



**NOTRE DAME ELEMENTARY PRESCHOOL**  
**Parent-Student Handbook**  
**2018-2019**

**13000 Auburn Road**  
**Chardon, Ohio 44024**  
**[www.ndes.org](http://www.ndes.org)**

Elementary 440.279.1127 | Preschool 440.279.0575 | Fax 440.286.1235



# NOTRE DAME ELEMENTARY PRESCHOOL

## OUR MISSION

Celebrating God's goodness and provident care,  
Notre Dame Elementary School educates children  
by nurturing dreams, excellence and success  
for transforming their lives and our world.

## OUR VISION

Notre Dame Schools will engage students from preschool  
through high school in an exceptional Catholic education.

We will focus on loving, respecting, and educating all to  
discover and develop their God-given talents.

We will challenge our students to respond faithfully to Jesus'  
call to transform the world by consciously doing good and  
bringing hope to the hearts of all.

## OUR CORE VALUES

### Justice

Inspiring all to work toward a more just and peaceful world,  
especially through service to those on the margins of society  
and by caring for all God's creation

### Respect

Cherishing and honoring the God-given dignity of each person

### Integrity

Challenging and supporting students to live authentic, virtuous lives

### Community

Welcoming and connecting persons so that all may live in love  
with one heart and soul

### Excellence

Continuing and ever-renewing the highly esteemed tradition  
of Notre Dame education

**INTRODUCTION..... 4**

**FAITH FORMATION ..... 4**

**SCHOOL PERSONNEL OVERVIEW..... 4**

**LICENSED CENTER ..... 4**

**PARENTAL COMMUNICATION AND PARTICIPATION ..... 5**

    UNLIMITED ACCESS ..... 5

    PARENT-TEACHER CONFERENCE ..... 5

    PRESCHOOL ELECTRONIC FAMILY DIRECTORY ..... 5

    ORIENTATION OF PARENTS AND CHILDREN ..... 5

    PARENT VOLUNTEERS..... 5

    PARENT ASSOCIATION ..... 5

    PARENT RESPONSIBILITIES ..... 6

    PROCEDURE FOR ADDRESSING CONCERNS..... 6

**GENERAL INFORMATION ..... 6**

    SCHOOL AND OFFICE HOURS..... 6

    SESSIONS..... 6

    ATTENDANCE POLICY..... 6

    CALENDAR..... 7

    EMERGENCY CLOSING ..... 7

    DRESS CODE ..... 7

    SNACKS ..... 7

    BIRTHDAY CELEBRATIONS..... 7

**ADMINISTRATIVE POLICIES ..... 7**

    ADMISSION POLICY..... 7

    REGISTRATION OF CURRENT STUDENTS ..... 7

    TUITION ..... 8

**NDPS PRESCHOOL PROGRAM ..... 8**

    GOALS AND OBJECTIVES ..... 8

    CURRICULUM ..... 8

    MATERIALS SELECTION POLICY..... 10

**CODE OF CONDUCT..... 10**

    NON-HARASSMENT POLICY ..... 10

    ELASTIC CLAUSE..... 10

**SAFETY POLICY..... 10**

    ARRIVAL/DISMISSAL PROCEDURES..... 10

    TRANSPORTATION/PARKING ..... 11

    DRILLS..... 11

**HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES ..... 11**

    HEALTH GUIDELINES..... 11

    PROCEDURES ..... 11

    COMMUNICABLE DISEASE SYMPTOMS..... 12

**OMBUDSMAN POLICY..... 12**

## **INTRODUCTION**

Welcome to Notre Dame Elementary Preschool! Our Parent-Student Handbook is designed to familiarize our parents and children with the foundational statements of NDES, its activities and consequent responsibilities so that parents can support our efforts to educate children in their faith formation and education.

This handbook serves as the “written agreement” between the family and school in terms of the expectations we have for the relationship between the school, parents and their children.

