

SS PETER & PAUL SCHOOL

EARLY LEARNING CENTER



Ss. Peter and Paul

169 West Clinton Street
Doylestown, OH 44230
330-658-2804

Mrs. Alison Ruther, Principal/Director

aruther@stspss.com

Staff Page

Alison Ruther, Director	aruther@stspps.com
Mary Henegar, Infant Lead Teacher	mhenegar@stspps.com
Carrie Robison, 3 Year Old Preschool Teacher	crobison@stspps.com
Bailee Cowan, 3 Year Old Preschool Aide	bcowan@stspps.com
Heather Ellis, Pre-K Teacher	hellis@stspps.com
Mora Miller, Pre-K Aide	mmiller@stspps.com
Sr. Nanette Zeimet, ELC Floater	srzeimet@stspps.com



Ss. Peter and Paul

Sts. Peter & Paul School

169 West Clinton Street

Doylestown, Ohio 44230

Phone: 330-658-2804

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www.stsppc.org

Rev. Peter Morris, Pastor

Mrs. Alison Ruther, Director

Dear Parents,

Welcome to Ss. Peter and Paul Early Learning Center!! We are pleased that you have chosen our program and are happy to have you and your child in our center.

The mission of our Early Learning Center is to provide a caring, Christian environment for the development of the physical, cognitive, social/emotional, and spiritual growth of children from six-weeks-old through five-years-old. We strive to provide your child with the skills he/she will need to continue to learn and grow for a lifetime.

Our Early Learning Center is part of the elementary school and is licensed by the Ohio Department of Education. As an Ohio child care program, we implement and follow the Ohio Department of Education Licensing Rules Chapter 3301-37 of the Administrative Code dictated by the Ohio Department of Education Office of Early Learning and School Readiness. Due to the Department of Education Standards regarding Child Care Programs, the policies governing the Sts. Peter and Paul School's Early Childhood Program is separate from the elementary school and should be followed as such. The School Administration & Advisory of Sts. Peter & Paul School is also the Administration and Advisory for the Early Learning Center. Our School Advisory Committee approved and adopted these policies and those required by the Ohio Department of Education on August 14, 2015.

In this handbook, you will find the following information.

- Center Calendar
- Policies of the Early Learning Center
- Student/Parent Signature Page

Please feel free to call the school or visit us if you have any questions or concerns regarding your child or our programs. Again, we thank you for choosing The Sts. Peter and Paul School-Early Learning Center.

Sincerely,

Alison Ruther

Director

Ss. Peter and Paul School and Early Learning Center

169 West Clinton Street

Doylestown, OH 44230

330-658-2804, ext 101

aruther@stspps.com

Philosophy

The Early Learning Center is part of Sts. Peter and Paul School. The purpose is to provide a loving environment for developing children's physical, cognitive, and spiritual growth. The Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Days and Hours of Operation

The Early Learning Center is open Monday through Friday from 7:30 a.m. until 5:30 p.m. It will be closed on the following days:

- Labor Day (9/1/2025)
- Professional Development Day (10/24/2025)
- Thanksgiving (11/27/2025)
- Thanksgiving Day After (11/28/2025)
- Christmas Eve (12/24/2025)
- Christmas Day (12/25/2025)
- Professional Development Day (12/26/2025)
- New Year's Eve (12/31/2025)
- New Year's Day (1/1/2026)
- Professional Development Day (1/2/2026)
- Martin Luther King, Jr. Day (1/19/2026)
- Presidents' Day (2/16/2026)
- Good Friday (4/3/2026)
- Memorial Day (5/25/2026)
- Independence Day (7/4/2026)

Daily Schedule

Infant Room- Following an infant's schedule is crucial for their well-being and development. By observing and responding to their cues, staff members can establish a routine that meets the infant's needs and fosters a sense of security and trust. A sample schedule with activities that staff members may follow is below.

