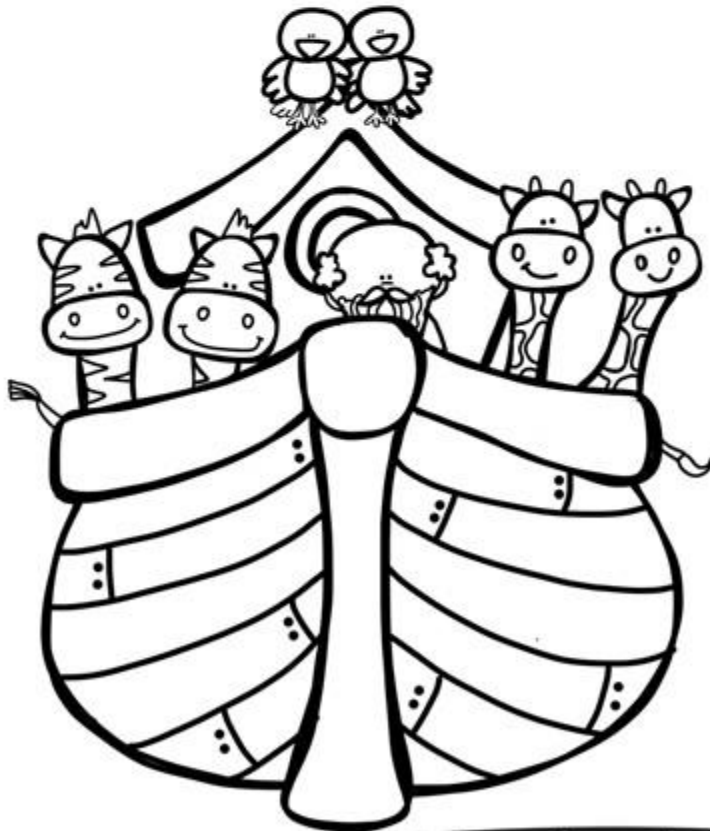


# Venice Presbyterian Preschool

## Policies and Procedures 2023-2024

\*\*Please read and keep this packet for your  
reference throughout the school year\*\*



3 Day

The physical address of our school is:  
4244 Layhigh Road Fairfield, OH 45014

The mailing address of our school is:  
Venice Presbyterian Preschool  
PO Box 41  
Ross, Ohio 45061

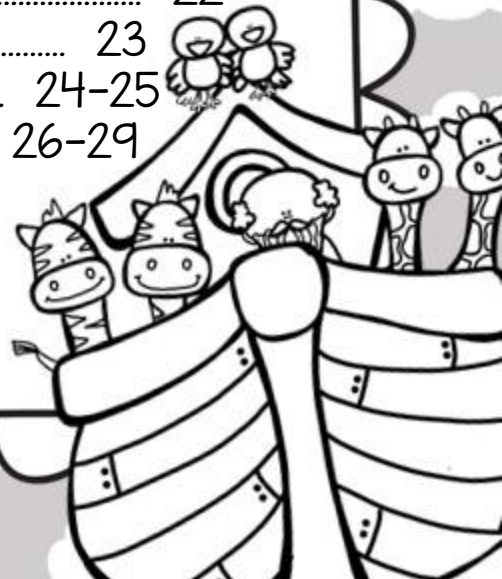
513-738-0158

[preschool@thevenicechurch.com](mailto:preschool@thevenicechurch.com)



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# Contact Information

Please do not hesitate to talk to us about any questions or concerns you have.

Phone: (513) 738-0158

E-mail: [preschool@thevenicechurch.com](mailto:preschool@thevenicechurch.com)

Calls received during class time may go directly to voicemail; calls will be answered as soon as possible after school.

If you would like to schedule a conference to discuss your child's academic progress with your child's teacher, please feel free to call, send an e-mail or a note. We will hold conferences in May.



