Notre Dame Elementary Preschool

Parent-Student Handbook
2026-2027

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NOTRE DAME ELEMENTARY PRESCHOOL

Our Mission

Like Mary, who gave Christ to the world, Notre Dame Elementary and Middle School educates leaders who transform the world, as Jesus did, by living the truth in love.

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

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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, 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 Formsite 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 NDES, NDMS 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 and Workforce.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/or report concerns 1-877- 644-6338. If you have any questions related to the reviews, please contact the preschool office. Licenses are posted in each facility. Parents can obtain copies of inspection reports by contacting the preschool supervisor.

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

Progress on mastery of the preschool curriculum is reported at parent/teacher conferences, scheduled in the fall and in the spring. If a parent wishes to see a teacher at another time, an appointment may be made.

Orientation Of Parents and Children

August 12, 2026 is designated for Student Orientation. Parent(s) and children 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. 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 and Middle School Parent Association (NDPA). Information regarding the NDPA can be found on the Parent Association link under the Parents 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 fundraiser

Procedure For Addressing Concerns

If a concern arises regarding a teacher and/or a staff member and child, parents should contact the teacher directly involved to discuss the concern. If the concern has not been adequately resolved, parents 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 school office, opens at 7:30am and closes at 4:00pm on school days. The office phone number is 440.279.1127. Students can be dropped off between 7:30-8am. If you drop your child off after 8am or later you must accompany your child to the classroom.

Attendance Policy

Parents are asked to notify the school office any day that their child will be absent from class. A message may be placed on voicemail at 440.279.1127; this should include identification of who is calling and the reason for the child's absence.

Student Withdrawal or Transfer

If at any point you will be withdrawing your child from the preschool program, please notify the office. Parents may request records at any time.

Change of Address and/or Telephone Number

If you are planning to move, please contact the school office or teacher as soon as possible. If your phone number has changed or is not working, the school must know where to reach you in the event of an emergency.

Student Records and Confidentiality

Student records are maintained in accordance with federal, state and agency regulations. Accurate records are essential to an effective education program and safe environment. Parents/guardians may review and obtain copies of records upon request. Student information can only be disclosed when authorized. Release of information to any other party requires parent/guardian written consent.

Emergency Closings

All families receive text notifications for emergency closings. 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 the child's name.

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.

Nap

One cot or mat shall be available for each child who remains more than five consecutive hours in the preschool program. Cots/mats will be labeled in some manner as to who is assigned to each cot/mat. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Nap shall not exceed one and one-half hours.

Field Trips

At this time, Notre Dame preschool program will have on-site field trips. (For example: the Geauga Park District comes to the classroom, a walking field trip on the school grounds, etc.)

If an off-site field trip is scheduled, parents will be notified in advance of the field trip date, time, location, and purpose. Each child will be required to have a permission form signed by the parent/guardian for each individual field trip. Children who are not attending the field trip will not be able to attend class for the day due to all staff attending the scheduled field trip.

Staff to Student Ratio

The Notre Dame preschool program enrolls children ages 3-5 years.

- 3-year-old classroom staff to student ratio: 1:12 with a maximum of 20 students.
- 4- and 5-year-old classroom staff to student ratio: 1:14 with a maximum of 20 students.

These ratios will be maintained at all times. In accordance with state law, a program director or building principal will be present in each building at least 50% of the time. No child shall ever be left alone or unsupervised. Classroom dimensions are part of the formula on determining maximum classroom ratios.

Transition Information

The Notre Dame preschool staff is dedicated to supporting families as students transition to preschool and kindergarten. Information will be distributed to parents throughout the school year as the transition opportunities arise.

Some examples of transition opportunities:

- Academic and Social screenings and centers
- Opportunities to meet the staff and students
- Classroom visits and building tours
- Open House

Child Find

Every school district in the country is mandated to identify children in their districts who have disabilities, ages 3 to 22. If you have questions about your child's development and they are of preschool age, please contact the special education director in your district of residence. Information regarding the Individuals with Disabilities Education Act (IDEA), Part C Assessment and Screenings can be found at the link provided: http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx Information on services for children under the age of 3 can be located at the following link: https://odh.ohio.gov/know-our-programs/help-me-grow/help-me-grow

ADMINISTRATIVE POLICIES

Admission Policy

Notre Dame Preschool recruits and admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, it is school policy to comply with applicable and statutory provisions regarding non-discrimination on the basis of race, color, religion, sex, gender, national origin, disability, and age. Notre Dame Preschool is a Catholic School and has the right to conduct all aspects of its operation, including without limitation curricular and non-curricular activities, in accordance with Catholic teachings and beliefs and to require that its students and staff conduct themselves at all times in a manner that is consistent with Catholic teaching.