7:30am - 9:00am	Drop-off, Bottles/ Breakfast (as needed)
9:00am - 9:15am	Diapers/ Clean Up
9:15am - 9:45am	Circle Time (books, songs, puppets/finger plays)
9:45am - 10:15am	Bottles and Morning Snack
10:15am - 10:30am	Diapers/ Clean Up
10:30am - 11:45am	Nap Time
11:45am - 12:15pm	Bottles/ Lunch
12:15pm - 12:45pm	Story Time (books and songs)
12:45pm - 1:30pm	Outside Play/Gross Motor Time/ Tummy Time
1:30pm - 2:45pm	Nap time
2:45pm - 3:15pm	Bottles/ Snack
3:15pm - 5:30pm	Individual Play Time

Toddler Room

7:30am - 9:00am	Drop-off, Breakfast (as needed), Diapers, and Hand Washing
9:00am - 9:45am	Independent Play
9:45am - 10:00am	Circle Time (morning routine and songs)
10:00am - 10:15am	Morning Snack, Diapers, and Hand Washing
10:15am-10:30am	Story Time
10:30am-11:15am	Play Centers
11:15am-12:00pm	Outside Play/ Gross Motor Activities
12:00pm - 12:30pm	Lunch, Diapers, and Hand Washing
12:30pm-12:45pm	Prepare for Nap
12:45pm - 2:45pm	Nap time
2:45pm - 3:00pm	Afternoon Snack, Diapers, and Hand Washing
3:00pm - 4:30pm	Group Play (puzzles, games, and center activities)
4:30pm - 5:30pm	Choice Time/ Outside Play

Terrific Twos

7:30am - 8:30am	Drop-off, Bathroom Break/ Breakfast (as needed)/ Table Work
8:30am - 9:30am	Independent Play/Play Centers
9:30am - 10:00am	Circle Time (morning routine, songs, and story time)
10:00am - 10:30am	Morning Snack/ Bathroom Break
10:30am - 11:15am	Outside Play/ Gross Motor Activities
11:15am-12:00pm	Sensory or Art Activities
12:00pm - 12:30pm	Lunch
12:30pm-1:00pm	Bathroom Break/ Prepare for Nap
1:00pm-2:45pm	Nap/ Rest
2:45pm-3:00pm	Clean Up/ Bathroom Break
3:00pm-3:15pm	Afternoon snack
3:15pm - 4:30pm	Group Play (puzzles, games, and center activities)
4:30pm - 5:30pm	Choice Time/ Outside Play

3 Year Old Preschool

7:30am- 8:30am	Drop-off, Bathroom Break/ Breakfast (as needed)/ Table Work
8:30am-9:00am	Circle Time (morning routine and songs)
9:00am-9:45am	Outside Play/ Gross Motor Activities
9:45am-10:10am	Snack/ Bathroom Break
10:10am-10:30am	Religion (Bible stories and activities)
10:30am-11:30am	Play/ Academic Centers
11:30am-11:50am	Storytime
11:50am-12:00am	Bathroom Break
12:00pm-12:30pm	Lunch
12:30pm-1:00pm	Bathroom Break/ Prepare for Nap
1:00pm-2:30pm	Nap/ Rest
2:30pm-3:00pm	Clean Up/ Bathroom Break
3:00pm-3:15pm	Afternoon snack
3:15pm - 4:30pm	Group Play (puzzles, games, and center activities)
4:30pm - 5:30pm	Choice Time/ Outside Play

Staff: Child Ratios

Age	State Ratio
0 -12 months	1:5, max 2:12
12 months to 18 months	1:6, max 2:12
18 months to 30 months	1:7, max 2:14
30 months to 36 months	1:8, max 2:16
3 to 4 Years	1:12, max 2:24
4 Years to Kindergarten Age	1:14, max 2:28

Transitioning Between Classrooms

As children grow older, they will transition to the next classroom based on age and developmental milestones achieved. Teachers will assess readiness for transition through observations and milestone checklists. Parents will be informed of upcoming transitions and involved in the planning process. A written transition agreement outlining the child's transition plan will be signed by parents and the director. Progress in the new classroom will be monitored, and adjustments made as needed to support the child's development.

Observations and Parent Participation

Parent interest and involvement are important to a child's growth and development in school. Parents are granted unlimited access to our learning center and are encouraged to spend time with us. When you arrive to observe, please stop in our school office to sign in and obtain a visitor's name tag.

