

### Suggestions for Parents

Parents are the primary educators of their children. Your child's experiences at home are just as important as those experiences in school. Children model the behavior of adults who are significant people in their lives. Your child will develop curiosity, confidence and a love of learning when partnered with the parent. Ask your child questions relevant to the curiosity of the moment.

The following are some suggestions you may want to consider:

- \* Teach children ways to serve God and others.
- \* Teach your child to say his/her name, address, age and telephone number.
- \* Teach your child manners - Please, Thank you and Excuse me.
- \* Teach your child colors by pointing out things that are red, yellow, blue, etc. and shapes. Then ask them to do the same.
- \* Teach your child the names of animals and the sounds they make.
- \* Use old magazines to teach the vegetables, fruits and other common objects. Also teach them to recognize the letters of the alphabet.
- \* Teach your child simple songs.
- \* Read stories to your child, taking time to talk about the pictures. Ask simple questions to check comprehension of each story.
- \* Teach your child the difference between round and square by pointing out things you have at home, such as a bowl and a book. Then ask your child to show you something round or square.
- \* Let your child plant a seed such as a pumpkin seed. Your child can water it and watch it grow. Pumpkin seeds are good to use because they sprout in a few days.
- \* When disciplining your child, ask him/her what he/she could have done differently that would have been a more appropriate behavior.

# Ursuline Preschool and Kindergarten Parent Handbook

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## ***URSULINE PRESCHOOL AND KINDERGARTEN***

### ***MISSION STATEMENT***

*The Ursuline Preschool and Kindergarten, rooted in the Catholic tradition and founded by the Ursuline Sisters, fosters and develops the child's spiritual, social, emotional, physical, cultural, intellectual skills and concepts. The professional staff of Ursuline Preschool and Kindergarten is an extension of family Christian values and belief in its children.*

### ***Helpful Hints for a Good Start in School***

Independence is important at any age and it is very helpful if the children are able to handle most of their own personal needs. Please know the teacher will assist whenever necessary, but most of the time the children should be able to:

- take off and put on sweaters, coats, hats tie shoes and boots.
- recognize her/his coat, hat, gloves and tote bag .
- know how to work zippers.
- wait upon herself/himself.
- properly use and dispose of paper and tissues.
- go to the restroom alone and button/zip clothing
- open, fill and close her/his tote bag.

### ***SEPARATION FROM PARENTS***

- \* *develop a positive self-image and acknowledge his/her self-worth:*
- \* *increase independence;*
- \* *develop a trust in adults other than parents;*
- \* *enjoy being a part of a group and accept the need to share and cooperate;*
- \* *respect the rights of others*

As the beginning of school approaches, it is best to be low-key and matter-of-fact with your child about the first day of school. Over-stimulating the child with exciting talk about school can actually increase his/her anxiety.

Be prepared to stay with your child for a brief time the first day, if necessary. The teacher will guide you as to when, you are to leave.

Always say good bye to your child. Don't just leave once they are busy with an activity. Tell your child, "I'll be back after you play a while and have a snack, and then we'll go home together."

Delayed reactions occur sometimes when, after and apparently easy separation, the child realizes that this is a regular routine. A child may be unwilling to go to school, so please try to handle separation in a firm and positive manner. Letting the child stay home will only prolong the problem.

Children adjust to school and separation in different ways. There may be some reluctance to return to school after an extended weekend or holiday period. This is normal behavior.

Please notify the office immediately if your child or a member of your family has a communicable disease. Parents of other children exposed to the disease will be notified in a written note sent home.

#### Your Child May Attend School If:

- \* A cold is over but a minor nasal drip remains.
- \* Exposure to communicable disease is determined, but the school has been notified so the incubation period has been discussed.
- \* None of the above symptoms are present but the child does not quite feel well and wishes to participate in school activities.

#### Rights of Parents

- \* Parents are encouraged to complete volunteer forms each year. Our parents are an integral part of our many activities for the children.
- \* Parents are informed of all events through a newsletter and monthly calendar sent home and posted on our website.
- \* Parents are welcome to schedule a date and time through the office, to observe their child during the school day. An observation room is provided for each classroom. It is essential that while observing, parents respect confidentiality and courtesy in not discussing other student's behavior or performance.
- \* Parents are welcome and encouraged to request a conference with a teacher and/or the Principal/Director when they feel one may be warranted.

