



St. Gerard Pre-K Parent Handbook



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St. Gerard Pre-K has been Awarded a 5 Star SUTQ Rating.

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Just Playing

When I'm building in the block area, please don't say I'm "Just playing."
For, you see, I'm learning as I play about balance and shapes.
I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies,
Don't get the idea I'm "Just playing."
I'm learning as I play.
I may be a mother or father someday.



When you see me "reading" to an imaginary audience,
Please don't laugh and think I'm "Just playing."
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs or packing my pockets with choice things I find,
Don't pass it off as "Just play."
For, you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some plaything at my school,
Please don't feel the time is wasted in play.
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting food,
Please don't think that because I enjoy it, it is "Just playing."
For, you see, I'm learning as I play.
I'm learning to follow directions and see differences.
I may be a cook someday.

When you see me learning to skip, hop, run, and move my body,
Please don't say I'm "Just playing."
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse, or athlete someday.

When you ask me what I did at school today, and I say, "I JUST Played,"
PLEASE DON'T MISUNDERSTAND ME.
For, you see, I'm learning as I Play.
I'm learning to enjoy and be successful in my work.
I'm preparing for tomorrow.
TODAY, I AM A CHILD AND MY WORK IS PLAY.

By Anita Wadley



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St. Gerard School
1311 North Main Street
Lima, OH 45801



Phone: (419) 222 0431
Fax: (419) 224 6580
<http://www.sgslima.org>

St. Gerard Pre-K Program

St. Gerard School Mission Statement

Founded by the Redemptorist Priests and Ursuline Sisters, St. Gerard School is a Catholic Parish School in the Diocese of Toledo. We educate the minds, hearts, and hands of our students by infusing Catholic values and faith formation into everything we do. We collaborate with parents to create a safe environment where students strive to become contributing members of society.

Program Philosophy

St. Gerard Pre-K welcomes children and families with a commitment to provide high quality care and education based on Catholic beliefs to each child. The program is designed for 4 and 5-year-old children to learn predominantly through hands-on developmentally appropriate play-based activities designed to best prepare him/her for kindergarten.

Operating within a Christian environment, we encourage each child to practice generosity, love, cooperation, consideration and respect in his/her interaction with classmates, teachers, family and friends. These actions will serve to enhance each child's special blend of heredity and environment, and help him/her to become the best person he/she can be.

We believe every child is a special gift from God with various talents and interests.

Play Based Philosophy — Playing to Learn/Learning to Play High Quality early childhood programs teach children to think creatively so they may succeed in a complex and ever-changing world. This philosophy lends itself nicely to differentiated instruction which is specially designed learning for each child at their individual level.

During the Pre-K year, children are introduced to a structured classroom atmosphere. Children are treated with love and respect in order to provide a secure atmosphere in which to learn and grow. Students participate in developmentally-appropriate lessons which are designed for each child's learning needs. These lessons provide hands-on real-life experiences which entail many forms of learning such as active and quiet learning.

During active learning times, a few lessons may include: students are actively involved creating meaning from their real-life work, which is play, by making choices and decisions based on prior knowledge. Students are also developing lifelong social skills.

During quieter learning times, a few lessons may include: students actively listen to a teacher read a book, guide a class discussion or lesson, students and teachers record data of student knowledge, or listen to a classmate's ideas.

During hands-on real-life learning experiences, students experience success in their achievements as well as failure. We celebrate successes and use failures as a learning opportunity. Teachers guide students through these life experiences based on Catholic Values. For achievements, you may hear some singing and silly celebrations. For failures, you may see a peer comforting a child and helping their friend or a teacher guiding a discussion with the child(ren) asking open-ended questions to help the child(ren) figure out a better way to success. These are great life-long lessons!

Throughout the course of the school year, we encourage and maintain a very close home and school relationship. Recognizing that parents are a child's first educator, it is imperative that we encourage parent involvement as classroom volunteers, planning and conducting holiday parties, field-trip drivers and supervisors, and as occasional classroom observers.

Pre-K Vision Statement

To provide a safe faith based environment in which each child can develop and learn.

Pre-K Mission Statement

The educational opportunities provided will reflect the view that all areas of development (cognitive, language, social emotional, physical, adaptive, and faith) will be enhanced through a variety of planned and research based learning activities and instructional strategies. Our program is an active partnership between the school, the student, the home, and the community.

Requirements for Admission and Cumulative Record

Admission

Admission to St. Gerard Pre-K Program is open to children who are four or five years old prior to August 1st. Although designed primarily to serve the need of the families of Saint Gerard Parish, our doors are open to all children who fall into the above-mentioned age categories, and availability of classroom space as established by the Ohio Department of Education, Office of Early Learning and School Readiness. All children are welcome, regardless of race, nationality, and religion.

All students **must be fully toilet-trained , able to clean themselves and be self sufficient.**

Students are not permitted to wear pull-ups to school.

The St. Gerard Pre-K Program strives to work with families to provide the best possible education for all students. We also understand that there may be

a specific circumstance where we may not be able to provide the best environment for a student.