## Important Dates

August 30 - Orientation

September 6 - First Day of School

October 16 - Picture Day with Lifetouch

October 30 - Halloween Party

November 17 - Thanksgiving Feast

November 20-24 - No School - Thanksgiving Break

December 20 - Christmas Program

December 21-January 3 - No School - Christmas Break

January 15 - No School - Martin Luther King Jr. Day

February 14 - Valentine's Day Party

February 19 - No School - President's Day

March 25 - Grandparents Day

March 27 - Easter Party

March 29 - No School - Good Friday

April 8-12 - No School - Spring Break

May 17 - No School - Conferences

May 27 - No School - Memorial Day

May 29 - Graduation



## Tuition Due Dates

September 29 - October Tuition due

October 30 - November Tuition due

November 29 - December Tuition due

December 18 - January Tuition due

January 31 - February Tuition is due

February 28 - March Tuition is due

March 27 - April Tuition is due

April 29 - May Tuition is due



# Checklist

Are you ready for the first day of school?

- Paperwork

The preschool must have all of the registration paperwork on file for each child no later than the first day of attendance.

Each child attending the preschool must have a medical statement on file along with the most current immunization record attached. The date of the exam must be within the past twelve months and must be received within thirty days of the child's start date.

- Extra Change of Clothes

- ½" binder with the clearview pocket (so we can put a cover in it) - we have limited storage, please do not send in larger binders

- Backpack large enough to hold a folder (no wheels please)

Backpacks will be used daily for storage of extra clothes, so please make sure that your child brings his/her backpack each day. Many backpacks look alike; **please label your child's backpack with his/her name visible on the outside.**

PLEASE MAKE SURE YOUR CHILD BRINGS A  
BACKPACK (and their folder) TO SCHOOL  
EVERY DAY

We will provide the folder for each child.

# PHILOSOPHY

The goal of our preschool is to prepare the child for entry into kindergarten in a structured program of learning given in a Christian, small group environment. We are concerned with the child's total development, including physical, cognitive, social, emotional, as well as spiritual.

Children are assigned to classes based upon their ages. The state requires a ratio of one staff member per every 12 students for 3 - 4 year olds and one staff member for every 14 students from age 4 until age eligible for Kindergarten. Our school maintains a ratio of no more than 10 students per teacher.

## NON-DISCRIMINATION POLICY

No child will be discriminated against because of race, sex, color, national origin, religion, handicap or age. The child's age must comply with state license regulations.





## Tuition Policy

**Fees:** Registration fee of \$20.00 (not refundable) is due at the time of enrollment. The registration fee is due annually thereafter.

**Tuition:**

2-Day Class	\$11500/month
3-Day Class	\$155.00/month

Tuition due dates are on page .3 of this packet. Checks should be made payable to Venice Presbyterian Preschool, or VPP. If tuition is late, there will be an additional \$5.00 fee unless the student is absent on that day. The tuition and \$5.00 late fee are then due by the 15<sup>th</sup> day of the month. If the monthly tuition and \$5.00 late fee are not paid by the 15<sup>th</sup> of the month, your child may not return to school until said payment is paid in full. If a check is returned by the bank, it will be the parents' responsibility to pay the returned check fee charged by the bank and make all future payments by cash. When tuition is paid by cash a receipt will be issued.

Tuition must be paid if the child is taken out of school for vacation or illness. No refund will be given if a child is withdrawn, at any time, for any reason, regardless of the amount of days attended during any particular month.

If you are temporarily unable to pay tuition for any reason, please speak with the administrator.

If the preschool has more than two unscheduled closures (due to inclement weather or emergencies) in a single month, a \$10 discount will be given on the next month's tuition for every additional closure after those two times. For example, if a child missed 3 days of preschool in January due to snow closings, parents would receive a \$10 discount on February's tuition.

**Absences:** If your child will be absent, we ask that you please let us know. You can send a message through Class Dojo, send an email, or call and leave a voicemail.



# SCHOOL HOURS

The 2-Day class meets on Tuesday and Thursday mornings and the 3-Day class is held on Monday, Wednesday, and Friday mornings.

9:05-9:15 a.m. Doors open, students arrive

9:15 a.m. School begins

11:45 a.m. School ends - students picked up

## Late Pick-Up Policy

It is very important that children be picked up promptly when preschool is over for the day. If something out of the ordinary occurs and the child will be picked up late, please call.

If a child is picked up 15 minutes after class dismissal there will be a \$3.00 late fee charged. An additional \$3.00 will be charged for each 10 minutes thereafter.

## Inclement Weather

Inclement weather that cancels Ross Local Schools will also cancel our preschool. In addition, if Ross is on a one-hour delay, we will also be on a one-hour delay. If Ross is on a two-hour delay, our school will be closed.