#### UPSK RIGHT TO AMEND POLICY

*UPSK has the right to amend any programs, procedures or regulations at any time during the school year if the need arises.*

- \* Phone Number for reporting to Ohio Department of Education:  
OMBUDSMAN at Ohio Department of Education  
1-877-644-6338

## *Philosophy*

*The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to relate to others and respond positively to the environment. As a Catholic Preschool in cooperation with parents, UPSK is an effective means of teaching the Gospel message to young children. Family relationships provide a young child with the best model for developing attitudes, values and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the outside world.*

*Early childhood education promotes the healthy development of each child. It provides the transition from home to school.*

#### *Licensed*

*Ursuline Preschool and Kindergarten is licensed for Preschool and SACC under the Ohio Department of Education. Transitional Kindergarten and Kindergarten is Chartered by the Ohio Department of Education.*

## Goals

*Each child will:*

- \* *instruct children to know and love Jesus.*
- \* *become aware of the fact that he/she is a child of God and grows in God's love*
- \* *develop a positive self-image and acknowledge his/her self-worth*
- \* *develop basic social skills*
- \* *increase independence*
- \* *develop a trust in adults other than parents*
- \* *enjoy being part of a group and accept the need to share and cooperate*
- \* *respect the rights of others and defend his/her rights*
- \* *develop the desire to learn*
- \* *grow academically and emotionally in an environment conducive to the optimal development of each child*

### Curriculum

*UPSK provides an academically stimulating curriculum at all levels. The staff engages the students in creative, hands on and technologically based activities. The Catholic traditions and to "teach as Jesus did" creates an environment that enables learning to take place. The Early Learning Standards and Common Core Standards are the base of our curriculum.*

Helpful Links: *Ohio Department of Education*

*National Catholic Educational Association*

### Evaluations/Conferences    Goals

*TK & Kdg. receive written evaluations quarterly. A copy of the final evaluation will be placed in their file. The 4's receive two written evaluations, 3's receive one written evaluation. Two conferences are scheduled during the year.*

*A Parent/Teacher/Principal-Director may request a conference at any time during the year if needed.*

Your child's health is a matter of major importance. The following *will assist your child in being physically prepared for the school day.*

- \* Plan sufficient rest and sleep for your child. At least 11 to 12 hours of sleep per day is needed.
- \* Plan a well -balanced meal before sending your child to school.
- \* Include fruits, vegetables, meat/fish/poultry and milk in their daily diet.
- \* Establish and help your child to practice good health habits, cleanliness and neatness.
- \* Teach your child to wash her/his hands after every toilet use, after playing outdoors or with pets, after coughing and/or sneezing with or without a tissue and before every meal.
- \* Direct child to cough in arm.

### *Your Child May NOT Attend School If:*

- ~ Vomiting has occurred in the past 24 hours. If they vomit in the morning, please do not send them to school.
- ~ A fever is registered during the past 24-hour period.
- ~ Colored nasal discharge is apparent.
- ~ Persistent cough is exhibited.
- ~ Symptoms of a possible communicable disease are visible, usually sniffles, sore throat, headache and abdominal pain, accompanied by a fever.
- ~ Diarrhea, which means that more than one abnormally loose stool has occurred within a 24-hour period.
- ~ Signs of conjunctivitis exist, which can include red eyes, discharge from the eyes and/or itchy eyes. Because this is a highly contagious disease, the child must be treated with an antibiotic medication 24 hours before returning to school.
- ~ A diagnosis of scabies, head lice or other parasitic infestation is made. A doctor's release is necessary before returning to school for these conditions.

*Your child may return to school once these symptoms have subsided and according to the guidelines of the Ohio Department of Health Communicable Disease Chart posted throughout the building.*

## **REGISTRATION PROCEDURE**

Monthly tuition payments are due by the 15<sup>th</sup> of each month, September through May.

Checks must be made out to:

*Ursuline Preschool and Kindergarten or (UPSK)*

There will be a charge of \$30.00 for any check returned for any reason.

Additional fees may be charged throughout the year for special activities, programs, fieldtrips or events.

### **3 & 4 yr. old Enrichment Program Fees**

Part-time fee: \$80.00 / month - one 4 hr. day per week

\$120.00 / month - one 6.5 hr. (full) day per week

### **Transitional Enrichment Fee:**

\$10.00 per day

Full Time Fee:

Contact the school for a monthly rate including preschool and full time Enrichment.

Family discounts are available.

**UPSK is financially independent. Sources of income include:**

**Tuition, Supply Fees, Fund-raising and gifts.**

### **Role and Responsibility of Parents**

*It is the responsibility of the parents to notify the office:*

- 1. Any change in home or work address and/or telephone number.*
- 2. If your child is absent for any reason or will be late.*
- 3. Any change in the home which may affect your child's behavior.*
- 4. If you do not wish to have your telephone number included on the roster of parents whose children are enrolled at UPSK.*
- 5. Please put in writing if you choose to withdraw your child during the school year.*

Registration for each new school year begins in January of the previous school year. Parents of prospective students are welcome and encouraged to visit and tour the school and meet with the Principal/Director.

A pre-registration form and non-refundable registration fee is required.