Cumulative Record

Individual Start Date for Each Child

The preschool program shall secure and have on file all required information prior to receiving a start date approved by the Pre-K Director unless otherwise required. The cumulative record shall include but is not limited to:

1. **Student Intake Form**
2. **Emergency Medical Authorization Form**
3. **Pre-K Medical Examination/Physical**
 - a. Current – dated within 12 months
 - b. Medical examination/physical documentation must have a signature from a physician, physician assistant, clinical nurse specialist, or certified nurse. Physical documentation must be updated annually thereafter.
 - c. Hematocrit and lead testing
4. **Dental Information – on the Pre-K Medical Examination/Physical Form**
 - a. The name of the child’s dentist and any dental information.
5. **Immunization Record –Up to Date**
6. **Student Internet Access Consent Form and Promotional Materials Release Form**
7. **Authorized Pick Up List**
8. **Class Roster Statement, Screening, Assessments, & Evaluations**
9. **Family Information**
10. **Birth Certificate**
11. **Social Security Card**
12. **Custody Court Documents – if applicable**
13. **Income Guideline Form**
14. **All Forms in the Entrance Enrollment Packet**

* Health Screening Community Resources (local dentists and doctors) are available upon request.

St. Gerard Pre-K Staff review the Student’s Entrance/Enrollment Packet, including Health Screenings, after being submitted by parents to the program and annually at the beginning of each school year when all student information is updated.

Missing information is requested in the following manner: directly with parents, telephone conversations, email, or letter.

Upon the completion of each child’s records review, a St. Gerard Staff Member will contact the family with an individual entrance date.

***NO child shall be permitted to start before receiving their Individual Entrance Date approved by the Pre-K Director.**

Enrollment

Developmental Screening

A trained St. Gerard Staff Member will conduct a Developmental Screening with each child. The screening is nationally-recognized and approved by Step Up to Quality (SUTQ). This screening will include the following areas: Vision, Hearing, Cognition, Communication, Motor Skills, Social-Emotional Development, and Self-Help Skills.

Tuition

Tuition is paid by the parents according to the agreement made at the time of registration. Talk with school office personnel for more information.

Withdrawal Policy

Should a parent/guardian choose to withdraw his/her child from the program, verbal notification is required from the parent/guardian to the Pre-K Director, School Office, and classroom teachers. Parents/guardians will be provided a withdrawal form.

No records will be released or transferred without proper notice of withdrawal. Parents will be held liable for all fees incurred for child-care before the release of files to anyone.

**** Your Child Will Need to Bring to School ****

Each child will need to bring the following items to school:

1. A **full-size book bag or backpack labeled with your child's name.**

The folder, provided by the school, and book bag, provided by the parent/guardian, are to come to school every day.

This is an important part of communication between parents and the preschool program. We hope to encourage a sense of personal responsibility within your child right from the start. Remembering to bring these items as a part of **your child's daily routine** is intrinsic to achieving personal responsibility.

2. An **extra change of clothes.**

This includes: pants, shirt, underwear, and socks to be kept at school.

Please label all clothes and place in a bag labeled with your child's name.

*If your child comes home in his/her "extra" clothes, **please send in "extra" clothes the next day.**

Your child's soiled clothes will be put in a bag and sent home with him/her.

* If your child needs to change into his/her "extra" clothes, we will encourage them to change their clothes. If your child is able to, if not, you will be contacted by the school to come and change your child.

We try to provide many of the necessary materials and supplies for classroom activities and projects with the supply fee, but you may be asked from time to time to save "preschool valuables" such as plastic lids, paper towel rolls, milk cartons, basic art materials, etc.

Occasionally, the teacher may send home a list of additional items for a project. They greatly appreciate any donations!

Toys from Home

We ask that you discourage your child from bringing his/her toys to school. We provide an enriching environment with equipment and materials to stimulate curiosity and learning. Toys from home may get lost or broken. Please check your child's book bag for toys before coming to school. Thanks!

Curriculum

St. Gerard Pre-K uses the Creative Curriculum. It is developmentally appropriate, research based, and aligned with the Ohio Department of Education (ODE) Early Learning and Development (Pre-K) Standards. Creative Curriculum is one of the curriculums recommended by Step Up to Quality (SUTQ). In addition to the four areas of content, Math, Reading, Social Studies, and Science, the curriculum focuses on all areas of development which include: cognition, language, motor (fine and gross), social-emotional, and adaptive skills. St. Gerard Pre-K's curriculum fosters Christ-centered spirituality, meaningful goal development, intentional teaching and interventions, on-going monitoring, and ongoing evaluation of each child in all areas of development.

Pre-K Standards at a Glance

Catholic Pre-K Standards:

Building a relationship with God, prayer, and worship.

ODE Pre-K Standards: Areas of Development:

Social-Emotional:

Awareness and expression of emotions. Relationship with peers and adults.

Language:

Auditory Skills:

Listening to stories, following directions, identifying rhyming words, hearing and identifying letter sounds, and auditory memory skills.

Verbal Skills:

Building vocabulary, use of descriptive words, sharing experiences, initiating and participating in conversations with adults and children alike, speaking in complete sentences and answering questions appropriately, naming beginning letter sounds in words, and naming rhyming words.

Cognitive Development:

Memory:

Colors, shapes, numbers, letters, songs, poems, fingerplays, sequence to retell stories, imagination, creative thinking, judgement, likeness and differences.

Problem Solving:

Cause and effect, classification, opposites, and comparisons.

Physical Well-Being and Motor Development:

Fine Motor:

Ability to use small muscles to perform fine motor skills such as holding a pencil or crayon with a mature grip, cutting, and eye-hand coordination activities.

Gross Motor:

Walk backwards; balance on one foot; jump off of a low step; jump over an object; hop on one foot; skip; gallop; throw, catch and kick a ball.

Adaptive Skills:

Ability to complete self-help skills independently such as use the restroom, wash hands, blow their nose, put on and take off a jacket, and zip and unzip a jacket.