# Drop-Off & Pick Up

\*During drop-off and pick-up of students, each child will be escorted to and from the car by a teacher, unless the parent comes in the school.

\*Children will be dismissed to a parent or guardian only, unless the person is on the yellow pick-up list. The only exception will be after a note in writing for dismissal is brought to school from the parent granting permission. **Verification by picture ID will be required if we do not know the person picking up.**

\*If it is necessary for parents to come into the building, please do not park or stop in loading areas and please wait until the line of cars has cleared.

Children should never be allowed out of the car until a teacher is present.



# Our daily Schedule

9:05-9:15

Arrival

9:15

School begins

9:15-10:45

Class Time (including whole group activities, table time, small group time, independent practice) and Snack

10:45-11:35

Classes rotate through free play, art, and music & movement

11:35-11:45

Clean-up, prepare to leave

11:45

Dismissal



# daily folder

We will be sending home a folder in your child's backpack daily. Please read the information in the folder every night and remove any papers that do not need to be returned to school.

Please return the folder to school in your child's backpack each day. Thank you!



# Extra Clothes

Preschool students occasionally have bathroom accidents or spills that require a change of clothing.

Please send an extra change of clothes to school enclosed in a Ziploc bag in your child's backpack each day. Remember to make sure that the clothes are appropriate for the weather.

**\*\*Please include the following items:  
underwear, socks, shirt, pants or shorts\*\***

The change of clothes will be stored in your child's backpack- **DO NOT REMOVE THE CHANGE OF CLOTHES.** Thank you!



# PERSONAL BELONGINGS

For safety reasons, please do not allow your child to bring any toys or candy to school.

\*\*The only exception to this is if your child's teacher does Show and Tell – then your child may bring a toy for that special day.

Toys can easily become broken, lost, or stolen. Teachers will not be responsible for toys brought to school.

Candy and gum are not allowed at school.

Teachers are not responsible for lost or broken jewelry.



# BIRTHDAY POLICY

Please do NOT send in cakes or cupcakes.

You are welcome to send in a birthday treat that can be put into students' backpacks and sent home with them, such as pencils, rings, stickers, etc.

We will provide students celebrating birthdays with special "birthday privileges" such as a birthday sticker, birthday book and birthday song.





# PARENT CONFERENCES

We will be assessing your child's progress through observations and asking them to demonstrate their knowledge. If parents have questions or concerns at any time, they are welcome to schedule a conference with their child's teacher.

We will be holding parent conferences on Friday, May 17. Students do not have school on this day. Information about scheduling conference times will be sent home when we get closer to May.

Any data collected during assessments is only shared with parents or legal guardians. Data is not reported to ODJFS.



# Class Dojo

We will be using an app called Class Dojo to communicate with families this year. You can access Class Dojo from your phone, tablet or computer. Each family will get an invitation paper with their child-specific code and instructions on how to sign in.

Class Dojo is a great way for us to share pictures, information and reminders. It is also an easy way for you to communicate with your child's teacher.

Please let us know if you have any questions!



# Medication

Teachers are not allowed to give medication to students. Students are not allowed to bring medication to school in their backpacks, including hand sanitizer or lip balm.

The exception to this is if your child requires an inhaler, seizure medication, or an Epi-pen. Your child's doctor will need to fill out a form for this - **if your child requires one of these medications, this form must be on file before your child starts school.** This medication will be stored in the office for the school year and returned to you on the last day of school.



## Immunizations Policy

### **Ohio Revised Code 5104.014, Division B:**

Each child's caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases:

1. Chicken pox;
2. Diphtheria;
3. Haemophilus influenzae type b;
4. Hepatitis A;
5. Hepatitis B;
6. Influenza;
7. Measles;
8. Mumps;
9. Pertussis;
10. Pneumococcal disease;
11. Poliomyelitis;
12. Rotavirus;
13. Rubella;
14. Tetanus.



# Communicable Disease Policy

No child will be permitted to attend class with a contagious or communicable disease. This will be safeguarded by the teachers' visual examination of each child as he/she enters class each day.

