

Parents of the children requiring food supplements or modified diets should discuss the child's needs with the Director/Administrator.

Mission The Mission of Norwalk Catholic School is to:

Develop Disciples of Christ

Promote Academic Excellence

Foster a Respectful Community



Nap Procedures The preschool classes do not give the children a nap because they are in attendance only half the day.

The preschool children who attend the child care program, (aka Flyer Clubhouse) have an opportunity to nap when they are not in school. When the children nap, they use an individual mat that is only for their use. Soft music or a quiet movie is played to promote sleep. No child is ever forced to sleep; however, they are encouraged to rest. The children generally wake up when they are ready, but will be gently woken when nap time is completed.

All the sleeping mats are to be washed and sanitized daily after each use.

Need Information? Please check the school website, www.ncsweb.org when you want to contact staff members on line, read newsletters, or check the ECC calendar.

Non-discriminatory Policy The Norwalk Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students in the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its educational and admission policies, scholarships and loan programs and athletic and other school administered programs.



Office Hours The office is open from 7:30 am to 3:30 pm. During the months of June and August, the office hours may vary. The office is closed during the month of July.

One Call The One Call system allows the school to quickly contact each staff member and school family to notify them of important information, especially when school has been delayed or cancelled. You will need to notify the school of the phone number and e-mail address you would like the school to use, if you have not already done so. To opt out of this service, please follow the instructions that will be given at the end of the One Call message.

Outdoor Play Research has shown that children stay healthier when they have daily outdoor play. Based on this information, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 22 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. **Please send your child with the proper clothing for the weather** so they may be comfortable and safe whenever they are outside.

Open House / Orientation The week before the start of school, an open house will be held in order for you to see your child's classroom and meet his/her teacher. You will receive a letter explaining the date and time of the meeting. Please contact the office if you do not receive an invitation to the parent meeting.



Parking For preschool, you may park your car in the lot located next to the playground or on the side of the school, using Baker Street to access the lot. If you wish to park by the playground, please use caution because the children may be walking to/from the playground equipment.

For kindergarten, you may park your car at the McGuan parking lot when picking up your child from school. **Do not park in the front of the school. This area is reserved for the buses.** The only exception to parking in the front of the school is when the preschool class is dismissed at 11:25.

Philosophy The Norwalk Catholic School Early Childhood Center programs are designed to foster personal, social, emotional, spiritual and intellectual growth in a developmentally appropriate, play-based learning environment. The curriculum, based upon teacher observations and knowledge of children’s special interests and developmental progress, emphasizes learning as a process of interacting with materials and people. In addition, the curriculum is aligned to the Early Learning Content Standards adopted by the State Board of Education and the Diocese of Toledo. These standards are addressed on the teacher’s lesson plans.

Children’s learning activities in the classroom will most often be characterized as play, real and relevant to their lives because children learn through actual hands-on experiences; play is the natural way for children to learn. Time is set aside each day for small and large group activities.

PTO All parents and teachers at the Norwalk Catholic Early Childhood Center and Elementary School are members of the PTO. The purpose of the organization is to support Norwalk Catholic School by assisting with the various programs and projects in the school. The group meets 4 times a year. You will be receiving more information about the ways you can help in the fall.



Questions If you have any questions, please feel free to contact the Early Childhood Center @419.668.8480.



Records Health records and academic records must be up to date. Upon enrollment, request forms in the office must be signed to obtain records from the previous school. Changes in the medical history of a child should be sent to the school in writing, so that additions may be made on the record. Allergies should be noted, as well as special medications the child is taking.

Registration The process for registration of kindergarten and preschool usually begins around the middle of January to the beginning of February. Because of the demand for morning sessions, the preschool classes are filled according to the priority list established by the elementary and early childhood center advisory board. Children are placed in classes in the following order:

- ❖ Current school families,
- ❖ NCS staff members,
- ❖ Parishioners of St. Mary, St. Anthony and St. Paul Parishes,
- ❖ Other Catholic families,
- ❖ Other families

Registration Fee A registration fee must be paid when completing the registration form before a child will be considered admitted to the school.

Release of a Child Staff members will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. Staff will check I.D.'s of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture I.D. and they are not offended. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contact will be called to transport the child home. Police will be notified if necessary.