The following forms must be accurately completed and turned in prior to the child being admitted to school:

- 1. UPSK Registration*
  - \* Public school district and name of school **MUST** be noted on registration form.*
- 2. Child Enrollment Information*
- 3. Emergency Contact Number & Roster Permission Form)*
- 4. Child Medical Statement*
  - \* Health Record*
- 5. Permission to Administer First Aid*
- 6. Emergency Medical and Transportation Authorization*
- 7. Person Responsible for Tuition*
- 8. Request to Administer Prescription & Non-Prescription Medication*
- 9. P.R. Permission statement*
- 10. Court ordered custody papers*
- 11. Copy of Original Birth Certificate*

## **WITHDRAWAL PROCEDURE**

Parents must present a written request to withdraw a child. All tuition payments must be up-to-date. Refunds are given only in the case of serious illness or sudden transfer from the area.

PARENT VOLUNTEERS - Moms & Dads must fill out all volunteer forms.

### **ROSTER OF NAMES**

Parents whose children are enrolled in our school and have agreed to have their name and telephone numbers listed will be placed on a school roster. This will be available upon request in the office.

**SAFETY POLICIES**

UPSK has an approved Safety Plan on file with the O.D.E. All doors to UPSK are locked at all times. Security cameras are located at all doors with a monitor in the office. Safety drills conducted on a regular basis. No child is ever left alone or unsupervised. A staff member will remain in the arrival area throughout the arrival time to assure the safety of the children. Children are not permitted to run or climb on furniture or shelves. Any toys that are damaged or have sharp edges are discarded immediately. All cleaning articles and supplies are kept in locked closets. Aerosol sprays are prohibited.

**After School Care Program**

After School Care is available Monday through Friday from 11:00 am to 6:00 pm. Please notify the office and/or teacher if your child will participate in this program. A fee per hour, per day, per child is charged for this service. You will be billed separately at the end of each month. Students in the After School Care Program must bring in a lunch daily and a resting mat. A beverage and a snack will be provided. Mats provided and sanitized daily. The May/June fee will be billed in June.

**Before School Care Program**

Before School Care is available Monday through Friday from 7:30 am to 8:15 am. Please notify the office and/or teacher if your child will participate in this program. A fee per day, per child is charged for this service. You will be billed separately at the end of each month except the May/June fee will be billed in June.

**Computer/Technology Classes**

UPSK has a certified computer teacher. All students will have computer, Smart Board and i-pad instruction on a regular basis in the Technology Lab.

**3's & 4's Enrichment & TK Enrichment Programs**

The children in the 3's & 4's and in Transitional Kdg. guided by qualified teachers, will explore their world through thematic units. This will encourage children to build self-esteem, friendship, confidence, interdependence and independence. The UPSK Enrichment program is designed to enhance our preschool program. The TK Enrichment Program is an extension of the curriculum. The use of many hands on activities compliments the program.

**Play Center**

The UPSK play center is available for guided and supervised play on a scheduled basis. Creative learning stations enhance imaginative play in this area.

**Playground**

Children are able to use the outside playground when weather and ground conditions permit. Children should wear appropriate (closed in) shoes, and play clothing that is suitable to the temperature of the day. The children are taught safety rules while outside and are supervised at all times.

**Please note: Children will not go outside when the temperature is below 35 degrees.**

**Suspected Child Abuse**

All members of the UPSK staff are required by law to report any suspicion of child abuse or neglect to the proper authorities.

**TUITION AND REQUIRED FEES**

The particular amounts for the current school year for each of the fees described below are available in the parent packet.

**After School Care Fee**

Parents of children who participate in this program will be billed monthly except the May/June fee will be billed in June.

**Before School Care Fee**

Parents of children who participate in this program will be billed monthly except the May/June fee will be billed in June.

**Deposit for Transitional Kindergarten and/or Kindergarten**

Children entering Transitional Kindergarten and/or Kindergarten must pay a non-refundable deposit to hold their space in the respective program. This fee is applied to tuition account when school begins.

**Registration Fee**

New applicants to UPSK are required to pay a one-time only Registration Fee prior to entrance to the school. This fee is non-refundable.

All children are required to pay a Supply Fee which covers the cost of juice, milk, school texts, handouts, and art materials and administrative costs. This fee is non-refundable and is due by the end of September.

**Tuition**

Parents who pay their tuition in full by the end of September will receive a 5% discount. Tuition is billed according to the following family scale.

First child	=	full price
Second child	=	75% of the program tuition
Third child	=	50% of the program tuition

**CLASS SCHEDULE**

**SCHOOL CLOSINGS**

Should weather or any other emergency require UPSK to close:

1. Parents will be notified by "ONE CALL NOW" phone messaging service. This message will provide instructions for that particular day.
2. All Local Television Stations will be given this information. In addition, UPSK will generally be closed when Canfield Public Schools are closed due to inclement weather.