To be eligible for admission, a child must be potty-trained and three years of age by September 30th and four years of age by September 30th, 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. 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.

Payment Plans

NDES has contracted with FACTS/Nelnet Business Solutions to be the processor of tuition payments. Each family in the NDES community is required to have an account.

Available Tuition Payment Options

Annual payment	Due July	Annual fee $0
Semester payments	Due July and January	Annual fee $0
Quarterly payments	Due July, October, January, and April	Annual fee $70
Monthly (12 payments)	Due July through June	Annual fee $70

Late Tuition Payments

The expectation is that all tuition payments are made on time and according to the selected payment plan. A

$35 late payment fee will be assessed on payments not received by the schedule outlined. The school may, at its sole option and discretion, enforce the following options:

- Students whose tuition accounts are not current on July 15th will not be permitted to begin classes for the new school year.
- Students whose tuition accounts that are not current on December 31st will not be permitted to begin classes for the second semester.
- Transcripts will be withheld for students until all tuition and other financial responsibilities are completed.
- Families selecting single or two- semester check payments who do not pay on schedule will be required to convert to the monthly payment plan.

- Instances of NSF checks or funds not available will be assessed a fee of $30 per occurrence.
- Students whose tuition accounts are not current may be prevented from attending classes and participating in school activities.

Refunds

Enrollment at Notre Dame Elementary Preschool is for the full school year, and the school staff has staffed accordingly for all students. Any family who withdraws their child before September 1st will be eligible for a 90% refund. Any student who withdraws after September 1st but before January 1st, will receive a 40% refund. If the child withdraws after 1/1, no refund will be given.

In the event that Notre Dame Elementary Preschool dismisses a student during the 2026-2027 school year, the entire tuition must be paid in full, regardless of the date of dismissal, for official transcripts to be released. This enrollment contract is for one school year only and does not guarantee enrollment for any future school year.

Textbooks/Computers

If Preschool students damage or lose textbooks and computers, the parent and/or legal guardian is financially responsible to replace those items.

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, NDEP offers each child an opportunity for interaction with other children and adults in an atmosphere of trust, love, and respectfor 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.

Developmental Screenings

All children enrolled are required to participate in health screenings which include vision, dental, height, weight, and hearing. Lead and hematocrit screenings are mandated and part of the child's physical. (Some of the screenings will be conducted by the child's physician and others will be conducted by the Notre Dame school nurse) Vision and hearing screenings will be completed by the Notre Dame School Nurse. The purpose of screening is to "catch delays early." If screenings indicate a need for further evaluation, parents/guardians

will be notified. For academic and cognitive concerns, interventions will be implemented, and progress will be monitored. If the student is not making steady progress, parents will be consulted to discuss options. Information obtained through screenings, progress monitoring and assessments may be shared with a child's physician at the parent's request.

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. Notre Dame Elementary Preschool follows the curriculum designed by the Diocese of Cleveland. In addition, the program also adheres to the Ohio Department of Education Standards for Early Childhood Education. 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.

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, andrecognizing numerals. These concepts are taught through a variety of activities and manipulatives.

Technology

Instruction is integrated with readiness activities. The computer/iPad are other tools 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.

Child Guidance Policy

A preschool staff member in charge of a child or a group of children shall be responsible for developmentally appropriate intervention and behavior management in accordance with the preschool program’s child guidance policy. The preschool program shall have a written child guidance policy describing the preschool program’s philosophy and restrictions as listed below and the specific methods of child guidance used at the preschool program. This written policy shall be on file at the preschool program for review.

Constructive, developmentally appropriate child guidance for all students enrolled in the preschool program shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

Procedures of child guidance shall apply to all persons on the premises and is to comply with this rule, section 3319.46 of the Revised Code, and rule 3301-35-15 of the Administrative Code. The Preschool shall give a copy of the program's written or electronic child guidance to the parent of each child upon enrollment in the program; and all preschool staff members for review upon employment. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:

(1) There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but limited to, punching, pinching, shaking, spanking, or biting.
(2) Discipline will not be delegated to any other child.
(3) No physical restraints shall be used to confine a child by any means other than a preschool staff member holding a child for a short period of time, so the child may regain control. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
(4) No child will be placed alone in a locked room or otherwise confined in an enclosed area.
(5) No child will be subjected to profane language, threats, derogatory remarks about the whole child or the child's family, or other verbal abuse.
(6) Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
(7) Techniques of child guidance will not humiliate, shame, or frighten a child.
(8) Discipline will not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
(9) Separation will be brief in duration and appropriate to the child's age and developmental ability and the child will be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
(10) Preschool staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Classroom Management Systems
Individual classroom management procedures will be presented to parents at Back to School Night and paper copies will be sent home with students the first week of school for those parents that were not able to attend.