Parents are responsible for understanding and following the information contained in these pages. During a school year, a policy may be amended, revised, added to or deleted. If this occurs, the school will attempt to give prior written notice. It remains the prerogative of the school administration to implement and interpret the provisions of the handbook. Parents are requested to indicate their acceptance of all handbook policies by signing the Preschool Back-to-School online form.

## **FAITH FORMATION**

Notre Dame Elementary Preschool strives to provide the children with a tangible experience of God’s goodness and love. Ultimately, we encourage and nurture the children to grow in friendship with Jesus.

## **SCHOOL PERSONNEL OVERVIEW**

Notre Dame Elementary School, preschool through grade 8, is sponsored by the Sisters of Notre Dame and governed by the Notre Dame Schools Board of Directors. One Board oversees both NDES and Notre Dame-Cathedral Latin School.

The president, hired by the Board of Directors, is the chief executive officer of Notre Dame Schools leading the senior management team responsible for external and internal operations. The finance and advancement departments assume a major responsibility for assuring that Notre Dame Schools are fiscally responsible and intent on giving visibility to the mission, vision and core values.

The principal, working closely with the preschool director, accepts the responsibility for the Catholic identity of Notre Dame Elementary Preschool. Together they accept their call to guide and form the children as they grow in their relationship with Jesus, devotion to Mary and service to others.

The support staff assists teachers and staff in caring for and educating the children.

## **LICENSED CENTER**

Notre Dame Elementary Preschool complies with the laws of the State of Ohio, the Federal Government and the guidelines from the Office of Catholic Education of the Cleveland Diocese.

Notre Dame Elementary Preschool is licensed and annually inspected by the Ohio Department of Education. The Preschool is included on the State Charter of Notre Dame Elementary School. The facility is inspected by the health, fire and building departments. The Department of Education in Columbus has an Ombudsman to entertain questions and concerns (614) 466-0224.

## **PARENTAL COMMUNICATION AND PARTICIPATION**

### **UNLIMITED ACCESS**

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises or for other purposes approved by the director.

### **PARENT-TEACHER CONFERENCE**

Scheduled conferences are arranged for each child in November and February/March. If a parent wishes to see a teacher at another time, an appointment may be made.

### **PRESCHOOL ELECTRONIC FAMILY DIRECTORY**

Each year Notre Dame Preschool automatically enrolls each child in the online school directory. This online directory will not be furnished to any persons other than parents of children enrolled in our program. The electronic directory will include the following demographics:

Name, address, phone number, e-mail of parents;  
Name of child (children) in school.

Should a parent not want all or part of the information available, a parent can edit what is shown to the school community on PlusPortals. We understand that all parents and students will be listed in the electronic school directory and it will be the responsibility of the parent(s) to edit their settings on PlusPortals if they choose not to be listed.

This online directory is confidential and is intended for the exclusive use of the Notre Dame Elementary School and Preschool families. It may not be loaned, rented, sold, reproduced or used for commercial purposes either by NDEPS families or others without the expressed written consent of the principal of Notre Dame Elementary School. Parents are requested to indicate their acceptance of preschool electronic family directory procedures by signing the Preschool Back-to-School online form.

### **ORIENTATION OF PARENTS AND CHILDREN**

An annual parent meeting is held prior to the first day of school. Prior to the opening of school, a morning is designated for Student Orientation. Parent(s) and child come to the Preschool to meet the teachers and teacher aide(s). This gives the child an opportunity to see other children and the school before coming on the first day.

### **PARENT VOLUNTEERS**

Parents are welcome to be volunteers in the classroom. The preschool electronic volunteer sign-up sheet is located online under Office Forms portion of the website. Volunteers who assist with groups of children in the classroom and on field trips are responsible for the supervision and safety of the children at all times. Concerns that arise should be discussed with the teacher. Any parent volunteering in the classroom must sign a Non-Guilty/Non-Conviction Statement, as required by the State of Ohio. Parents volunteering in the classroom more than four hours a month must complete VIRTUS training, as required by the Diocese of Cleveland.