Goals for Early Childhood Education

The following long-term goals for early childhood education reflect the view that all areas of development (spiritual, cognitive, language, social-emotional, motor, and adaptive skills) are integrated as the child interacts with the learning environment. The educational opportunities and experiences afforded children in the early years makes a difference in their overall development. Curriculum experiences are to be researched based, aligned with the ODE Early Learning & Development Content Standards and Catholic Preschool Religion Standards, rich with differentiated learning, problems to solve which provide reasons and opportunities to use language and play, this engaging children's intellectual abilities. These experiences will be planned and organized based on prior knowledge about student's level of development. Instructional strategies will be designed with the intention to support, challenge, scaffold, and extend children's abilities and skills. The goals provide students with a variety of opportunities to practice and develop many skills necessary to transition to Kindergarten.

Goals:

- Enhance and facilitate development in all domains: spiritual, cognitive, language, social-emotional, motor, and adaptive (self-help) skills.
- Foster within each child a close relationship with God.
- Encourage each child's spiritual development by fostering daily prayer.
- Help each child become aware of God's gift of creation and his/her place among God's Family.
- Foster a relationship with each child and family which will enable a smooth arrival in the morning (Example: Child separate from family without difficulty).
- Encourage independence in attending to personal needs: zip and unzip coat, hang up coat and backpack, turn in folder, use the restroom, wash-hands, and listen to directions. Additionally, to try new experiences and foods with social-emotional confidence.
- Express and control feelings appropriately: anger, happiness, fear, and anticipation
- Provide educational experiences using intentional teaching strategies through hands-on play-based lessons to facilitate concept development, content knowledge, creativity, and Problem Solving.
- Provide opportunities through the organization of the classroom (individual as well as small and large groups) for children to build skills and acquire knowledge.
- Provide guidance through classroom experiences that allow for the development of self-management, conflict resolution, and social interaction skills, as well as the ability to make positive choices according to God's will.
- Develop student's ability to see adults as respectful, nurturing, supportive, responsible, and helpful resources that promote self-assurance and competence.
- Provide programs that offer varied opportunities and materials to build an understanding of diversity in culture, gender, families, differing abilities, and language.

Lifelong Guidelines: Our school-wide program of living according to the teachings in the Gospel will be our daily guide for working with a behavior.

In an attempt to nurture a Christian attitude within our school, we will be teaching the students the following: Trustworthiness, Truthfulness, Active Listening, No Put Downs, and Personal Best. We will, of course, begin with Active Listening, and incorporate each skill as we see it manifesting itself in the individual child.

On-Going Assessment

To document your child's progress, the St. Gerard Pre-K Teachers implement ongoing assessments throughout the school year to drive and inform instruction. This consists of a cycle of assessment, planning, instruction, re-assessment, planning, and instruction. This structure provides teachers with baseline data and current levels of performance which provides the basis for the instructional plan. Student data is evaluated to determine the effectiveness of learning and whether instruction was successful. This cycle informs and empowers teachers and parents to make informed decisions on effective strategies and practices that result in child progress. Careful frequent monitoring of child progress that is completed at regular ongoing intervals can inform the need for changes to instructional strategies, the environment, and direct interactions with students, which in turn impacts achievement and development. Teachers discuss the information with families to develop individual education goals for each child.

Methods of On-Going Pre-K Progress Monitoring May Include, but are not limited to:

- **Curriculum Based Assessments**
- **ELA (Early Learning Assessment)**
- **Structured Observations**
- **Anecdotal Records**
- **Checklists**
- **Student Work Samples**
- **Pictures and Videos**
- **Student Interviews**
- **Other Artifacts/Evidence**
- **Student Portfolios**

Child Progress Reports

The data from each student's on-going assessment throughout the grading period is used to create each student's progress report. Teachers will discuss each child's strengths and areas for growth at Parent/Teacher Conferences. A copy of your child's progress report will be given to the family. Additional progress and strategies to practice at home may be shared.

Parent/Teacher Conferences

Parent/Teacher Conferences are in the fall and spring. During this time, teachers and families discuss your child's progress including areas of strength and areas for growth; families are welcome to share concerns they may have; discuss possible plans to help your child's progress and development; and helpful everyday activities to help your child learn pre-academic skills.

This also gives you the opportunity to see your child's learning environment, learning materials, and child work samples.

In the spring, we will discuss your child's progress and plans for the following school year.

Parents are highly encouraged to use both opportunities to meet with the teachers and plan what each of us can do to promote your child's development.

You are your child's Primary Educator! TOGETHER we are a Great TEAM!!

Confidentiality

In our Pre-K Program, confidentiality is a must. Each staff member keeps all records and conferences regarding a specific child strictly confidential.

St. Gerard Pre-K Employment Policy

St. Gerard Pre-K is a parish-affiliated preschool; and, as such, is designed to serve the needs of the families within St. Gerard Parish first and foremost.

As ours is a Christ-centered program, we do not discriminate with regard to race, creed, culture or nationality in selecting new members of our staff. We do require that all applicants manifest Christian values, attitudes and behaviors in dealing with the children, parents, coworkers and St. Gerard staff members.

New preschool staff members are selected on the basis of their professional qualifications and their ability to work with the preschool-age child with love, honesty, gentleness, and respect.

All applicants must submit a personal and professional resume including three personal/professional references, complete an application form and undergo an extensive private interview.

The ultimate decision on hiring a new staff member will rest with the Director, as she can best determine how a new individual will work with other members of the preschool staff, and what contribution the new member will make in maintaining a high quality program for St. Gerard Pre-K.

Pre-K Teachers

Pre-K Staff members are state licensed in the field of Pre-Kindergarten Education and hold a Master's or Bachelor's Degree in Education or a CDA in Child Development.

All Pre-K staff members are required to have a physical every five years.

