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ICS  
PRESCHOOL  
HANDBOOK



**2024 - 2025**

304 East Main Street  
Bellevue, Ohio 44811

419-483-6066  
[schooloffice@icssaints.org](mailto:schooloffice@icssaints.org)

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# ICS PRESCHOOL HANDBOOK

## Philosophy and Goals of the Preschool Program

As a Catholic school, very basic religious concepts such as loving our families, our friends, all living things, and ourselves will be incorporated into the curriculum. Taking care of God's earth and gifts He has given us will be an integral part of the child's learning environment. A Catholic preschool program that operates within a parish school provides continuity for the child, fosters a smooth transition to kindergarten, and enhances parish family life.

The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept himself, to relate to others, and to respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Parental involvement is strongly encouraged in our program. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him.

Participation in a Catholic Preschool Program helps the child:

- develop a positive self-image and acknowledge his self-worth.
- develop basic social skills.
- increase independence.
- develop a trust in adults other than his parents.
- enjoy being part of a group and begin to accept the need to share and cooperate.
- respect the rights of others and defend their rights.
- develop the desire to learn.
- become aware of the fact that he is a child of God and will grow in His love.
- develop good listening skills.
- encourage creative development.
- develop problem solving.
- enhance physical growth and development.

## Admission and Placement Procedures and Requirements

In accordance with Christian principles, Immaculate Conception School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, or extracurricular activities. In addition, the school is not intended to be an alternative to court administrative agency ordered, or public school district initiated, desegregation.

Immaculate Conception will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified and/or non-certified personnel.

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- Names, addresses, and telephone numbers of physician and dentist to contact in case of emergency.
- Permission of parent for emergency medical and dental care.
- Permission of parent for emergency transportation.
- Permission Request forms for pictures, field trips, newspaper articles, website, etc.
- A list of people permitted to pick up child.
- Birth Certificate.

*Birth Certificate Requirements: State law requires that a certified copy of a student's birth certificate or official verification of age be presented when enrolling a new student in our school. If you do not have a certified birth certificate, you may obtain one from the Bureau of Vital Statistics in the state in which your child was born.*

*If a birth certificate is unavailable, other official proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit signed by the parent and a Notary Public documenting the inability to produce a copy of the birth certificate.*

## **Immunization Requirements**

Immunization records are required by section 3313.67 of the Ohio Revised Code. The Code states that "no child shall be permitted to remain in school for more than fourteen days unless the pupil presents written evidence satisfactory to the person in charge of admission, that the pupil has been immunized or is in the process of being immunized by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code" against:

Mumps  
Poliomyelitis  
Diphtheria  
Chicken pox  
Hepatitis B

Pertussis  
Tetanus  
Measles  
Rubella

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## Curriculum

The Immaculate Conception preschool curriculum is aligned to the Ohio Department of Education Content Standards and the Diocese of Toledo Courses of Study, and supports development in all domains of learning (cognitive, language, social, emotional, physical) and supports learning in the content areas of language and literacy, mathematics, science and social studies. Curriculum is Handwriting without Tears and Heggerty. These curriculums explicitly teach various skills through the use of developmentally appropriate activities.

The curriculum for religion uses the Pflaum Gospel Weeklies Faith Formation Program. This curriculum is liturgically-based and combines complete doctrinal catechesis with the liturgical life of the Church.

## Arrival, Dismissal and Absentee Policy

**Arrival:** It is important for all children to arrive by 8 am to ensure that each child will receive the benefits of the entire class time.

**Dismissal:** Parent or authorized adult should park in the lot across from the school on Broad Street. Students will be brought to the door and the parent or adult will cross the street to pick up the preschool student. If any person other than the parent is to pick up a student, his/her name must be on file with the teacher or the student will not be released to that person.

**Absence:** The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by hand-written note or phone call to the school (419-483-6066) before 8 am.

## Parent Notification Procedure

- **Illness/injury:** A parent will be notified immediately of any illness or injury requiring professional medical attention. If a parent cannot be reached, the emergency contact person will be notified. 911 will be called if an illness or injury requires immediate professional medical attention.
- **Crying:** We know how difficult it is to leave a crying child. Please know that we will notify you if your child continues crying for a prolonged period of time. We want your child's experience at Immaculate Conception Preschool to be a happy one, and we will work together with you to make that happen.

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- No child will be released to a person not authorized by a custodial parent or guardian. We must have a written authorization to allow an adult who is not the custodial parent or the legal guardian to pick up a child.
- Emergency numbers are posted by the telephone, along with the fire emergency and weather alert plans.
- Monthly fire drills are conducted and a record of these is kept at school. All exits are marked and a fire alarm system is in working order.
- Tornado drills are held in season.
- Crisis and Emergency Level Drills are held twice each year.
- Spray aerosols shall not be used when children are present.
- Electrical outlets are covered when not in use.
- All visitors are to report to the main office during regular school hours. Visitors in the school will be identified by wearing an ICS VISITOR tag.