We encourage you to be involved in your child's preschool experience in any of the following ways:

- You are welcome to briefly observe your child quietly when scheduled. Please hold any conversations with fellow parents outside the preschool area.
- We prefer that you wait until class has been dismissed if you have questions about anything you observed.
- All volunteers must have completed the Protecting God's Children program to volunteer in any school activity, this includes field trips. Classes are offered in the fall at an off site facility periodically throughout the year. Check www.virtus.org for more information.

Volunteering at Ss. Peter and Paul Early Learning Center

All parents are required to join the Sts. Peter and Paul School P.T.U. (Parent Teacher Union). The annual price for the membership is \$10.00 per family. The meetings are held on the second Tuesday of each month from 6:00-6:45 pm in the school.

Volunteers can participate in many ways. We welcome and deeply appreciate parent involvement. All volunteers must sign in at the school's main office when they arrive for the activity. Please note that all volunteers with access to children must be fingerprinted and checked. Additionally, all volunteers MUST complete the VIRTUS Protecting God's Children abuse awareness program before they are permitted to volunteer in a classroom.

The following is the VOLUNTEER CODE OF CONDUCT.

Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children at Ss. Peter and Paul Early Learning Center.

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Do not give expensive gifts to children and/or youth without prior written approval from the parents or guardians and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor. I understand that I have a moral obligation to report suspected abuse.
- Cooperate fully in any investigation of abuse of children and/or youth.
- Obey all traffic laws when driving children and youth and adhere to the Diocese of Columbus Volunteer Driver Form and Cell Phone Policy.

As a volunteer, I will not:

- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.
- Drive a vehicle not in compliance with regulations and/or inspections while driving children.

Background Checks

Each staff member is to submit a fingerprint sample to the Bureau of Criminal Identification and Investigations for a background check of criminal history upon employment. Additionally, the state of Ohio enacted a new law (Section 109.575 of the ORC) in March, 2001, requiring volunteers who have regular unsupervised access to a child regularly to be notified of this law and be advised that he/she may be required to provide fingerprints and may have a criminal records check undertaken.

The Diocese of Cleveland takes this law very seriously. Our primary motivation in complying with this law is protecting the children. Ss. Peter and Paul Early Learning Center has determined that all volunteers are to be fingerprinted and checked. Activities at our center could include but not be limited to volunteering in a particular classroom, volunteering in the library, lunchroom or kitchen, helping with an after-school activity, or chaperoning a field trip.

Parent-Teacher Conferences

Parents are encouraged to communicate with teachers throughout the year. Parent-teacher conferences will be scheduled in the fall and spring to discuss each child's progress. A conference may be scheduled at any other time during the year at the teacher's or parent's request. At drop-off, please let the director or your child's teacher know of anything relevant for your child's day, such as the last time they ate, last diaper change, or how they slept the night before. At pickup, your child's teacher will briefly tell you about their day. It is helpful to know of any special stresses in your child's life in order to be more sensitive to your child's needs.

Payment Policies

Tuition Rates are:

Program	Hours	Calendar	Rates
Pre-Kindergarten 4YO-5YO	8:15 am - 3:15 pm	M-F School Calendar	\$3,937.00 annually
Three-Year-Old & Terrific Twos	7:30 am - 5:30 pm	M-F (starts August 4)	\$220.00/week for Full-Time (4 or 5 Days) \$135.00/week for Part-Time (3 Days or Less)
Infant & Toddler Care	7:30 am - 5:30 pm	M-F (starts August 4)	\$265.00/week for Full-Time (4 or 5 Days) \$160.00/week for Part-Time (3 Days or Less)

Application Fee: \$35.00 per application

PTU Fee: \$10.00 per family

Late Pick Up Fee: Students in the Infant, Toddler, Terrific Twos, and 3 Year Old Preschool must be picked up by 5:30 p.m. After this time, parents are responsible for a \$1/minute late fee.

Late/Returned Payment Fees: Parents understand and agree that a \$35 fee will be assessed for any returned payment. Additionally, tuition accounts not paid by the due date will incur a \$10 per day late fee.

Equipment: Replacement fees for broken center equipment, toys, electronics, etc. will be based on the replacement cost at the time the item is broken.

Processing Fees: Payments are made through Digital Academy using a payment plan with set-up EFT payments or by checks or cash paid in the school's Business Office. Digital Academy charges a processing fee per transaction. These funds do not go to the ELC.