Staff

Director & Principal

Mrs. Schoonover

Bachelor of Science in Education (BS)

Masters of Education (M Ed.)

Masters of Science in School Counseling

Educational Certifications/Licenses: Additional studies in Education Leadership (Principal Licensure pk-12, Superintendent Licensure k-12)

I have over 19 years of experience in the field of education. During that time I have cared for and taught students in elementary, middle school, and high school. I served in the capacity of teacher, school counselor, curriculum specialist, and administrator.

I am an active member of our parish and enjoy being part of the St. Gerard School Family!

Family is very important to me! I was born and raised in Lima, Ohio and was married at St.

Gerard church. My husband J.Jay and I have a 2 daughters Alexandra (22 yrs.) and Julia (17

yrs.). Alexandra is in graduate school at Ohio State University to be a Certified Nurse

Practitioner. Julia will be a senior and is in the cosmetology at Apollo Career Center. We have

twin sons, Joshua and Owen (16 yrs), who are passionate about sports and are starting their sophomore years of high school.

We enjoy spending time with family and friends watching Ohio State football, playing cards, and travelling. I look forward to learning and growing with you and your child! Let's have a GREAT year!

Teachers

Mrs. Rohrbach

I worked at a school in Orlando, Florida for 12 years before moving back to Ohio in 2006 where I started being a guest teacher at St. Gerard's. I was hired full time in 2011 and have a CDA in Early Childhood Education and is continuing education courses on early childhood and brain based instruction. I have over 24 years in the school system.

God has blessed me with a wonderful life. I am an active member of St. Gerard and an alumni of St. Gerard and LCC.

I live in Wapakoneta with my husband Don of 31 years. We have two daughters, two wonderful son in laws, two grandsons and a beautiful granddaughter! I enjoy spending time with family and riding my motorcycle. I enjoy teaching at St. Gerard School. There are so many wonderful people here. I am blessed to be a part of this school/parish community. I have the belief that by working together we will make this a very successful school year. Looking forward to know and grow with each family and having a wonderful faith filled year!

Mrs. Honigford

I am excited to teach preschool at St. Gerard School. I have taught Kindergarten here the previous year, substituted all grades, and had taught Preschool at Delphos St. Johns for seven years.

I am a graduate of The Ohio State University, holding both Bachelor and Master Degrees in Early Education. I worked in the Education Department of OSU and previously was an adjunct Professor at Rhodes State College.

I have a husband and two sons and have been blessed with five granddaughters! I still live in the Delphos area and have been a member of Delphos St. John's Catholic Church since Baptism.

It feels great to be a part of the Preschool scene again and hope to share my enthusiasm and hands on learning methods with this wonderful age group!

Ms. Morgan

I graduated from Ohio State University in 2016. This is my third year as an educator. I taught one year as a PreK teacher and one year as a substitute teacher for Allen County. This will be my first year as a full time teacher at St. Gerard's but I was fortunate enough to substitute teach there this past year. I love being in the classroom and learning from my students. I am looking forward to an amazing year at a school with wonderful students and staff! :)

DAILY SCHEDULE

| | |
|-------------|--|
| 7:50 | <i>School starts- if not in classroom your child will be marked as tardy.</i> |
| 7:50-8:45 | Morning announcements, Pray, Restroom, Circle time: Calendar, Weather (math & science), Reading Time, Introduce New Concepts/Skills/Pre-K Standards. |
| 8:45-10:00 | Small Group/Learning Centers |
| 10:00-10:30 | Recess- outside, weather permitting |
| 10:30-10:45 | Restroom & Prayer |
| 10:50-11:30 | Lunch |
| 11:30-12:00 | Restroom, transition time |
| 12:00-1:00 | Quiet Time- According to the Ohio department Of Education(3301-03D) A full day program shall have a nap/rest time. We do not allow blankets due to storage, distractions and health issues |
| 1:00-1:45 | Restroom, recess weather permitting |
| 1:45-2:00 | Large group activity & Projects |
| 2:00-2:20 | Small Group/Learning Centers |
| 2:20-2:45 | Clean Up, Prayer, Dismissal |

****Thursday Dismissal is 1:50pm.***

**All subject areas are incorporated into the schedule (ie. science, social studies, language arts, math, fine motor, large motor, social-emotional, and religion).

Note: Daily Schedule is subject to change.

Class Time

Pre-K class is in session five days a week from 7:50 a.m. - 2:45 p.m.

***NOTICE: There is an Early Release every Thursday at 1:50 p.m.

Teachers are on hand fifteen minutes prior to class and at dismissal.

Daily Arrival & Dismissal

Arrival: Parents are required to bring their child to the Parish hall prior to 7:50 a.m. parish hall doors will be locked promptly at 7:50 a.m. for the safety of all.

If you arrive after 7:50am.. you MUST enter through the office doors.

***SAFETY & ATTENDANCE - If you arrive late, you MUST enter and sign in your child at the front office.** If you do not sign in your child and there is a fire, lock-down, or other emergency, the office does not know your child is at school. He/she is marked absent on the main daily attendance list. This delays the response time of our emergency procedures for all St. Gerard students. Your child's SAFETY is a HIGH PRIORITY for St. Gerard School.

*During school hours, the building is accessible only through the front office door.

Dismissal: We will dismiss from the gym doors (Subject to change due to building project). You may park in a parking space in the parking lot (behind the school) and walk to the gym entrance to pick up your child. We will dismiss each child by name as parents arrive. Children will only be dismissed into the hands of parents or authorized caregivers (individuals listed on the Child Release Form in the Entrance Packet).