In compliance with Ohio Code 3301-10, the actual method of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- 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.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation is used as a last step and 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.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Immaculate Conception School believes in a positive behavior support system. Children can be redirected, asked to sit in a quiet area, or "think spot". "Brain Breaks" are used when frustration appears evident in the classroom. Classroom rules and policy procedures are posted in the classroom.**

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## Procedure for Emergency Situations

Fire Drills are practiced at regular intervals as required by law and for the safety of all children and adults in the building. Preschool children will be escorted to the main parking lot by the preschool teacher. The preschool teacher will account for each student.

Lockdown Drills are required by law. The preschool teacher will follow the lockdown procedures when directed to do so. During Lockdown, students are directed to position themselves in an area in the classroom that is not visible from the windows. Preschool students will be engaged in quiet activities led by the teacher. The doors to the classroom will be locked from the outside. Students remain in Lockdown position until the signal is given from the main office.

Evacuation Drills are required by law. At the signal for all classrooms to evacuate, teachers will direct students to the prescribed area as quickly as possible. In the event that a real emergency occurs and evacuation to another location is necessary, parents/guardians will be notified as to when and where they may pick up their child. The preschool teacher will be responsible for each preschool student until the student is picked up.

Tornado drills are required by law and are held in the spring. The goal of a tornado drill is to move all students and staff to assigned safe areas. The preschool teacher will account for and be responsible for each preschool student during the drill.

If there are injuries during any of the above situations, students and staff will be triaged by the school nurse and given first responder care. If warranted, a parent will be notified.

If an early dismissal is required, the preschool teacher is responsible for recording student names as they leave with parent/guardian.

## Illness, Communicable Diseases, and Emergencies

The Communicable Diseases Chart published by the Ohio Department of Health is posted in the classroom. Staff members have completed the Red Cross Courses on Communicable Disease, First Aid, CPR/AED, and Child Abuse Prevention.

A staff member who is ill or becoming ill will be sent home and a substitute teacher will be contacted to replace her. If a child has or develops any of the communicable

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- Stiff neck
- Unusually dark urine and/or gray-white stool

Should a child exhibit any of the above symptoms, the child will be isolated and the nurse consulted. After a consultation with the nurse, and a phone call home, the child could be discharged for the remainder of the day. The day of return will be determined by the medical personnel consulted within the school and/or the parent's medical professional. The nurse will also determine how and when to inform the other parents in the classroom regarding the potential transmission of these symptoms to other children in the classroom.

## Management of Communicable Diseases

If a child has more than a runny or stuffy nose, he should not come to school. Please follow these guidelines when your child is ill:

- Please keep your child home 24 hours after the break of a fever without the use of medicine.
- If your child is sick during the night or before school, please keep him home.
- If you suspect strep throat and have a culture taken, please do not send your child to school until you have received the results of the culture.

If a child has an axillary temperature of 100 or more, skin rash, diarrhea, vomiting, or evidence of lice, the parent will be called to pick up the child. The child will be isolated in the nurse's office until the parent arrives. Children may return to school after symptoms are gone or with a note from the health care provider depending on the illness. Please inform us if your child becomes ill with a contagious illness. Families of the other children in the class and in the school will be warned of contact and incubation of communicable disease.

## Child's Wellness Check:

If your child appears to be ill when brought to school and he or she cannot be made comfortable, you will be asked to take your child home. If we feel that your child is well enough to attend school but may be becoming ill, we will monitor your child and update you as necessary. The child will be monitored by the classroom teacher, the director, the school secretary, and/or the school nurse.

## HEALTHCHEK- CHECK IT OUT!

Did you know Ohio's Medicaid program includes Healthchek services for children up to 21 years of age? (These services are also called EPSDT sometimes.) Healthchek services help children stay healthy and reduce the chances of sickness by treating health

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## **Lunch for Children Attending Extended Day**

Students must pack their own lunch for Extended Day or may buy a hot lunch. The cost of a hot lunch for preschoolers is \$3.25. Students may bring a drink that is not carbonated and/or not in a glass container. Students may purchase milk for fifty cents. Forgotten lunches may be dropped off at the office; they are not to be delivered directly to the classroom.

## **Roster**

A list of the names and telephone numbers of the parents or guardians of children attending the program will be given on request to any parent or guardian of a child enrolled in the preschool program. A signed parental statement for inclusion in the roster will be kept on file.

## **Fundraisers**

Fundraisers help to defray expenses for Immaculate Conception School. Fundraisers vary from year to year with the annual Reverse Raffle being the main source of fundraising for the school. We ask every family to volunteer to help with the implementation of fundraisers as well as participation monetarily.

## **The Director is Available**

The preschool director is available and you are encouraged to contact her with questions or concerns. She is usually available Monday through Friday from 9:00 – 3:00. She can also be reached via email or phone.

## **Observation/Evaluations**

Custodial parents or guardians of a child enrolled in the Immaculate Conception preschool program shall be permitted unlimited access to the school during hours of operation for the purpose of contacting their children or evaluation of the premises and/or care provided. Please notify the office upon entering the building for these purposes. A Custody Agreement must be on file for those children to which it applies.