The communicable conditions **not** permitted include:

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- Diarrhea (three or more abnormally loose stools within a twenty-four 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;
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark urine and/or gray or white stool;
- Stiff neck with elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestations;
- Sore throat or difficulty in swallowing;
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

❖ If a child should manifest any of the above named conditions after the start of school, the parent and/or guardian will be contacted to take the child home. If unable to contact said parent, the alternate person of responsibility, as designated on the Emergency Medical Release Policy will be called.

❖ Until the time of dismissal of the sick child, the child will be kept separate from the other children. The child will not be alone. An assigned teacher will remain with him/her until his/her safe dismissal. The ill child will be observed for any signs of worsening of his/her condition. A cot and blanket will be provided if needed. After use, the cot will be disinfected and the blanket washed.



## Communicable Disease Policy - Continued

❖ Ohio law requires that the school notify the Butler County Health Department of any communicable or contagious disease occurrence. This information is necessary for following statistics of outbreaks and locations in the county. The preschool will also notify parents if their child has been exposed to a communicable disease by sending a notice home with their child.

❖ Return to school will be permitted after full recovery from the illness. If, after inspection of the child by the teacher, there is question of recovery, the teacher may ask for written permission by the child's medical physician.

❖ If your child has a fever of 100° or higher, please keep him/her home.

❖ A child must be free from fever, diarrhea, and/or vomiting without medicine for 24 hours before returning to school.

❖ In the event of lice infestation, all lice must be eradicated, and the child may not return until 24 hours after treatment has begun.

❖ The school will not administer routine medications or food supplements. If medication is needed for emergency situations involving a chronic condition, please contact the administrator and an evaluation will be made at that time.



## Guidance and Behavior Management

- Every child is an individual, and we are concerned with his or her growth in all areas of development. Because of this, allowances will be made for differences in development and behavior. However, there are basic criteria for behavior as it applies to the safety of self and others, as well as general rules for the classroom and other areas in the school to facilitate an effective learning environment. We will endeavor to help the child to feel positive about him/herself and to have good experiences with adults and his/her peers.
- Limits will be established. Children will know what is expected, and the routine in the daily schedule will help them to feel secure. There will be consistent action from the teacher to establish acceptance and mutual trust. General rules will be explained and safety in general discussed.
- If a child is having a difficult time and is disrupting the class or hurting him/herself or another child, he/she may be removed from the group into a "time-out" area. The child will be told why he/she is being removed, and a teacher will remain nearby. The amount of time spent in time-out is determined by the child's age - one minute for each year of age. The preschool staff understands that time-out does not solve the basic problem; it gives the child a few minutes to calm themselves and talk with the teacher about making good choices. Children need to be taught how to positively interact with other children and how to manage their feelings.



## Guidance and Behavior Management - Continued

- One goal of preschool is to help children gain conflict resolution skills that they can use as they continue with their school years. If it appears that a problem can be solved by the children involved, they will have the opportunity to do so with help from the teacher.
- Threats will not be used. Teachers will be positive and firm and try to direct unfavorable behavior into more constructive channels. They will try to find and understand the cause of the child's difficulty.
- Physical, verbal or mental abuse will not be used at any time on any child.
- If there is a severe behavior issue with a student that cannot be resolved through consultation with the parents and teacher intervention, the preschool has the option to permanently withdraw the student to ensure the safety of all students.
- This discipline policy applies to all persons on school premises.





## Transportation Policy

Transportation to and from school is the responsibility of the parent/guardian. It is the parents' responsibility to supply a safety seat, secure their child, and comply with all the requirements of state law. Transportation of children for emergencies will be done by the emergency squad.



## Safety of Children Policy

- All children will be supervised at all times. No child will ever be left alone without a teacher. No child will leave the classroom without a teacher.
- Children should wear play clothes and comfortable shoes to school. Please have children dressed in clothes they are able to manage themselves at restroom time.
- Toys will be inspected at clean-up time each day to ensure that they are free of danger and clean. At a regularly scheduled time, teachers clean all toys with a disinfecting cleaner.
- Children may bring toys to school on Show and Tell days only. (Not all classes may have Show and Tell.) They should not bring small toys that may present a choking hazard, marbles or money. Toy guns or other weapons are not permitted.
- Teachers are mandated reporters of suspected child abuse and neglect. If a staff member suspects that a child has been abused or neglected, we are legally required to report our concern to the appropriate agency.