***** If your child is being picked-up by another individual listed or not listed on the Child Release Form, you must:**

- a. Notify the Director and/or Teacher in advance, with the name of the alternative person selected in writing or verbally. Written notice is preferred.
- b. Inform the person picking up your child that they will be required to present a photo ID at dismissal.

* A child will not be released to any unauthorized person.

Late Pick-Up

Parents who are unavoidably detained and expect to be late picking up their child, should contact the school office so that they can inform us of the change. If you do not arrive by 3:00pm. (2:05 p.m. on Thursdays) or call the school, your child will go to extended day and you will be charged.

***Please send a note in the daily folder with any pick-up or transportation changes.**

Thank you for your cooperation!

Court Documents

Separated or divorced parents are required to provide the St. Gerard Pre-K Director with a copy of the custody terms as outlined by the court including all updates as they occur.

Extended Day

Extended Day service is available Monday - Friday 2:55 p.m. to 6 p.m. for a fee. See the main office for details. Staff members are on hand at all times to supervise and direct our little ones throughout this time. *Preschool parents are required to sign their children out of Extended Day. Siblings may not sign out these little ones by State Law.*

Fees- A statement is sent home bi-weekly in your child's folder.

All fees must be paid in full before the end of the school year.

Lunch

Pre-K students eat lunch every day in the cafeteria at 10:45 a.m. They may purchase a hot lunch for \$2.60 or pack. Check the monthly menu for daily selections. Milk is offered for \$0.40. Students will have the option to buy the hot lunch of the day or PB&J as well as pack a lunch from home.

Free and reduced lunch:

If you feel you are eligible, check with Mrs. Truex in the office

Nutrition

Good nutrition is important for learning. The school meals reflect this understanding. The menus follow state nutrition requirements.

* If your child has special dietary needs, please contact your child's teacher.

Recess

Weather permitting, we will go outside at least once a day. Please be sure your child has the proper clothing to keep him/her comfortable. Throughout the colder months they **must have a coat, gloves and hat at all times**. Be sure everything is labeled with your child's name. We also will be walking frequently outside to see what God has created, be sure daily shoes are comfortable/appropriate for walking.

If the weather does not allow us to go outside, the students will participate in alternate gross motor activities inside.

Attendance & Health Policy

Once a child is enrolled in St. Gerard Pre-K, regular attendance is imperative in order for him/her to reap the full benefit. Holidays and vacations are the same as those for St. Gerard School students, and are indicated on the master calendar distributed at the beginning of the school year. PLEASE, do not plan trips or vacations during the days that school is in session.

While we encourage regular attendance, we also acknowledge that **ill children need to be kept at home**. Fevers, vomiting, sore throats, runny noses, chronic coughs, and skin rashes tend to spread to others when young children occupy the same area and share the same toys and materials.

****If your child gets sick and is not able to participate in normal daily activities, please keep them home to recover.** With everyone's cooperation, all of the students will be healthier.

****Preschool licensing rules require students to stay at home for 24 hours after their fever breaks.**

Absences

When your child is absent, please call the school office at 419-222-0431 by 9:00 a.m. on the day of the absence. Let us know the **reason for the absence** and **how long** you expect your child will be absent. This is necessary to protect your child from any misadventures. **A written note of excuse is required when a child returns to school after an absence.**

Class Roster

Class roster with the children's names, parent's names, and phone numbers are available upon request. This information will only be placed on the class roster for those students and families that have signed permission (Entrance Packet form).

Dress Code

There is no required uniform for preschool children. Clothing should be casual and comfortable for the season. No spaghetti straps tops or short shorts. If girls wear a dress, shorts must be worn under it. Your child should wear tennis shoes only, (no light up shoes, dress shoes, slip on shoes, sandals or boots of any kind) they are more conducive for preschool activities such as climbing, running, tumbling, etc.

Shorts are permitted during the months of August, September, May, and June.

Boys may not wear earrings to school. Girls may wear one pair of small earrings.

****No makeup, nail polish, artificial nails, removable tattoos or colorful hair dye.**

Mohawks and haircuts with designs are not permitted.

No pull ups are to be worn. Students must be self sufficient in the restroom. If an accident occurs and the child can not clean themselves, we will call you to come and clean them or take them home.

Communication

Every effort is made on the part of the Pre-K Director and Teachers to keep parents advised of our schedule of activities. A master calendar is issued to each family at the beginning of the year.

The following are a few ways we communicate with families:

Face to Face: Communicate at dismissal time.

Phone Calls: Two way communication as needed.

Student Daily Folder: Be sure to **check this daily**.

Pre-K Newsletter: This will be published every week. This will give you detailed activities for the week including the Religion & ODE Pre-K Learning Standard. These newsletters include photos, important school information, and events to look forward to!

Subscribe to Remind

Remind is a text message tool for families in our current class ONLY. We use this tool to share important updates, reminders, and downloadable photos.

To Subscribe: send a text to 81010 with the message @sgspre.

Parent/Teacher Conferences: 2 times a year.

Website: Photos, newsletters and other important information may be obtained through our website at sgslima.org. Click about us tab, faculty & staff, Mrs. Sanna Rohrbach.

E-mail: You can send an email through the school website, or email us at:

Mrs. Schoonover: nschoonover@sgslima.org

Mrs. Rohrbach: srohrbach@sgslima.org

Mrs. Honigford: dhonigford@sgslima.org

Ms. Mason mmason@sgslima.org

Facebook: Like us on Facebook: St. Gerard Catholic School & Sgs Pre-k

Alerts: Sign up for school text alerts, closings, cancellations and other school information. ohioalerts.org/STGERARD/subscribe

Notes: Another good source of communication is writing notes. Please place all notes to teachers in the daily folder. Be sure to check the daily folder nightly for notes from the teacher.