**Two weeks of tuition due upon acceptance of a child into the center.*

Supports for Breastfeeding Mothers

For privacy, mothers may breastfeed or express breast milk in the Lactation Room.

Enrollment Information

After a parent has met with the director, toured our facility, and made the decision to enroll your child, you will be sent a link to Digital Academy to begin registration. To complete enrollment, we will need:

- Completed Digital Academy Registration with
 - At least two Emergency Contacts
 - Authorized Pickups
 - Certified Birth Certificate
 - Baptismal Certificate (if applicable)
 - Child Medical Statement for Child Care
 - Immunization Records
 - Paid \$35 Application Fee
- Child Enrollment and Health Information for Child Care Form
- Basic Infant Care Form (for ages 0-18 months)
- Signed and Completed Enrollment Contract
- Emergency Medical Authorization
- Signed and Completed Media Release Form

If applicable, we may require these additional forms prior to beginning care:

- Request for Administration of Medication for Child Care
- Child Medical/Physical Care Plan for Child Care
- Sleep Position Waiver Statement for Child Care
- Non-Prescription Topical Ointment and Lotion Parental Consent Form

Care of Children Without Immunizations

Our center does provide care to children who have not been immunized, however, we will require a statement of exemption on file and signed by the parents. For additional information, please refer to the Ohio Administrative Code 5101:2-12-37 for School Attendance. These documents list required and recommended immunizations and indicate exemptions to immunizations.

Attendance

We hope that every child attends class every day he/she is well. If your child cannot come to school, please call the school office to report the absence, or mark your child absent in Procure.

Arrival and Departure

Parents must bring their child into the center and walk the child to their classroom. Parents will need to record their child's arrival and departure in the Procure system. Please make sure the teacher responsible for your child knows that your child has arrived or is leaving.

Only individuals authorized to pick up your child will be allowed to. Anyone other than the parent or guardian must present a state-issued ID, which is checked prior to the release of the child.

Supervision

A staff member in charge of a child or group of children shall be responsible for their safety. No child shall ever be left alone or unsupervised. Children are within the sight and sound of staff at all times.

Child Guidance

The word “discipline” stems from the word “disciple” meaning one who teaches. We view discipline as a way of teaching children to develop and maintain self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will...

- encourage the children to use their words.
- use positive suggestions.
- emphasize desirable aspects of behavior.
- model desirable aspects of behavior.
- use routines and a consistent schedule as a teaching tool.
- give children opportunities to make choices when appropriate.
- offer choices only when there is a choice.
- set developmentally appropriate limits or boundaries.
- explain reasons behind expectations.
- use a variety of methods to communicate expectations.
- model desirable aspects of behavior.
- use their voice as a teaching tool.
- be consistent.
- laugh with a child, not at a child.

Teachers will STOP any activity that endangers the child or another child physically, mentally, or emotionally or that is destructive to materials or equipment. A child may be separated from the group when he/she cannot control his/her behavior and if that behavior infringes on the rights of others.

We never use corporal punishment, ridicule, or humiliate a child, and no child is ever left alone.

Discipline will be fair, immediate, and consistent. We will let the child know that the action is unacceptable, not the child. Problem-solving skills will be introduced, and redirection to another activity may be necessary. If a child poses a safety hazard to other children or to the staff because of violent or other unacceptable behavior, the director has the right to dismiss the child from the center.

We are required by the Ohio Department of Education to distribute to all of our families as part of our parent handbook the following discipline policy:

Behavior Management/Discipline

(A) A child care 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, box, or similar cubicle.
 - (5) No child shall be subjected to profane language, threats or derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, sleep, or 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.
 - (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, 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 Early Learning Center.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All child care staff members shall receive a copy of the center's discipline policy for review upon employment.

Suspension/ Expulsion

When a child's behavior places the child or other children at risk, communication will be made with the parent regarding a behavior plan, and every attempt will be made to correct the behavior together. If the behavior cannot be modified, the child may be suspended or expelled from the center.

We are required to report child expulsion for behavioral reasons to OCLQS.