## Parental Participation Policy

**VISITATION POLICY:** Parents are welcome to visit the preschool at any time.

**CUSTODY AGREEMENTS POLICY:** The custodial parent or guardian is permitted unlimited access to the center. The nonresidential parent is permitted unlimited access unless a court order is on file with the preschool limiting access.

There may be times during the school day when no staff member is available to answer the phone in order to maintain proper supervision of the students. If a parent needs to contact the preschool while their child is there, they should leave a message with a phone number where they can be reached.

A parent/guardian may contact their child's teacher or the administrator at any time to schedule a conference concerning their child. The parent/teacher conference in May will include a written evaluation of the child's social development, motor skills development and learning accomplishments.



## Parental Participation Policy - Continued

Some ways that parents may participate in school events include:

- Orientation attendance
- Parent/Teacher conferences
- Helping with scheduled parties and events
- Providing special treats for parties or child's birthday

If a parent has an issue or concern that needs to be addressed, it should be discussed with the child's teacher. If it remains unresolved, the administrator should be consulted. If a satisfactory solution still has not been reached, the parent should contact any of the preschool board members (contact information for board members is in every monthly newsletter). Staff follows the same procedure if they need assistance with a problem.



## Emergency Procedures

### General Emergency

The preschool office phone (513-738-0158) is available at all times for emergency use in the preschool office. Emergency policies are located in all classrooms.

### Fire Emergency Plan:

Two teachers will remain with the students to assure their safe departure from the building, while the administrator/teacher calls the emergency telephone number, turns off all lights and closes all doors.

There are three emergency exits from the building. The teachers and students will proceed to the assigned meeting place outside the building, which is at the end of the sidewalk at the front of the church building. On permission of the Fire Department, the children and teachers will return to the building.

Fire extinguishers are mounted to the wall located at the doorway to the kitchen, one in the kitchen and another in the hall at the entrance into the classroom. They are the dry chemical type, good for all class fires.

Lighted exit signs are clearly noted above all doors.

There are monthly fire drills. These drills are at varied times of the month.

## Emergency Procedures - Continued

### Weather Emergency Plan:

At the time of a severe weather alert, the students will be taken to the safest locations in the building.

The children will assume a safety position of kneeling on the floor with head between knees and arms folded over the back of the head. This position will be maintained until the emergency is over.

If there is a threat to the safety of the children due to environmental situations or threats of violence, the students will be taken to the safest locations in the building, parents contacted, and emergency services called if necessary. If evacuation of the center is necessary, children will be taken to the church annex office (building adjacent to the preschool) or if a greater distance is required, to Queen of Peace School, 2550 Millville Avenue.

If the preschool experiences a water outage, parents will be contacted to pick up their children.



## Emergency Procedures - Continued

### Medical/Dental Emergency

Parent/guardian will be notified immediately in the event of a serious accident, injury or illness.

There will be at least one teacher trained in First Aid, CPR, and Communicable Diseases present at the preschool at all times.

The preschool has a First Aid kit available at all times while school is in operation, readily accessible, and kept out of reach of children.

The supplies are reviewed and replaced regularly.

The preschool maintains health records and emergency transportation information on file for all students. The student file will be transported with the child for emergency treatment.

In case of a medical emergency, a teacher trained in First Aid will remain with the child at all times. The parent/guardian will be called at home or work. If all reasonable efforts that have been made to contact parent/guardian have failed, the alternate emergency contacts will be called. **If there are any changes in information**

**on the emergency transportation form, please notify us immediately.** The

promptness of emergency notification will depend on the accuracy of this information.



## Emergency Procedures - Continued

In the event of an emergency, transportation of a child for the purpose of receiving emergency treatment, the Ross Life Squad 911 will be notified. The life squad will take the child to the nearest available hospital. If parents do not give permission for their child to be transported, parents will be contacted in the event of an emergency.

When a serious incident or injury occurs at school, an incident report will be filled out. The parent/guardian's signature is needed, and they will be given a copy the day of the incident. A copy will remain in the child's record file. A serious incident or injury includes:

- illness, accident, or injury which requires first aid treatment
- bump or blow to head
- emergency transportation
- unusual or unexpected event which jeopardizes the safety of children