We expect that each parent will give these communications very close scrutiny in order to keep advised of our activities and your child's learning.

Speaking with the Teacher

We encourage parents to address questions and concerns with your child's teacher. If you need to speak with your child's teacher at length, please set up a conference time with her.

If You Experience Problems

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or as needed, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Mrs. Rohrbach or Mrs. Honigford at 419-222-0431. If we are not able to assist in a satisfactory resolution, please contact Mrs. Schoonover, Pre-k director & St. Gerard Principal, at (419) 222-0431. To obtain copies of an inspection report please contact Mrs. Truex at (419) 222-0431

If questions or concerns cannot be addressed through St. Gerard School, please call: (614) 466-0224 or toll-free (877) 644-6338 and ask for Preschool Program Licensing.

Preschool License

St. Gerard Pre-K is licensed to operate legally by the Ohio Department of Education. Parents may request a current copy of our license and compliance report by contacting the main office at St. Gerard. Our current license and compliance report may also be viewed in the preschool classroom. It is posted on the wall.

Child Abuse

The Director and Teachers are mandated by the State of Ohio to immediately notify the local children's service agency when they suspect that a child may be abused or neglected. Staff members are trained in detecting symptoms of abuse and neglect.

Hand Washing Procedure

In an effort to prevent the spread of germs within St. Gerard Pre-K, the following procedure for hand washing has been incorporated:

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions.

Disposable towels or an air hand dryer shall be available at all times.

Accident Policy

Every possible action will be taken to prevent accidents. However, minor scrapes and abrasions will sometimes occur, and will be attended to with lots of TLC and basic First Aid. Usually this will be accomplished with cleansing the wound and applying a first aid cream and a band-aid. Anything requiring further medical care will be referred to the school clinic. Clinic staff will contact parents if necessary.

Should an accident occur, an incident report will be completed by a staff member. Parents and the Director will be asked to sign the form, which will be put in the child's file. A copy of this report will be given to the parent.

Emergency Procedure

Medical Emergency Plan

If your child has an injury that requires medical attention, you will be contacted for instructions. Staff will provide immediate basic first aid. If you cannot be reached, staff will follow the directions on the Emergency Medical Authorization Form completed by the parent/guardian.

Emergency Medical Authorization Forms must be on file for each individual child. These forms will be kept accessible at all times; going on field trips, accompanying the child when in the gym or on the playground, and kept in the "To Go Bag" (backpack) near the telephone. A copy of this form is also filed in the Extended Day classroom for the students enrolled in that program.

* The First Aid Kit is located in the "To Go Bag" (backpack) near the telephone.

Dental Emergency Plan

Dental emergencies are cared for by following the guidelines set by the Department of Health, division of Dental Health.

If your child has a dental emergency, the staff will follow instructions on the dental first aid chart located in the classroom.

Parents will be contacted for instructions.

The child's records will accompany him/her to the medical or dental facility.

A copy of the incident report will be included in the student's record file.

Health Policies

Administration of Medication, Food Supplement, Modified Diet, or Fluoride Supplement

If it is necessary to administer a medication, food supplement, modified diet, or fluoride supplement, the school must have the written instructions of a licensed physician or dentist as well as, the written, signed, and dated instructions of the parent or guardian on the form provided by the Director for the administration of the prescription medication, food supplement, modified diet, or fluoride supplement. Non-prescription medications will not be administered by staff members.

A prescription medication cannot be administered for any period of time beyond the date indicated by the physician or dentist or six months, whichever comes first. Written instructions shall include: child's name, a correct date, exact dosage to be given, the specific number of doses to be given daily, and the route of administration. The prescription label shall be attached to the original container for each medication or food supplement. Prescription labels which do not contain a specific number of doses to be given per day but instead contain the instructions "to be given as needed" must be accompanied by written instructions from the parent or guardian if it is to be administered by the school.

Non Prescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician if there are written instructions from the parent or guardian on the form provided by the Director for the administration of the prescription medication, food supplement, modified diet, or fluoride supplement. The form must include: date, name of the ointment, cream or lotion, name of child, birth date, and the parent or guardian's instructions and signature. Authorization for administration of the ointment, cream, or lotion may be cancelled by a written request of the parent at any time.

Each time the prescription medication is administered a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

**** If your child is not "up to par" and not capable of carrying out his/her daily routine, please keep him/her home. Sending a sick child to school endangers the health of the other children and staff, as well as, delays your own child's recovery.** A child who has become ill will be isolated in an area away from the other children, but in view of a staff member. A mat and blanket will be provided as well as first-aid as needed. A staff member will notify the parent/guardian immediately and make your child as comfortable as possible until we can return him to you or someone appointed by you.

Communicable Disease Policy

Staff members are trained to recognize the signs and symptoms of communicable disease and other illnesses, proper hand washing and disinfecting procedures; and participate in refresher courses every third year. Each child is observed daily for communicable diseases upon entrance into the classroom.

A communicable disease chart is posted in each preschool classroom.

**** Please keep children home if the following signs of illness are observed:**

Temperature of 100 F

Severe coughing

Yellowed skin or eyes

Spots, blisters, or rashes

Skin infection (impetigo, etc.)

Vomiting

Stiff neck

Diarrhea

Difficult or rapid breathing problems

Conjunctivitis (Pink eye)

Excessive colored mucus drainage

Throat inflammation

Urine or stool abnormalities

Head Lice, Scabies or Parasitic Infections

A child with any of the above signs or symptoms of illness shall be immediately isolated and discharged to his parent/guardians.