### **PARENT ASSOCIATION**

All parents of Preschool children are invited to join the Notre Dame Elementary Parent Association (NDPA). Information regarding the NDPA can be found on the Parent Association link under the Parent Connections heading of the website.

## **PARENT RESPONSIBILITIES**

Parents are the primary educators of their children. Parents partner with the school by:

- Promoting the religious development of their children
- Supporting the school and staff in word and action
- Providing a home atmosphere that promotes good study habits
- Encouraging the development of interests and talents
- Participating in school events and fundraisers

## **PROCEDURE FOR ADDRESSING CONCERNS**

If a concern arises regarding a teacher and/or a staff member and your child, contact the teacher directly involved to discuss the concern. If your concern has not been adequately resolved, you may contact the preschool director or the NDES principal.

## **GENERAL INFORMATION**

### **SCHOOL AND OFFICE HOURS**

Classes begin at 8:00am and end at 2:30pm. The elementary school office, located in the main building, opens at 7:30am and closes at 4:00pm on school days. The office phone number is 440.279.1127. The preschool office opens at 7:30am and closes at 3:00pm. The preschool direct phone number is 440.270.0575.

### **SESSIONS**

3-Year-Old Class Half Day Program

Monday – Wednesday

AM Class: 8:00am – 11:00am

PM Class: 11:30am – 2:30pm

3-Year-Old Class Full Day Program

Monday – Friday

All Day Class: 8:00am – 2:30pm

Pre-K Class Half Day Program

Monday – Friday

AM Class: 8:00am – 11:00am

PM Class: 11:30am – 2:30pm

Pre-K Class Full Day Program

Monday – Friday

All Day Class: 8:00am – 2:30pm

Admission to the preschool is 7:45am and 11:30am. Parents arriving once the door is locked must ring the doorbell and wait for a staff member to admit their child into the school.

According to State requirements for class size, a teacher may be assisted by an aide. At no time shall any child be left alone or unsupervised.

### **ATTENDANCE POLICY**

Parents are asked to notify the school office any day that their child will be absent from class. Notification should be made by 7:30am for the morning session and by 11:00am for the afternoon session. A message may be placed on voicemail; this should include identification of who is calling and the reason for the child's absence.

## **CALENDAR**

Classes begin in late August. A Google based electronic calendar can be accessed from the website. This calendar provides dates, times and locations for all school happenings. It also streams to the PlusPortals system calendar. Families can subscribe to the calendar in an iCal format. Anyone wanting to add an event, please submit a request to [ndescommunications@ndes.org](mailto:ndescommunications@ndes.org).

## **EMERGENCY CLOSING**

All families receive voice, text and email notifications for emergency closings. They may also check the school website ([www.notredameelementary.org](http://www.notredameelementary.org)), weather or local TV stations or listen to the local media on radio or TV. The closing announcement will be made as soon as possible. In inclement weather, Notre Dame Elementary Preschool follows the decision of the Chardon School District. If Chardon is closed, NDES is closed. If school is closed, all scheduled activities are also cancelled.

## **DRESS CODE**

The children wear clothing and shoes that are appropriate for the weather conditions and the relaxed atmosphere of the classroom. Play shoes are recommended for outdoor activities. Socks must be worn with all shoes, including sandals. Coats, boots, hats and mittens must be labeled with your child's name.

## **SNACKS**

A nutritious snack and beverage are provided daily. A list of daily snacks served can be accessed on the preschool portion of the website. Children are made aware of the various food groups. Parents should inform the teacher in writing of any food allergies or special needs.

## **BIRTHDAY CELEBRATIONS**

Parents may send a simple treat for the class on the occasion of the child's birthday. Due to allergy concerns, homemade treats must be bagged and sent home with the children, rather than served at school. Prepackaged, healthy snacks may be served at school. Parents can access the "safe snack list" on the Office Forms portion of the website.