Related Services The Norwalk Catholic School Preschool program provides a variety of professionals to enhance the education of young children. In cooperation with Norwalk City Schools, available to benefit your children are a school psychologist, speech therapist, occupational therapist and physical therapist, when appropriate.

When support services are a part of your child's educational plan,

- ❖ collaboration with the teacher occurs for I.S.P. goals
- ❖ classroom activities are suggested
- ❖ necessary adaptations are made
- ❖ written procedure for transitioning a child to the next age group is developed

A Norwalk City School professionally staffed, play-based diagnostic assessment team is also available for evaluating potential developmental delays in preschool-aged children.

Request of a Teacher It is highly discouraged for parents to submit a request for a specific teacher for the upcoming school year. All teachers are highly qualified. Class rosters are developed to allow for the optimum balance of ability, personality types and gender. Parents should make an appointment with the administrator if they have special needs.

Roster A roster of preschool parents' names and numbers are available upon request. Preschool rule 5101:2-12-54 reads: "The center shall secure from each parent, custodian, or guardian a signed statement indicating whether or not the parent, custodian or guardian wants his/her name included in rosters." You will need to complete the roster permission form if you wish to be included in the roster.



School Spirit We cannot see or touch our SCHOOL SPIRIT; we hardly know how to define it, and yet it is one of the most powerful forces in our school. It is in our stands as we urge our teams on with cheers. It is in our classrooms as we advance the standing of our school through good work. It is in our students in the halls, around the grounds and in town -- proud of their school, backing its every worthy cause, protecting its good name, and doing nothing of which it need ever be ashamed. It is the affection we have for our school. It is the determination to put honest effort into our school years and to get honest results from them. It is the courtesy and consideration always shown to classmates and teachers and visitors to our school. It is the faith that we have in our school. School spirit is a precious thing. Guard it to the best of your ability. Hand it on untarnished to your successors.

SHOP Program The SHOP Program (Schools Have Our Priority) is a Parent Investment credit program. Using this program earns tuition credit for the family for the following school year. Registration forms for the program are available in the Early Childhood Center office or on the NCS website. Other family members and friends can also designate their purchases for your tuition credit by signing up for the program. Many local and national retailers participate in this program. This program will offset parent investment increases; reduce the total amount of tuition paid, without any additional cost to the family. Further information and a list of retailers are available in the school office.

Snacks Children may be directly involved in the preparation of their daily snacks. Snacks are selected in consideration of the child's nutritional needs and dental health. Therefore, a variety of nutritious foods are offered. Snack menus are posted in your child's classroom. At no time is a child forced to prepare or consume a snack. As we provide adequate portions for each child, children should not bring food, gum, or candy to school. Please let us know in writing if a child has special dietary needs, or allergies such as no milk, eggs, or other foods. Parents or guardians of children with

specific dietary needs such as diabetes, blended foods, etc. may be required to provide an alternative snack.

Preschool parents are asked to provide a large bottle of fruit juice fortified with 100% Vitamin C. A schedule will be provided by your child's teacher.

Special Classes Each week the kindergarten children will attend classes in art, music, library, computer, Spanish and gym. Each teacher will inform you of the day and times your child will attend the classes.

Speech Services Children who display definite speech, language and/or hearing deficiencies will receive corrective instruction through our speech and hearing therapist provided by the school district in which you live. Progress is monitored regularly to establish new goals.

Staggered Start A staggered start may be used during the first week of school. Small groups of children attend on a different first day of school in order for the teacher to get to know the children better and to help the children become adjusted in a small group setting. You will be notified of the day your child will meet for the first day of the small group and when all the children will be in attendance.

Standards The Norwalk Catholic School Early Childhood Center Programs are licensed by the Ohio Department of Education. The preschool licensing component requires compliance to inspections by the health, building, and fire departments as well as licensing evaluators from the Ohio Department of Education. Our license is posted in each preschool classroom.

All complaints and reports concerning the operation of program regulations by this chapter of the Administrative Code and sections 3301.52 and 301.58 of the Revised Code may be reported to the department ombudsman or the Office of Early Childhood Education (614.466.0224) or toll free at 877.644.6338. Any concerns regarding the program may also be directed to the NCS Early Childhood Center Director at 419.668.8480.

Supervision At no time will a preschool child be left unattended. Staff will supervise children at all times. Kindergarten students are under supervision at all times; however, they may use the restroom alone. If a child becomes ill, they may be isolated in a section of the room, but within the sight of a staff member.