## **Special Needs Policy**

When the teacher, administration, or parent is concerned that a child is at risk for special needs, the appropriate referrals will be made to the child's home school district. We are open to dual programming arrangements and will make every effort to allow the child to continue in our program when appropriate.



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## Birthdays

Birthdays are listed on the preschool calendar so you will know when your child will celebrate their birthday at school. Your child may bring a favorite snack to share with their classmates.

## When Problems Occur

We at Immaculate Conception Preschool have your child's best interest at heart at all times. Many problems can be avoided when caring adults communicate openly. Even so, at times problems can occur. When they do, most situations can be resolved when parents and teachers work together for the sake of the child.

With this in mind, it is our policy that at any time your child's teacher feels the need to discuss a situation, she will contact you as soon as she is able. Problems should never be discussed in front of a child or another parent, so a *phone call or private conference will be scheduled*.

Should you have a problem or question about the school, a teacher, or school policy please follow these steps until you receive a fair resolution:

- First, ask the teacher for a private conference or phone call to discuss the issue.
- Next, if the problem is not resolved, discuss the problem privately with the principal.
- If the problem still is not satisfactorily resolved, discuss the problem privately with the Immaculate Conception Parish pastor.

*In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*

**Ohio Department of Medicaid**  
**HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET**

**HEALTHCHEK- CHECK IT OUT!**

Did you know Ohio's Medicaid program includes **Healthchek** services for children up to 21 years of age? (*These services are also called EPSDT sometimes.*) **Healthchek** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchek** services are free. You can get help and information by contacting your county Healthchek Coordinator, or your managed care plan, and by going to:

<https://medicaid.ohio.gov/wps/portal/gov/medicaid/families-and-individuals/citizen-programs-and-initiatives/healthchek1/healthchek>

### **Screening Services**

Doctors want children to have well-child check-ups (*exams or screenings*) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchek** include:

- ❖ Dental exams
- ❖ Immunizations, if needed
- ❖ Vision exams
- ❖ Developmental screenings
- ❖ Mental health screenings
- ❖ Nutrition screenings
- ❖ Hearing exams
- ❖ Physical exams

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

### **Treatment Services**

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. **Healthchek** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchek Coordinator for more information.

### **Support Services**

The names, addresses and phone numbers of Healthchek Coordinators for all counties can be found at <https://medicaid.ohio.gov/static/Families%2C+Individuals/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchek Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchek Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odjfs.state.oh.us/healthchek/index.asp>

Your Healthchek Coordinator can help you make medical, dental and other appointments and provide free transportation to those appointments, if needed. If you or your child is enrolled in a managed care plan, the plan can also help with appointments and provide transportation. It can also give you a list of doctors in your plan. In order to make sure that you and your child get what you both need, **please check everything you or your child would like to receive.**

<input type="checkbox"/> A list of doctors	<input type="checkbox"/> A list of other healthcare professionals
<input type="checkbox"/> A list of dentists	<input type="checkbox"/> Transportation to medical and dental appointments
<input type="checkbox"/> Referrals to Help Me Grow	<input type="checkbox"/> Referrals to the Bureau for Children with Medical Handicaps
<input type="checkbox"/> Other help getting treatment	<input type="checkbox"/> Other information about where to get treatment

Do you or your child have any problems that need attention or treatment (for example: a medical problem, a mental health problem, a child who is not developing normally, etc.)?  Yes  No  
 If **yes**, please tell us more about this.

**Other information about your child's history**

My child has been tested for lead poisoning	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
My child's immunizations (shots) are up-to-date	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know
My child has had developmental exams	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know

**Support Services**

Your Healthchek Coordinator can also give you information about available services like the Women, Infants, and Children (WIC) program and other support services offered through your local health department and other local agencies. Would you like more information about other support services? Please check all that apply.

<input type="checkbox"/> Women, Infants and Children (WIC)	<input type="checkbox"/> Food Assistance	<input type="checkbox"/> Heating Assistance
<input type="checkbox"/> Head Start	<input type="checkbox"/> Other	

Is anyone (including yourself) pregnant?  Yes  No  
 If **YES**, give the name(s) of the pregnant woman  
 If known, give the date(s) the baby is due: Month \_\_\_\_\_ Year \_\_\_\_\_  
 Is the pregnant woman now going to a doctor or clinic for the pregnancy?  Yes  No  
 If **YES**, give the name of the doctor or clinic  
 Do you need other social services?  Yes  No  
 If **YES**, what services \_\_\_\_\_  
 Are you currently enrolled in a managed care plan?  Yes  No  
 If **YES**, specify name of plan: \_\_\_\_\_

**Acknowledgement**

I have been given information about Healthchek. I understand that I can ask for Healthchek services or assistance at any time. I understand that I will be asked to sign a separate release form if my medical information needs to be shared with others.

Signature		Date	
Caseworker Signature	Date	Phone	
Caseworker Email			

**Caseworker: Please forward this information to the appropriate Medicaid managed care plan.**

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I have read and understand the information contained in the Immaculate Conception Preschool handbook.

Student name \_\_\_\_\_

Parent name \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_