# **ADMINISTRATIVE POLICIES**

## **ADMISSION POLICY**

Notre Dame Elementary Preschool does not discriminate in its admission of students on the basis of race, color, religion, sex, national origin, citizenship or disability.

To be eligible for admission, a child must be potty-trained and three years of age by September 30<sup>th</sup> and four years of age by September 30<sup>th</sup>, of the respective year.

Formal registration is held in January for the coming year; however, applications for the preschool may be made prior to that time. These applications constitute the waiting list for the appropriate school year.

A place is assured in the preschool class for a child when all of the registration forms are complete and the registration fee is paid (non-refundable). Registration forms include: preschool application, permanent record card, a copy of the child's birth and baptismal certificates, emergency medical authorization and transportation authorization. If applicable, a copy of appropriate custody papers must be on file with the school. The child's health history/immunization record, signed and dated by the child's physician, is due by the first day of school.

## **REGISTRATION OF CURRENT STUDENTS**

Registration of current children takes place in January. At that time, a non-refundable registration fee is required.



## TUITION

Families select the payment plan of choice offered by FACTS Management and are billed accordingly.

Installment plans administered through FACTS include:

- 1 installment (due 7/15)
- 2 installments (due 7/15 and 1/15)
- 4 installments (due 7/15, 10/15, 1/15 and 3/15)
- 10 installments (due monthly 7/15 - 4/15)

## Refund Schedule

The following refund schedule applies if a student withdraws after the first day of classes of the academic year:

Withdrawal date	Refund
First day of school to September 30	65% of first semester tuition
October 1 to November 15	30% of first semester tuition
November 16 to last day of first semester	No refund
First day of second semester to February 28	65% of second semester tuition
March 1 to April 15	30% of second semester tuition
April 16 to last day of second semester	No refund

## NDES PRESCHOOL PROGRAM

### GOALS AND OBJECTIVES

The primary goal of Notre Dame Elementary Preschool is to provide a transition from home to a school atmosphere. We recognize that family relationships provide the young child with the best model for developing attitudes, values and appropriate behavior. In partnership with our families, NDES preschool offers each child an opportunity for interaction with other children and adults in an atmosphere of trust, love and respect for others in order to build and foster community.

The Notre Dame Elementary Preschool administrators, teachers and staff are committed to assisting the children to:

- Grow in the continued awareness that they are a child of God and loved by God.
- Develop a positive self-image and acknowledge their self-worth.
- Foster development of the five modalities of learning: auditory, fine motor, gross motor, language and visual.
- Nurture a sense of discovery, wonder and desire to learn.
- Learn basic social skills.
- Grow in a sense of age-appropriate independence.
- Willingly interact within a teacher-child relationship.
- Enjoy being a part of a group and accept the need to share and cooperate.
- Respect the rights of others and recognize their own rights.

### CURRICULUM

Notre Dame Elementary Preschool promotes the spiritual, emotional, intellectual, physical and social growth of the young child. The curriculum is not centered around specific subject areas, but rather is developed in a holistic manner using a "hands-on" approach to learning. The preschool curriculum follows the Early Learning Content Standards of the Ohio Department of Education, as well as the guidelines established by the Diocese of Cleveland. The various curricular components addressed in activities are indicated below.

## **Religion**

Religious instruction and classroom prayer help the child to develop a positive self-image in relation to a loving God. Parents have already set the foundation for a sense of God's love. The child's sense of God is further enhanced by the warm atmosphere of love and acceptance in the class where he/she learns about God's wonderful world.

## **Language**

Language is the development of communication skills that enable a child to share his/her world with others. Language skills at the preschool level include listening, speaking and thinking. The child learns to transfer thought into words and to express a sense of self-awareness through the appropriate expression of thoughts and feelings. An awareness of the five senses helps the young child understand how his/her body receives information about life. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that are taught through play activities. Listening to stories, poetry and finger plays enhance the love of language. Children are provided with an introduction to Spanish.