Supplies Needed For School Your child's teacher will provide a list of items needed for school. We ask that preschool parents provide a complete change of clothing, including socks. Please label all items with your child's name and place in a zip lock bag. We will keep the items at school until the end of the school year.



Tardy All children arriving after 9:00 (12:35 for afternoon preschool) will be considered tardy.

Toilet Training Policy All children should be toilet trained before entering school. We are not licensed to change diapers. We realize that a child may at times have an occasional accident –mastery is an ongoing process. If an accident should occur parents will be contacted to come to school and take care of the child. Pull-ups are considered a diaper and should not be used.

Toys from Home Bringing a toy to school from home is discouraged and is not considered acceptable. Items from home often are lost or broken, and your child may find it very difficult to share a favorite toy with others. Show and Tell may be a part of your child's class; on special occasions, toys or items from home will be requested to help promote a unit theme. Your child's teacher will let you know when this will occur and a note will be sent home.

Transitions When your child transitions to another grade, or comes to the Early Childhood Center from another program, staff will communicate with you if any problems or concerns arise. We want your child to experience smooth and uneventful daily transitions. In the spring of the year, a transition day is held. The kindergarten children participate in "Leap Frog Day" to help them become acquainted with first grade at the NCS Elementary school campus. The preschool children have a "Move Up Day" when they can visit the next year's classroom. If needed, meetings can be arranged between parents or guardians, school staff, and the receiving teacher to make transitions as informative and simple as possible.

Tuition The Norwalk Catholic School Early Childhood Center offers a high quality preschool and kindergarten program for all children. Tuition is based on a yearly rate. There will be no refund for illness or family elected vacation. Your yearly tuition will be adjusted for children enrolled after the beginning of school.

In order to lessen the yearly burden of tuition, you may pay tuition in ten equal monthly installments through the FACTS program. If you have any questions about your financial account, please contact the tuition manager 419.668.7223.



Uniform Exchange During the school year, in coordination with the Early Childhood/Elementary Advisory Council and PTO a forum will be provided for parents to trade/sell and purchase used uniforms or dress code clothing. New or used uniforms may be donated to the school and will be distributed as necessary to those families in need of assistance.

Uniform for School Having a school uniform/dress code policy is beneficial for several reasons. It can:

1. Develop a sense of belonging to the community, school and church.
2. Create an atmosphere conducive to learning.
3. Contribute to a safer school community by readily identifying students within the school system.

The Elementary Principal and ECC Director with the assistance of the Advisory Councils can make changes during the school year, if a situation arises.

This is what the kindergarten (and elementary) children need to wear to school:

Boys Grades K – 6:

Dress Pants – With or without pleats, Dark Khaki or Black

Shirt – White, Black, or Red

Polo and Oxford – Short or long sleeves

Sweater / Cardigan / Vest – White, Black, or Red

Sweatshirt – Black or Red (Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck)

Girls – Grades K – 6:

Dress Pants – With or without pleats Dark Khaki or Black

Skirt, Skort or Jumper – Dark Khaki, Black or Red/White Plaid (0871)

(Plaid option available from Schoolbelles only)

Blouse / Shirt – White, Black, or Red

Polo or any collared Blouse – Short or long sleeves

Sweater / Cardigan / Vest – White, Black, or Red

Sweatshirt – Black or Red (Sweater, sweatshirt, cardigan or vest must be worn with a regulation collared shirt, turtleneck or mock turtleneck).

Accessory items that can be purchased anywhere

Socks, Girls Tights, Boys Ties – Solid color White, Black, Red or Khaki

Turtleneck / Mock turtleneck – White, Black, or Red

Belt – Black, Tan or Brown; *We do not recommend belts for the kindergarten children as they may have a difficult time when using the restroom.*

Shoes – Only fully enclosed dress or plain athletic shoes can be worn. All should be of neutral color (tan, white, black or brown). Heels may not exceed 1.5 inches in height. For the safety of the children on the playground no sandals, no open back / no open toe are to be worn to school; clogs, high heels, over the calf boots or high platform shoes will not be allowed.

Coats and Headwear – Jackets, outside coats and hats are not permitted during class. No caps, dew rags or sweatbands are permitted during the school day.