Americans with Disabilities Act Compliance Policies

Americans with Disabilities Act (ADA) policies:

- Children with disabilities are assessed on an individual basis to determine if the center is the right fit for their needs.
- Medication is administered in accordance with the child's documented medical/ physical care plan.
- Prior to caring for a child with a disability, the child care staff members responsible for caring for the child are properly trained regarding any necessary procedures.

Outdoor Play

Children will be taken outside daily to play, weather permitting. On days when weather conditions do not allow for outdoor play, there is time for indoor gross motor activities such as dancing and exercising. Children are not taken out if the temperature is below 25°F or above 90°F. Outdoor play time is adjusted or limited during inclement weather and safety conditions including rain, lightning, ice, wind chill warnings, air quality warnings, excessive humidity, high pollen counts, etc.

Children should be dressed appropriately for outdoor play.

- In the fall and winter months, please provide:
 - At least one complete outfit change
 - A coat with a hood or hat
 - Gloves or mittens
 - Boots
 - Snow pants
- In the spring and summer months, please provide:
 - At least one complete outfit change
 - A coat with a hood, sweater, or sweatshirt
 - Sunscreen (with a signed form for it to be used)

Food and Dietary Policies

Infants under the age of 4 months are only permitted to have bottles with breastmilk or formula. Breastmilk bottles must be labeled with the child's name, date expressed and the date prepared. Formula bottles must be labeled with the child's name and the date prepared.

Children in our Infant, Toddler, and Terrific Twos Program will need to bring their meals (breakfast if applicable and lunch) and snacks (morning and afternoon) with them each day for the time they are here. Water is provided. Breakfast should include 1 serving from 3 of the food groups (protein, grain, vegetable, fruit, or dairy). Lunch should include a protein, grain, vegetable, fruit, and dairy item. Snacks should include 1 serving from 2 of the food groups. Please ensure that foods sent in are developmentally appropriate for your child, and are not choking hazards, such as whole grapes or popcorn.

Children in Pre-K and 3 Year Old Preschool will need to bring their own morning snack with a serving from two food groups. Children arriving in the 3 Year Old Preschool Program prior to 8:00am have the opportunity to bring breakfast, which should include 1 serving from 3 food groups. Children in our Pre-K and 3 Year Old Preschool Program have the option to purchase hot lunch. The hot lunch meal plan will be posted in the classrooms and be available on Digital Academy.

Illness Policies

The following shall be recognized as signs of illness:

- Diarrhea and/or vomiting during the night or in the morning before school
 - Skin rash, unusual spots or untreated infected skin patches
 - Temperature of 100 degrees Fahrenheit taken by auxiliary method
 - Elevated Temperature
 - Sore throat or difficulty in swallowing
 - Conjunctivitis
 - Evidence of lice, scabies or other parasitic infestations
 - Severe coughing causing the child to become red or blue in the face or makes a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Unusually dark urine and/or gray or white stools
 - Stiff neck or any communicable disease such as strep throat, chicken pox or scarlet fever
- CHILDREN SHOULD NOT BE BROUGHT TO THE CENTER IF THEY SHOW ANY SIGNS

OF ILLNESS OR DISEASE AS LISTED. If, upon arrival, the staff observes any of the above symptoms, the child will **not** be admitted to the center and will be sent home.

Any child who has been discharged due to illness shall, upon re-admittance to the center, be observed by a person trained in the prevention, recognition, and management of communicable diseases before re-entering class.

A child must be free of fever (without fever reducers), vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis), the child should not return to school until he/she has received at least 24 hours worth of the antibiotic and is feeling well. Certain diseases require a specific recovery time (i.e., chicken pox, measles, COVID-19). Contact the school office for guidelines if uncertain.

Please notify the school office if your child will be absent, has a communicable disease (i.e, chicken pox, strep throat, impetigo, conjunctivitis, COVID-19, etc.) or if you have knowledge that your child has been exposed.

Parents will be notified when their child's class has been exposed to a contagious disease. All child care staff members are trained in the signs/symptoms of communicable diseases. A trained staff member will observe the children daily at arrival.