## **Math**

Math readiness, at the preschool level, involves the development of such cognitive skills as colors, shapes, quantitative concepts such as size differences, basic counting skills, classifying, forming sets and recognizing numerals. These concepts are taught through a variety of activities and manipulatives.

## **Computer**

Instruction is integrated with readiness activities. The computer is another tool for children to use in discovering the world about them.

## **Personal-Social Development**

The preschool child needs to understand himself/herself in order to relate to other children and adults. Through basic social interaction (between two children, teacher and child, and child and group) the young child establishes autonomy and learns skills to help relate to his/her world.

Areas of personal development include knowing name and age, eventually learning address, phone number and birthday; care for toileting needs and washing hands; care for belongings; respecting others; separating from parent with relative ease. Social development includes cooperative play; sharing; following directions; initiating conversation and play situations with peers; entering into group activities; developing a positive relationship and caring about others.

## **Gross Motor Skills**

Gross motor skills include large muscle activities such as walking, running, jumping, hopping and skipping. Arm-eye coordination is strengthened by throwing a large ball or bean bag, catching or aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games and organized play.

## **Fine Motor Skills**

Fine motor skills include the development of dexterity and strength of small muscles which enhances the development of readiness for the reading process. Eye-hand coordination is developed through such activities as manipulating clay, stringing beads, hammering, pasting, crayoning, painting, pouring, lacing and using scissors. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness. The child is encouraged to observe his/her natural hand dominance; however, hand dominance is not necessarily achieved, as yet.

## **Art**

Preschool art activities are joyful, creative experiences full of self-expression. Creative art activities center around the use of manipulatives that develop fine motor skills: clay, paint, paste and crayons.

## **Music**

The young child develops a love and appreciation of music through singing, listening to music, using rhythm instruments, making instruments, dancing and other rhythmic activities.

## **MATERIALS SELECTION POLICY**

All materials are carefully selected by the director and the teachers to enhance a creative learning environment in which the children can experience age-appropriate developmental experiences and play activities.

## **CODE OF CONDUCT**

The staff of Notre Dame Elementary Preschool believes that all children are good and that God has gifted each child with a uniqueness all his/her own. All children want to be good and, therefore, want to know what is expected of them.

The goal of discipline is for each child to achieve self-control. Effective discipline is founded on a loving and caring relationship between adults and children. Setting clear and fair behavioral limits that are enforced consistently and regularly are key elements in discipline. Limits are established to prevent children from hurting themselves and others, assure freedom for all to learn and to prevent the destruction of materials and equipment.

To achieve this goal, children are guided to appropriate behavior by setting clear and consistent limits, encouraged to use appropriate behavior, taught strategies for resolving conflict and, when appropriate, redirected to other activities.

Parent conferences may be requested for the following reasons:

- Interfering with the teacher's conducting of a lesson
- Defying a reasonable directive by a person in authority
- Using vulgar and/or obscene language
- Physical or verbal abuse toward another child, teacher, etc.
- Defacing or destroying school property or the property of another person (Restitution is also required)

## **NON-HARASSMENT POLICY**

Notre Dame Elementary Preschool does not tolerate harassment of any type, and the appropriate disciplinary action will be taken. Disciplinary action may include being asked to withdraw from the school. Examples of harassment include, but are not limited to: unwelcome advances or other similar verbal or physical contact; verbal or written taunting; bullying, intimidating, annoying or abusing an individual or group.

## **ELASTIC CLAUSE**

Because it is impossible to foresee problems that may arise, this clause empowers the principal and preschool director to issue consequences for any action that violates the spirit of Notre Dame Elementary Preschool, even though not specified here. The judgment of the Principal in all disciplinary matters is final.

## **SAFETY POLICY**

### **ARRIVAL/DISMISSAL PROCEDURES**

The child's parents or designated adult shall bring the child personally to the staff member greeting at the school entrance. Only the parent or the designated person shall pick up the child at the end of the session.

If there is a change in this procedure, a note should be written to the teacher with the parent's signature. Only persons stated on the pick-up form will be allowed to take children home. A photo ID is required for pick-up.