*****Depending upon the illness of the child and if any of these symptoms are continuous, a dated physician's release form stating the child is no longer contagious and is able to return to school may be required for re-admittance.** A staff member will notify the parent/guardian if this is required. This is for everyone's health and safety.

In case of health problems warranting attention, the preschool staff will follow the instructions of the official Ohio Department of Health Communicable Disease chart posted in the preschool classroom.

Illness/Isolation and Removal Procedures

A child with any of the following signs or symptoms of illness shall be immediately isolated from the other children:

- Unusual spots or rashes;
- Sore throat or difficulty swallowing;
- Elevated temperature; 100 and above
- Vomiting;
- Evidence of lice, scabies, or other parasitic infestation.
- Excessive coughing

Our program follows the Ohio Department of Health "Communicable Disease Chart" (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses. A child isolated due to suspected communicable disease shall be made comfortable and cared for in a room or portion of a room not being used in the preschool program within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. A cot or a place to lie down will be made available to the child. If linens and blankets are used by the ill child, they will be laundered before being used by another child. All equipment used will be disinfected with an appropriate germicidal agent. Decisions regarding whether the child should be discharged

immediately or at some other time during the day shall be determined by the teacher, staff member caring for the sick child, and the parent/guardian.

Parents are requested to notify the teacher if their child has been exposed to any contagious disease outside of the school as well as notify the teacher when their child has a contagious disease. You will be notified in writing if your child has been exposed to a communicable disease.

Mildly-Ill Child (minor common cold symptoms) Policy

The school can admit and care for a "mildly" ill child (such as minor common cold symptoms) as long as the child does not exhibit any symptoms specified in the paragraphs on communicable diseases. If any of the symptoms do occur during careful observation, the child will be isolated and discharged from school.

Parents/guardians of a mildly ill child who is unable to participate in classroom activities will be contacted, and the removal of the child will be advised.

**** Parents/Guardians are asked to respond immediately. Refusal to abide by these policies will be considered grounds for dismissal from the preschool.**

Course of Action to be Followed for Children Who Are Ill

The clinic staff, Pre-K Director, or staff member will notify the parents immediately.

The child will be isolated and attended to in the school clinic until the parent/guardian or someone appointed by you arrives.

The temperature of the child will be taken.

Temperatures recording 100 F or higher will be sent home.

When classroom staff are ill, they are sent home. Substitutes or parent volunteers will be available in order to maintain proper adult/child ratio.

Lice/Nits Policy

If the preschool recognizes that a child has nits or lice, the parent/guardian will be notified and the child will be sent home. The parent will be required to treat the child with an over the counter or prescription lice kit. The child will be permitted to return to school once the parent provides proof of treatment. A receipt of purchase or the actual box in which the treatment came in can be presented as proof. A child with live lice will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC's website at: <http://www.cdc.gov/lice/head/> for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce reinfestation.

Safety Policy

No child shall ever be left alone.

Every child will be under adult supervision at all times. A ratio of one adult to every 14 children will be maintained.

There is immediate access at all times to a working telephone in the school. Emergency procedures and current emergency telephone numbers are posted near the phone in preschool classrooms.

Fire Drills, Rapid Exit Drills, Lockdown and Tornado Drills

Drills will be conducted on a regular basis in conjunction with St. Gerard School. The dates and times of these drills are recorded and are on file in the school office. In the event of a fire or tornado, we follow the plans for pupil conduct/movement which are posted on each classroom wall.

Parent/Guardian Participation

St. Gerard Pre-K is open to parent observation and involvement. We offer parents/guardians every opportunity to take part in our activities. We consider Early Childhood Education to be a joint effort.

If parents can experience our program "up close and personal" from within the classroom, they find it easier not only to understand our efforts on behalf of their children, but to assist us in better achieving the goals which best serve their child's developmental needs.

We invite mothers and fathers/guardians to be involved!

Hours of Service- Parents and Grandparents, please sign in for any and all time you are volunteering for preschool activities. This will be sent to the main office to be recorded for your family's service hours.

Classroom Volunteers

We welcome volunteers to come in on a regular basis to assist with small-group activities, art activities, and learning games. Those who can help on a monthly or bi-weekly basis will be scheduled accordingly. Working parents are welcome to spend a day whenever they have an opportunity. Please contact the Preschool Director a day in advance.

Expectations of Classroom Volunteers

Become familiar with the center activities including student's rules for using and putting away materials.

Assist the children in higher order thinking in the learning centers (asking open-ended questions; wonder with students– "I wonder what would happen if you..... example: put another block here?)

Help with supervision of children during learning center time and playground activities.

Refer any "problems" encountered during interactions with the children to the Director/Teacher.

Keep all negative behaviors and incidents which occur during the course of the session, CONFIDENTIAL. This is a MUST!

Be supportive, loving, encouraging, patient, and kind when working with all of the children.

Encourage and help with clean up in the classroom at the end of the session.

Enjoy your time learning & playing with inquisitive preschool students!

Room Parents

Parents are asked to work with the Director and Teachers in planning and providing games, crafts and refreshments for classroom Holiday celebrations which may include: Halloween, Christmas, Valentine's Day, and Easter.

In the case of a study trip, we also request parents to drive and help with supervision.

Parents can select ways in which to be actively involved in our program at the time of orientation in August.

Expectations of Room Parents

Meet with the Director/Teacher two weeks prior to each Holiday Celebration (Halloween, Christmas, Valentine's Day, and Easter).

Plan small-group games, craft activities and refreshments for each celebration.

Supply prizes for games as needed.

On the day of the celebration, conduct activities and direct game play, distribute prizes, set up and serve refreshments.