If a child becomes ill during the session, the parents are notified immediately and asked to come to pick up their child. The child then waits in the office/clinic for the parent or designated adult to come. A child isolated due to a suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. A cot will be provided for the child to rest on while waiting; that cot will be disinfected after each use. While the child waits to be picked up, they will be observed for worsening conditions. The adult picking up the child is asked to sign the child out. We welcome the child to return to class when the doctor or parent sees that the symptoms are gone and the child is well.

If a child has been exposed to a communicable disease, the parent or designated adult will be notified when he/she is picked up from school. Staff members are also trained in hand-washing and disinfecting procedures. A chart showing the proper method used for hand-washing is posted in the restroom. (3301-37-04) All staff members follow this procedure and teach it to children.

A mildly ill child, who is experiencing minor cold symptoms or does not feel well enough to participate in class activities, but who is not exhibiting previously listed communicable disease symptoms will be carefully observed for worsening conditions. Parents will be notified to pick up their child if deemed necessary.

Pandemic: A disease prevalent over a whole country or world.

Epidemic: A widespread occurrence of an infectious disease in a community at a particular time.

Preventative Measures:

- Stay home when ill.
- Wash hands frequently (20 seconds).
- Clean and disinfect frequently touched areas.

Health and Immunizations

All immunizations and health records must be current, as stated in Ohio Department of Education Guidelines. The parent shall provide, before the first day and thirteen months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The early learning center reserves the right to deny class participation to a child if the medical information does not comply with state guidelines.

Medical and Dental Emergency Plan

If your child has had any kind of medical condition, please inform the director at enrollment. A JFS 01236 “Child Medical/Physical Care Plan for Child Care” will need to be completed when a child has a condition that requires one of the following:

- monitoring the child for symptoms which require staff to take action,
- ongoing administration of medication or medical foods,
- procedures which require staff training,
- avoiding specific food(s), environmental conditions or activities,

If a child is hurt while attending the center and requires first aid or emergency treatment, the director will complete and sign an incident report. One copy will be given to the parents, and another copy will be kept on file in the office.

If a child becomes ill while attending the center, the parent or legal guardian will be notified. The child will be comforted and cared for in the school clinic or office until a parent or guardian arrives to take them home.

If a child becomes severely ill or injured at school, the staff will immediately call 911 for the emergency squad to respond. The physician listed on the child’s emergency card will be notified of any child taken to the hospital by the emergency squad. The teacher or director will take the child’s medical and health records and Emergency Medical Authorization Form to the hospital. The parent or legal guardian will be immediately notified of the emergency situation.

It is very important that every student maintain an up-to-date address and telephone number record at the school. To keep our emergency information current, please notify the office immediately if you have a change of address or telephone number during the school year.

Administration of Medication and Topical Products Policies

When medication must be administered at the center, parents must discuss this with the teacher. Parents must then complete a JFS 01217 “Request for Administration of Medication for Child Care,” unless the medication is required by JFS 01236 “Child Medical/ Physical Care Plan for Child Care.” This form can be obtained from the school office and **MUST** be completed by the parent and signed by the physician or dentist. The medication must be in its original container and have the pharmacy label, if applicable, with instructions and the student’s name. The office will document the date, time, and dosage each time the medication is given at school. It will be stored in a place that is inaccessible to children. **A Non-Prescription Topical Ointment and Lotion Parental Consent Form is needed for the application of topical products and lotions, which are to be applied according to the manufacturer’s instructions.**

Emergency, Serious Illness, and Injury Procedures

SPPS has a comprehensive safety plan in the event that a crisis should occur. All members of the safety plan have been fully trained as to their roles in implementing the plan. This Safety Plan is filed with the State of Ohio and approved by all local, county and state agencies involved.