Hair – Natural hair color only – no unusual colors or extreme highlights are permitted!! Styles should be conservative. Extreme styles, especially where any part of the head is spiked or shaved are not permitted. Boys' hair should be cut in a gentlemanly manner. It should not hang in the eyes or extend below the shirt collar in the back.

Jewelry - No excessive jewelry or body piercing, other than girls' earlobes, are permitted in school or when representing the school at extra curricular activities. All jewelry must be conservative in choice. No dangling earrings.

Make-up – Heavy make-up is not permitted. (No make-up may be brought to school). Visible tattoos are not permitted unless in conjunction with a spirit day.

Warm Weather Policy

The warm weather policy in which shorts may be worn is effective for the months of August, September, May and June.

Shorts Option - Girls & Boys Dark Khaki or Black of dress fabric

Shorts must be neatly hemmed or cuffed of appropriate length no more than 4 inches above the knee and no longer than to the knee. Make sure length is appropriate before ordering. No cargo pockets, cut-offs, sweat-suit material, mesh or gym shorts. All other clothing must follow the uniform/dress code.

Gym

The kindergarten children wear their uniforms for gym class; however a pair of athletic shoes will need to be worn on gym day. The teachers will inform you of the day when gym is held.

Special Occasions

1. The last Friday of each month will be a casual day for grades K-6 only. Students are allowed to wear blue or colored denim jeans. No overalls, striped, embroidered, ripped or frayed jeans allowed. Shirt must comply with uniform / dress code policy. A sweatshirt with a school logo can be worn with a collared shirt, turtleneck or mock turtleneck underneath.

2. Any other days throughout the school year as specified by the Director.
3. Mass days and All School Masses: Students will follow the uniform guidelines unless specified by the director.

General Guidelines

1. All clothing and accessories must be sized to fit, neat, clean, without holes, not frayed or cut.
2. Slacks or pants should be of a full-length dress style, neatly hemmed or cuffed with or without pleats, of dress fabric – not stretch jersey. Slacks or pants should not be too tight or dragging on the floor. Bibs, low riding pants, 5 pocket styles (with or without rivets), cargo pants or Capri's are not permitted.
3. No blue or colored denim allowed, except for specified special occasions.
4. Skirts, skorts or jumpers should not fit too tight and must be of modest length, no more than 4 inches above the knee for K-6 and no more than 6 inches above the knee in JH. If skirt has a slit, measure from the top of the slit. Make sure length is appropriate before ordering.
5. Shirts or blouses must have a collar. A turtleneck or mock turtleneck is permitted alone. Shirts, blouses, turtleneck or mock turtlenecks must be tucked in at all times, including lunch. No visible t-shirts or crew neck shirts are permitted, except for specified special occasions.
6. If wearing a t-shirt under a uniform shirt, it must be WHITE – no colored t-shirts.
7. A collared shirt or turtleneck/mock turtleneck must be worn under a sweater, sweatshirt, cardigan or vest.
8. All shirts must be of a solid color. No slogans, advertisements or brand names i.e. Gap, Abercrombie, etc. permitted (regardless of size).
9. A heart patch, school oriented logo, on the left chest pocket only is permitted on any uniform shirt option. This can be purchased from the approved suppliers or embroidered at an outside location of your choice. All designs must be appropriate and school related. Approved styles from "The Hangar" are also permitted. If you question the appropriateness of the artwork, have the Principal approve before purchasing.
10. Hooded sweatshirts are not to be worn during the school day or at weekly school masses.
11. Red or Black sweatshirts plain or with a heart patch, school oriented logo are permitted.
12. Belts must be worn if pants have belt loops. (Exception for Kindergarten only – no belt required.) Belts must be plain brown, black or tan with no embellishments (i.e.: studs, jewels, etc.)
13. Ties must be solid in color. Small school related logo is acceptable but not stripes, prints or characters. Female students may not wear male-type ties.
14. Socks at least to the ankle in length, nylons or tights must be worn at all times. No footie sock may be worn.

15. Boots for wet or snowy weather can be worn to school with a change of shoes provided.

Enforcement

Teachers will check the uniforms each morning and throughout the day. If dress code infraction occurs, a written warning will be issued explaining why the child is not in dress code. The Director has final authority in resolving questions or situations regarding compliance with the uniform policy.