Work with the Director and Teachers to clean up after the festivities are concluded. J

****Here at St. Gerard, conduct of students/parents/faculty inside or outside of the school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

******* Expectations of ALL Pre-K Parents/Guardians *******

1. Provide all required forms for your child's cumulative file before receiving your child's individual entrance date.
2. Pay tuition and child-care fees as agreed to in the "contract" made upon registering for the St. Gerard Pre-K Program.

*All fees must be paid in full in order for your child to

Participate in the "End of the Year Celebration" activities in May.

3. Comply with program rules as detailed in the Parent Handbook.
4. Discuss problems or questions first with the Teacher and/or Director. If not resolved, contact the Principal.

Guidance/Discipline Policy

The goal of discipline is to help children make good choices, build self-control and direct their own behavior. We recognize the important role self-esteem plays in this process and respect the emotional needs and feelings of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. All early childhood preschool teachers and assistants have been trained in positive social behavior programming and techniques.

Staff follow the Preschool Licensure Rules for Behavior Management/Discipline, (Rule 3301-37-10), established by the Ohio Department of Education. In addition, staff follows these guidelines to promote positive behavior.

The best way to handle problems is to prevent them from happening. Therefore, the physical environment for our preschool is set up so that as few problems take place as possible. The rooms are arranged in centers to encourage socialization, as well as, independence.

- Establish clear and reasonable ground rules to protect the rights and safety of all children. These are discussed frequently in the classroom.

- Accept children's ideas in the establishment of classroom rules.
- Restate rules clearly and firmly.
- Help children verbalize feelings or concerns when they are in conflict situations and cooperatively generate their own solutions to the problem.
- Redirect children in a positive manner to avoid potential problem situations.
- Intervene only when the child may harm him/herself or others.
- Help children think about outcomes of their behavior and develop safe solutions.
- If a child is separated from the group, it is for a regulated period of time appropriate to their developmental age. This technique is used only when a child is exhibiting extreme temper tantrum type of behavior; hurting self, others, or equipment. When the child shows that she/he is ready to demonstrate acceptable behavior, they are encouraged to join the group and try again.

If behavior problems persist, parent(s) will be contacted to review, with staff, solutions and alternatives. On-going communication between staff and parent(s) will occur.

It has rarely been necessary to have a child removed from our preschool due to serious disciplinary problems. However, we reserve the right to recommend this action if all other alternatives have been explored.

At St. Gerard catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with according to our disciplinary code.

Ohio Department of Education Preschool Licensure Rules **For Behavior Management/Discipline**

3301-37-10

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

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall insure the safety, physical, and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

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

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques 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 and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

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

****** Delays/Cancellations ******

At times, schools may find it necessary to delay or close due to inclement weather or an emergency. **St. Gerard will be listed as Lima Catholic Schools.**

ONE-HOUR DELAY: Pre-K begins at 8:50 a.m.

TWO-HOUR DELAY: Pre-K begins at 9:50 a.m.

***** It is *HIGHLY RECOMMENDED* that you sign up to receive a text message at: ohioalerts.org/STGERARD/subscribe**

***Note: If you change phone service providers, be sure to sign up again and enter your new service provider.**

Please tune in to your local radio, TV stations, computer and listen for any weather-related announcements. WLIO TV, WIMA 1150 AM, 102 FM, or 92ZOO. WLIO is now only putting delays on the TV if over 5 schools are delayed. If you have access to a computer check <http://www.wlio.com/newClosingsListing.aspx> for up to date cancellations and delays. It will be listed as Lima Catholic Schools.

Birthdays

We love birthdays! If you wish to share a treat for your child's birthday, **please talk with the teacher in advance to schedule a day for celebration.** Please keep birthday treats simple. Thanks!

Students who have a summer birthday, please let us know if you would like to celebrate at the beginning or end of the year.

****Due to allergies, we request store bought snacks in original packaging with the ingredients listed.**

Thanks for helping us keep everyone safe!

If you are having a party outside of school, please mail invites to individual students. If you are inviting the entire class, you may send them to school.

Transition Plan

Dear Families,

We are very blessed that you are a part of the St. Gerard School Family! As partners in your child's education, we understand there are times of educational transition. To ease those times for children and families, we would like to share a few things listed below that we do to help.

Transition Plan for New and Current Students (Including Classroom to Classroom)

Students and Families

A few activities may include but are not limited to: families visit St. Gerard during the spring open house, meet the staff, tour the school, staff members welcome families and answer questions, staff provide interested families with entrance packet/papers, families attend parent orientation which includes the school rules and procedures (including arrival and dismissal procedures), families bring their child to meet the teacher night, tour the school, and families schedule an appointment for their child's screening.

Pre-K to Kindergarten Plan

Students & Families

Activities may include but are not limited to: parent/teacher conferences, kindergarten teacher and Pre-K students talk to become familiar with each other, families visit St. Gerard spring open house (opportunity for family to meet the kindergarten teacher), students visit and spend time in a St. Gerard kindergarten classroom during the school day (end of the year), S.M.A.R.T. summer program (flyer provided to family), families can access a kindergarten readiness packet on St. Gerard School website, staff prepare an end of the year celebration that families are invited to attend, and students say goodbye to classmates and teachers.

Staff

Preschool staff will fill out the "Preschool to Kindergarten Transition Plan" form for each student to ensure support for the student and family during the transition process.



**Acknowledgment of Receiving the
St. Gerard Pre-K Parent Handbook**

By signing below, you are agreeing that you have received
the preschool parent handbook (or read it online),
understand and comply with the information printed in it.

(Student's Name)

(Parent/Guardian's Name – Print)

(Parent/Guardian's Signature)

(Date)