- In case of an emergency, a staff member will contact a parent or other designated person.
- The Village of Doylestown Police Department provides a school resource officer if necessary.
- The Chippewa Township Fire Department works closely with SPPS to ensure school safety.
- Wayne County Emergency Management provides support to the school safety plan.
- Our school is locked at all times.
- Visitors can enter the building through the main door entrance located on W. Clinton Street only after announcing their names and intentions utilizing our intercom system and reporting to the school office. For this reason, we need your cooperation in never allowing anyone to enter the building with you, no matter how familiar they seem.
- Visitors are expected to return to the office to sign out prior to departing the building. This provides a record of those entering and exiting the building.
- There are signs posted on all of the entrance doors stating that only authorized visitors can enter the premises and that they must go directly to the school office to sign in and obtain a visitors badge. At no time is a visitor to go directly to the classroom or cafeteria.
- We have security cameras in place monitoring numerous exterior and interior locations at all times. These cameras record footage that can be reviewed later if needed.
- Staff members are instructed to question any person in the school who is not wearing a visitors badge.
- The teachers and staff know the schools emergency plan in the event of an emergency or stranger walking in the building.
- Teachers carry radios that are registered with the FCC.
- All classroom doors are locked during the day. Each room is furnished with an intercom button to allow direct communication with the school office.
- Classrooms are equipped with emergency first aid kits that contain supplies needed in the event of an emergency situation. Staff members are trained in CPR, first aid, and AED, child abuse recognition and prevention, and communicable diseases.
- Staff members are physically in place at our main entrance/exit doors at drop off and pick up times when traffic in and out of the building is at its peak.
- The students have monthly fire drills so that if they ever need to evacuate the building because of any threat, they can do so in an orderly fashion. The entire school also participates in periodic safety drills for other emergencies.
- Our discipline code of conduct promotes moral behavior. Compliance fosters a positive and safe climate for learning and instills self-discipline motivated by Christin values. We have a zero tolerance policy for student threats and they are taken very seriously.

Safety During the Day

- All visitors to the school enter the building for ANY REASON, including volunteering, dropping off forgotten items, assisting in the classrooms, attending school assemblies, or any other reason. MUST report directly to the school's main office. Please be sure that grandparents, older siblings, and others in your family who may visit the school for any reason are aware of this procedure. This will enable them to know who is in the building at any given time and to maintain accurate records in case of an emergency.
- Visitors should report back to the school office to sign out in the school log book before

leaving the building. No visitor under any circumstances, at any time, may hold the door open for another individual. No student, under any circumstances, at any time, may hold the door open for anyone - this includes other students, the student's own parent, or any other person. Anyone entering the building after hours for any reason must be accompanied by a staff member or have made previous arrangements with the Ss. Peter & Paul Church Business Office at 330-658-2145.

Transportation Policies

Bus Transportation

Contact your local school district transportation department for opportunities for transportation.

Car Transportation

Safety of our students and staff are at the forefront of our parking and traffic patterns during the school day. Please ensure that you understand the Dropoff and Pick Up procedures and follow our school community norms.

- Parents dropping off and picking up students from the Early Learning Center should park in the Back Parking Lot and walk their children to and from their classroom.

The Early Learning Center is unable to accept any children whose parents do not permit transportation to an emergency treatment facility.

Water Activities and Swimming

Children are provided with water play opportunities at the center, which include sprinklers and small wading pools that are less than 18 inches high. Parents are asked to sign written permission slips prior to children participating in water activities. At no time is a child left unsupervised.

Parents must send in bathing suits and towels for their children on water play days.

Infant Care

Infant Sleep

- Infants are not allowed to sleep in bassinets, swings, car seats, or other equipment. Infants sleep according to the child's individual needs.

Infant Feeding

- Infant feeding occurs according to the child's individual needs.
- Food intake and times for each infant are recorded in Procare.

Diaper Procedures (all ages)

- Parents must provide diapers and wipes as necessary.
- Diapers are checked at least every two hours and are changed immediately when wet or soiled.
- Diaper changes are recorded in Procare.

Information about infant daily activities

- A written record for infants is provided to parents daily in Procare that includes:
 - The infant's sleeping patterns including when and how long the infant sleeps.
 - When, what, and how much the infant eats.
 - Diaper change information including times and results of diaper changes.
 - Information about each infant's other daily activities.

Sleeping, Napping, and Resting Policies

- Individual infant nap schedules are followed throughout the day. Infants up to 12 months old sleep in an assigned crib. Infants 12-18 months may sleep on a cot if parents give written permission; otherwise, they sleep in an assigned crib.