Suggested Uniform Suppliers

The following suppliers are recommended for purchasing of clothing as described in the uniform/dress code section. All clothing must be purchased from a uniform line like the following:

A. Lands' End – School Line only, catalog available in office Can be purchased:

1. On-line www.landsend.com/school
2. Catalog 1-800-469-2222
3. Fax 1-800-332-0103
4. Mail Lands' End

Lands' End SHOP certificate can be used or for every qualified purchase from the catalog or "School" section of the Web site, 3% of the net sales will be donated to the school (Use preferred school number 9000-5637-5).

B. French Toast –Catalog available in the office Can be purchased:

1. On-line www.frenchtoast.com
2. Catalog 1-800-373-6248
3. Fax 1-888-296-4966
4. Mail French Toast

C. Locally at Sears or Meijer's – For every qualified purchase from the catalog or Web site, 5% of the net sales will be donated to the school (Use source code number QS44S3T). Sears SHOP Certificates can be used

Schoolbelles – Catalog available On-line

1. On-line www.schoolbelles.com

Unique Each child is a unique gift from God. The religious formation experience at the Early Childhood Center helps to build a relationship between Jesus and your child.

Unlimited Access Preschool parents have unlimited access to their children. Please go to the office and notify an administrator upon entering the premises. All others should make an appointment to visit the classroom.



Vacations Please notify the Early Childhood Center at least one week in advance if your child will be going on a vacation during the school year. Vacations may not take place during the first week or last week of school. Vacations, which take a student away from his studies for an extended period of time, are viewed as less than desirable for a sound education and are discouraged.

Excused absences will be granted for vacations only if all of the following criteria are met:

1. Written notification of vacation must be submitted to the office.
2. Any vacation must have prior approval of the principal.
3. At the time of the request, a student must have passing grades in all subjects.
4. The requested absence would not place a student in the excess of 15 days of absence for the current school year.

Kindergarten students are granted make-up privileges only if prior administrative approval was given. Without prior administrative approval, make-up privileges will be denied and a grade of "0" will be given for each absence. **NO MAKE-UP WORK WILL BE PROVIDED PRIOR TO THE VACATION ABSENCE.** Granting make-up privileges and / or grading of work beyond 5 vacation days are left solely to the discretion of each teacher.

Visiting the School Visitors are welcome to visit the kindergarten classes and school provided it does not disturb the education of the children. In addition, we ask that you inform us the day before, if possible. All visitors, for any reason, should report first to the office. Lunches, books, etc., should be taken to the office and not to the child in the classroom.

Volunteers We welcome parents and grand parents that wish to volunteer in the classrooms. The Diocese of Toledo requires all volunteers to complete the "Protecting Youth and Those Who Serve Them" workshop. This class is often given at NCS near the start of school in August. In addition, a BCI and FBI report may be required. Some of the opportunities to volunteer at the ECC include playground/lunch supervisor, classroom helper, room parents, and assisting in the Atrium for the Good Shepherd program.



Water Play/Swimming The preschool children do not engage in any water play or swimming activities in water that is two feet or more in depth. Any play activities that use water is limited to the sensory table where the water is kept less than 4 inches.

Weather Throughout the school year there will be inclement weather days when school is either delayed or closed. Please listen to a local radio or TV station or you may participate in the One Call system (listed above).

If a delay of any length occurs, the morning preschool classes will attend school from 10:00 am to 12:00 noon. The afternoon classes will be open from 1:00 to 3:00 pm. Please note: On early release days, the preschool sessions are cancelled.

If there is a delay, the Flyer Clubhouse will remain open regular hours (6:30 am – 6:00 pm.); however, if school should be delayed and then closed, you will need to come to school and pick up your child as the Clubhouse will close at 9:30 am.

When the schools are kept open in such weather, it is then a parent's judgment as to whether or not to send the child to school. School buses may run late in this type of weather.

Withdrawals Parents wishing to withdrawal their child may do so at any time. A one week notice in writing is appreciated. Records will not be released to another school unless tuition and fees are paid up to date.



eXciting This is a very exciting time in the life of your child. We are glad to be a part of his/her early learning experience. Thank you for entrusting your child to us.



Y^{ou}

Your presence in the school ultimately leads to greater success for all children. More than 30 years of research show that effective involvement of parents and families in their child's education and through volunteer activities has the potential to be far more effective than any other type of education reforms.



info@teresawalsh.com

Zzzzzz Please make sure your child has enough sleep in order for them to be ready for school.