## **TRANSPORTATION/PARKING**

For the safety of the children and to assure a continual flow of traffic, **cars should not be parked.** If you wish to speak with a teacher or another parent, please make arrangements outside of drop-off and dismissal.

## **DRILLS**

The preschool conducts monthly fire drills. Tornado drills are conducted monthly September - November and March - May. Lock-down drills are conducted monthly.

## **HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES**

Staff members are trained in the recognition of signs and symptoms of communicable diseases. All children and staff members follow required handwashing procedures using antibacterial soap and paper towels. Reminders are clearly posted in the classroom and in all bathrooms. Tables, chairs, equipment and materials are disinfected each day. Due to Health Department regulations, staff members cannot handle or dispose of fecal matter.

### **HEALTH GUIDELINES**

Please follow these health guidelines to determine if your preschool child should be kept home from school:

- More than a runny/stuffy nose
- If they were ill during the night or upon waking in the morning
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- An underarm temperature of 100 degrees, particularly in combination with other signs of illness
- NOTE ~ A child must be fever-free for 24-hours without the use of fever-reducing medication before returning to school
- Severe coughing, particularly if the child becomes red or blue in the face or produces a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stools
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation
- You are awaiting results of a throat culture for possible strep throat
- Any other communicable illness

### **PROCEDURES**

- Please notify the school if your child has been diagnosed with a communicable illness: 440.279.0575.
- If your child becomes ill during the school day, or if an illness is suspected, parents will be notified to come for the child. He/she will be isolated from the group until a parent/designated adult comes. The child should be readmitted to school only if he/she is no longer ill and/or upon doctor recommendation.
- If the class is exposed to a communicable disease, parents will be notified as soon as possible.
- If a child requires medication of any kind during class time, parents must have a doctor complete and sign a form giving school personnel permission to administer the medication.

Parents are requested to complete the emergency medical authorization form and immunization schedule located within the Preschool Back-to-School online forms. Any child who does not have immunizations recommended by the American Pediatric Association timeline, will need the ODJFS "Explanation of Non-Immunization" form on file in the preschool office. This form needs to be signed by a physician stating the religious or philosophical reasons for non-immunization.

## **COMMUNICABLE DISEASE SYMPTOMS**

The following is a list of the most common communicable diseases and their symptoms:

- 1. Chicken Pox:** Feverishness; rash appears in the form of small pimples, which, in a day, fill up with a clear fluid. Incubation period between 14-21 days. Isolation period of at least 5 days from the time rash appears.
- 2. Measles (Rubella):** Head cold, feverish, watery eyes, sneezing, blotchy red rash appears on forehead, face and body. Incubation period between 7-14 days. Isolation period of at least 5 days from the time rash appears.
- 3. German Measles (Rubella or 3-day Measles):** Mild measles-blotch, fine, red rash on face and abdomen. Swollen glands particularly in the back of neck. Incubation period 14-21 days. Communicable for 48 hours after rash appears.
- 4. Mumps:** Fever, swelling on side of face and jaws as glands become swollen and tender. Incubation period between 12-26 days. Isolation period until swelling of glands has disappeared.
- 5. Scarlet Fever and Streptococcal (strep throat):** Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. Incubation period between 2-5 days. Isolation for 48 hours after start of antibiotic treatment. Child may be readmitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.
- 6. Impetigo:** Blister-like lesions which later develop into crusted pus-like sores which are irregular in outline. Incubation period 2-5 days, occasionally longer. Communicable from onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.
- 7. Conjunctivitis (pink eye):** Redness and swelling of the membranes of one or both eyes with burning and itching, sensitivity to light and a discharge. Immediate medical treatment needed. Exclusion from school until fully recovered. Communicable during the course of the infection and until discharges cease.

## **OMBUDSMAN POLICY**

The Department of Education in Columbus has an ombudsman that would gladly entertain questions and concerns. The ombudsman may be reached at (614) 466-0224.