Suspected Child Abuse/Neglect
All preschool staff members are required by law to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. The Notre Dame preschool staff have been trained in child abuse recognition.

The parent of a child enrolled in the school shall receive the school's written discipline policy. Notre Dame Preschool will communicate and consult with the parent prior to implementing a specific behavior management plan. The written behavior plan document will require a parent signature prior to implementation.

All preschool staff members shall receive a copy of the school's discipline policy for review upon employment.

SAFETY POLICY

Morning Arrival
Preschool students can be dropped off beginning at 7:30 am. Parents need to enter the car-rider drop-off line with the other elementary and middle school families, and pull as far forward as possible before having their child exit the car from the right side in order to expedite the line. Staff members are positioned to assist and guide children into the building. The drop-off line ends at 8:00 am and after that time, parents will need to park and accompany their child into the office for sign in before going to their classroom.

Mid-day Dismissal
Children dismissed at 11:00 am: Parents should enter the school parking lot between the two Notre Dame garages, park in the center section, and wait for preschool staff to bring child outside. Children will be released only to parents or those adults already given permission on the pickup form who show ID and sign them out.

End of the Day Dismissal
At 2:30 pm, full-day students will be ready for pick-up. Cars line up and park in designated lanes with parents coming to meet students and teachers directly. The pickup lanes nearest the building will be designated for preschool families that do not have any other children in the elementary or middle school. As they arrive to pick up their children, these families will be directed to form the beginnings of the first two rows of parked cars. Parents must then exit their vehicles and meet the teacher leading the students out of the building. Families are asked to return to their cars quickly and be prepared to exit the lot without delay when dismissed. Any preschool family not parked by 2:30 will need to join the regular elementary pick-up rows. If there is a change in transportation, a note should be written to the teacher with a parent's signature. Only persons stated on the pick-up form will be allowed to take children home. A photo ID is required for pickup.

AFTER CARE

After Care will be available for PreK students from 2:30 – 6:00pm. Preschool students will be using the Preschool wing for After Care activities. A snack will be provided as well as time for indoor and outdoor play. Children need to be picked up and signed out at the school dining room. The pick-up door of the dining room, at the back of the building, is labeled AFTER CARE.

DRILLS

The preschool conducts monthly fire drills. Tornado drills are conducted monthly March – May. Lock-down drills are conducted annually.

HEALTH PROCEDURES AND MANAGEMENT OF COMMUNICABLE DISEASES

Preschool staff members are trained to recognize the common signs of communicable disease and other illnesses. The staff members will follow the Ohio Department of Health "Communicable Disease Chart" for appropriate management of suspected illnesses. Preschool staff are also trained in the area of hand-washing and disinfection procedures.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The school shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent, depending on the nature of the disease or illness.
2. A child with **any** of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
    - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - Difficult or rapid breathing;
    - Yellowish skin or eyes;
    - Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
    - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - Untreated infected skin patch(es);
    - Unusually dark urine and/or gray or white stool;
    - Stiff neck with an elevated temperature;
    - Evidence of untreated lice, scabies, or other parasitic infestation;
    - Sore throat or difficulty swallowing; or
    - Vomiting more than one time or when accompanied by any other sign or symptom of illness.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times:
    - Unusual spots or rashes; or
    - Elevated temperature.

The child shall be made comfortable and watched carefully. Decisions regarding whether the child should be discharged immediately or at some other time during the day will be determined considering what is in the best interest of the child and the children in the class.

4. A child isolated due to a suspected communicable disease shall be:
    - Cared for in a room or portion of a room not being used by the preschool program
    - Within sight or hearing of a staff member
    - Made as comfortable as possible
    - Observed carefully for worsening conditions
    - Discharged to parent, guardian, or person designated by the parent or guardian as soon as possible

No child shall ever be left alone or unsupervised.

The preschool must have working emergency contact numbers. An ill child should be picked up within one hour.

Re-admission Policy: Children may return to the program under the following conditions:

1. When they have been treated by prescription medication for twenty-four (24) hours
2. With a note from a physician or other medical professional stating they are no longer contagious
3. When they are fever or symptom free for twenty-four (24) hours without the aid of fever-reducing or other medications. If a child is still showing symptoms, they cannot return to school. Please be considerate and keep your child home until no longer contagious.

Care of Mildly Ill Children: A "mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease. A mildly ill child might not feel well enough to participate in activities. A mildly ill child will be observed within the group and if symptoms persist or worsen, the parent will be called to pick up the child.