- Infants who sleep in a crib must be placed on their backs unless the child's physician completes the JFS 01235 "Sleep Position Waiver for Child Care."
- Children 18 months and older sleep on an assigned cot.
- Children who do not fall asleep are permitted to play on their cot with quiet activities.
- Each classroom in the Early Learning Center has a nap/ rest schedule that meets the developmental needs of the children.
- Each child 12 months and older may bring in a child-sized blanket that is washed weekly or as needed.
- The cribs and cots used in the Early Learning Center never block room exits and allow for us to safely leave the room in case of emergency.

Policies on Closures Due to Weather or Other Factors

The Early Learning Center will close for inclement weather only when Wayne County is under a Level 2 or Level 3 Snow Emergency. This means that roadways are hazardous with blowing and drifting snow, or that all roadways are closed to non-emergency personnel. The Early Learning Center may close early if Wayne County is placed under a Level 2 or Level 3 Snow Emergency during the evening commute. If the center will be closed, you will receive a text message and communication through Procure.

The Early Learning Center would also be closed in the cases of lack of power, heat, or running water.

Substitute Child Care Staff Members

If necessary, substitute child care staff members will be utilized to maintain teacher to student ratios. Substitute child care staff members will have FBI/ BCI background checks and VIRTUS training.

Admission/Withdrawal

Children must be four years old by August 1st for our Pre-K and three years old by August 1st for the 3 Year Old Preschool. All children for Pre-K and Preschool must be toilet trained. Pull-ups are not allowed unless there is a medical reason.

The Early Learning Center admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the school. It does not discriminate based on race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

We expect and hope your child will be enrolled for the entire year. If you intend to withdraw your child from the Pre-K or the Early Learning Center, we ask that you give at least 30 days written notice to the director before leaving. This allows us to inform the next family on the waiting list. We welcome you to meet with the staff and/or center director to discuss any concerns that may have led you to withdraw your child from our program.

Assessments

The Early Learning Center uses the Ages & Stages Questionnaires provided by the Sparkler: Play for Parenting app to screen children on developmental milestones. To link to our center, use the code **OHSSPP**.

Our Preschool and Pre-K curriculum is the Pre-Kindergarten Curriculum, 3-Year Old Milestones, and Academic Guidelines established by the Office of Catechetical Formation and Education of the Diocese of Cleveland.

Field Trips

For field trips, each child must have a written and signed permission slip from his/her parent or guardian before leaving the school. The following will be available on all field trips.

- First Aid Kit
- Children's emergency cards
- Health records for children with special medical needs
- A cell phone

Each child will have identification attached to him/her containing the preschool, address, and telephone.

Parent Roster

Class rosters with the child's name, parent's name, address, and telephone number are compiled each fall. Each class list includes all parents who have given us permission to release their names and phone numbers. Rest assured that this list is given only to other school families and is not distributed in any other way.

Selection and Use of Equipment

The principal and teachers are responsible for selecting the equipment used in the early learning center. The equipment will be chosen and used with consideration for the safety and the developmental level of the children.

Staff

The staff of the Ss. Peter and Paul Early Learning Center will be recruited, employed, assigned, and evaluated without discrimination. They must be of good character, have physical and emotional health, and have appropriate education and/or experience to meet the Ohio Department of Education standards. They must provide us with:

- Meet the Requirements from Ohio Department of Education
- Medical form from a physician
- Statement of Nonconviction or Conviction Rehabilitated Form
- Proof of current in-service in child abuse recognition, management and recognition of communicable diseases, and first aid.

Program Inspections and Reports

SPPS and the Early Learning Center are subject to fire, health, and building inspections. The Ohio Department of Education also makes inspections to assess compliance with state regulations regarding all aspects of program operations.

A copy of the recent inspection report conducted by the Ohio Department of Education is located on the bulletin board outside the school office, next to the ODE Preschool and ELC License.

Complaints and Concerns

We realize that there may be times when a parent will have a concern or complaint regarding the operation of the preschool program. We encourage you to first discuss it with one of the teachers or the principal. If the concern or complaint is unresolved or you do not wish to discuss it with school personnel, you may call the Ohio Department of Education's Department of Early Learning and School Readiness at 1-877-644-6338.

Handbook Agreement

The ELC reserves the right to update and/or modify these procedures at any time.

I have read and understand this agreement. I agree to all the terms and conditions listed herein.

Student Name(s): _____

Parent signature: _____

Date: _____