Notification of Exposure to a Communicable Disease: Parents or guardians of children who have been exposed to a diagnosed communicable disease such as pink eye, ringworm, strep throat, etc. will receive a notice with information regarding the nature, cause, symptoms, and treatment of the disease.

Medication Administration: Any medication (prescription or non-prescription), food supplement, modified diet, or fluoride supplements will be administered in accordance with Ohio Administrative Code 3301-37-07. Only employees who are health care professionals or who have completed a drug administration training may administer medication.

- Parents must provide the written instructions of a licensed physician or licensed dentist for the administration of any medication, food supplement, modified diet, or fluoride.
- Each time medication is administered, a written record or log including dosage, date, and time shall be made. This log will be kept on file for one year.
- Medication must be in a labeled prescription bottle, identifying the name of the child, name of the drug, dosage, and time of administration. If proper procedure is not followed, the medication, food supplement, modified diet, or fluoride will not be administered. The parent/guardian will be responsible for administration until proper protocol/paperwork is completed. The first dose of a newly prescribed medication must be administered at home by a parent.
- Medication shall be stored in a designated locked storage place, except medication requiring refrigeration shall be kept in a refrigerator not accessible to children.
- Emergency medication may be kept in an unlocked storage as long as it is out of reach of children.

Early and Periodic Screenings (EPSDT): The Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit provides comprehensive and preventive health care services for children under age 21 who are enrolled in Medicaid. EPSDT is key to ensuring that children and adolescents receive appropriate preventive, dental, mental health, and developmental, and specialty services. Early: Assessing and identifying problems early Periodic: Checking children's health at periodic, age-appropriate intervals Screening: Providing physical, mental, developmental, dental, hearing, vision, and other screening tests to detect potential problems Diagnostic: Performing diagnostic tests to follow up when a risk is identified, and Treatment: Control, correct or reduce health problems found. For additional information, visit: https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/healthchek

Accident/Incident Reporting: In the event a child has an accident or injury at school, the teacher or assistant will complete an Incident Report on the same day of the incident. The program director, the person completing the form, and the parent/guardian will sign this report. A copy of the report will be placed in the child's file and the parent/guardian will be notified via a note, phone call or voice message within 24 hours after the incident.

OMBUDSMAN POLICY

The Department of Education in Columbus has an ombudsman that would gladly entertain questions and/or report concerns. The ombudsman may be reached at 1-877- 644-6338.

McKinney-Vento Public Notice:

The McKinney Vento Act, as amended by the Every Student Succeeds Act, ensures all eligible children and youth have equal access to the same free and appropriate public education as other students.

Children and youth who are in the following situations:
Living in a shelter;
Living in a motel or campground due to the lack of an alternative adequate accommodation;
Living in a car, park, abandoned building, or bus or train station; or
Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason

Eligible students have the right to:

- Receive a free, appropriate public education;
- Enroll in a school immediately, even if lacking documents normally required for enrollment;
- Enroll in school and attend classes while the school gathers needed documents;
- Enroll in the local school, or continue attending their school of origin (the school they
- attended when permanently housed or the school in which they were last enrolled), if that is their preference and feasible;
- Receive transportation to and from the school of origin, if requested; and
- Receive educational services comparable to those provided to other students, according to the student's needs.

If you believe a student may be eligible for support and services under the McKinney-Vento Act, please contact your district of residence's McKinney-Vento Liaison.

Notification of Rights under FERPA for Elementary and Secondary Schools:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:
1. The right to inspect and review the student's education records within 45 days after the day the program receives a request for access.
Parents or eligible students should submit to the program manager or teacher a written request that identifies the records they wish to inspect. The program official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
Parents or eligible students who wish to ask the program to amend a record should write to the program manager, clearly identify the part of the record they want changed, and specify why it should be changed. If the program manager decides not to amend the record as requested by the parent or eligible student, the program will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the program discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to program/school officials with legitimate educational interests. The program manager is a person employed by the program/school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. The program manager also may include a volunteer or contractor outside of the program who performs an institutional service of function for whichthe program would otherwise use its own employees and who is under the direct control of the program with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another program/school official in performing his or her tasks. A program/school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the program to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

CONCLUSION

The school administration has attempted to be complete in providing the information in this Handbook; however, it is not possible to foresee every eventuality. Therefore, in all matters, the judgment and decisions of the school administration will be final. The greatest opportunity for growth and maturity of Notre Dame Elementary Preschool students comes from cooperation among the school, parents, and students. Consistent with this philosophy, parents and students will participate in making any such decision as far as, in the judgment of school administration, it is practicable. A student’s enrollment at Notre Dame Elementary Preschool constitutes acceptance by the parents and student of the terms set forth in this Handbook and in any subsequent updates or additions.