**SICK CHILD POLICY**

Your child may be sent home if symptoms of illness are exhibited during the day. When this occurs, the child is immediately isolated from the others and the parent is contacted. It is important that a daytime telephone number is on file so that the parent can be reached. If your child has a fever or is vomiting, he/she must be out of school for **24 hours after fever breaks and vomiting stops.**

**SNACK POLICY**

Due to food allergies, UPSK the children bring their own individual healthy snacks daily. Milk, juice and water will be provided by the school for all the children. If there are children with nut/peanut allergies, accommodations will be made for their safety. (Example: A peanut/nut free table.)

**Nutritional snacks to consider include:**

- |                            |                 |
|----------------------------|-----------------|
| Apple or orange wedges     | English muffins |
| Bagels                     | Fun fruits      |
| Bananas and Vanilla wafers | Gogurts         |
| Brown Bread Butter         | Granola bars    |
| Celery and Carrot Strips   | Mullins         |
| Dry Cereal                 | Fruit cups      |
| Sliced Cheese & Crackers   | Pudding cups    |
| Raisins                    | Pretzel         |

**Please Note:** Send icepack if snack is to be kept cold.

<b><u>Three Year Old Program</u></b>	<b><u>Tuesday and Thursday</u></b>
<b><u>Morning session</u></b>	<b><u>8:30 a.m. to 11:00 a.m.</u></b>
<b><u>Afternoon session</u></b>	<b><u>12:30 p.m. to 3:00 p.m.</u></b>

<b><u>Four Year Old Program</u></b>	<b><u>Monday, Wednesday and Friday</u></b>
<b><u>Morning session</u></b>	<b><u>8:30 a.m. to 11:00 a.m.</u></b>
<b><u>Afternoon session</u></b>	<b><u>12:30 p.m. to 3:00 p.m.</u></b>

<b><u>Transitional Kindergarten Program</u></b>	<b><u>Monday through Friday</u></b>
<b><u>Morning session</u></b>	<b><u>8:15 a.m. to 12:30 p.m.</u></b>
<b><u>Transitional Enrichment</u></b>	<b><u>12:30 p.m. to 2:30 p.m.</u></b>

<b><u>Kindergarten Program</u></b>	<b><u>Monday through Friday</u></b>
<b><u>Full Day Session</u></b>	<b><u>8:15 a.m. to 3:00 p.m.</u></b>

<b><u>Preschool Enrichment Program</u></b>	<b><u>Monday through Friday</u></b>
<b><u>Full Day</u></b>	<b><u>8:30 a.m. to 3:00 p.m.</u></b>
<b><u>½ day (morning session)</u></b>	<b><u>8:30 a.m. to 12:30 p.m.</u></b>
<b><u>½ day (afternoon session)</u></b>	<b><u>11:00 a.m. to 3:00 p.m.</u></b>

**Time for Two: (Child attends with an Adult)**  
**Tuesday, Thursday or Friday 9:00 a.m. to 10:00 a.m.**

Two year and an adult share experience together.

**(Sample) Classroom Activities**

<b><u>3yr. &amp; 4yr. olds (morning session)</u></b>		<b><u>3yr. &amp; 4yr. olds (afternoon session)</u></b>
8:30	Arrival	12:30 Arrival
8:50	Prayers, Pledge, Weather, Songs	12:50 Prayers, Pledge, Weather, Songs
9:00	Language Arts	1:00 Language Arts
9:20	Math	1:20 Math
9:30	Large Motor/Guided Play	1:30 Large Motor/Guided Play
9:55	Snack time	1:55 Snack Time
10:10	Religion	2:10 Religion
10:25	Music/Creative Movement	2:25 Music/Creative Movement
10:30	Art/Fine Motor Skills	2:30 Art/Fine Motor Skills
10:50	Prepare for dismissal	2:50 Prepare for dismissal
11:00	Dismissal	3:00 Dismissal

**3's & 4's Technology classes and Gymsters are on a regular basis.**

**(Sample) Classroom Activities (continued)**

**Transitional Kindergarten**

8:15 Arrival/Centers  
8:50 Circle Time/Music  
9:10 Reading/Language Arts  
9:40 Snack Time  
10:00 Math/Science/Social Studies  
10:55 Play Center  
11:30 Art/Creative Movement/Health  
11:55 Religion  
12:10 Journal Writing/  
Prepare for dismissal  
12:30 Dismissal

**Kindergarten**

8:15 Arrival/Centers  
8:45 Circle Time  
9:00 Reading/Language Arts  
10:30 Snack  
10:45 Math  
11:15 Religion  
11:45 Music  
12:00 Lunch  
12:30 Recess  
1:00 Rest  
1:15 Art (M,W,F,  
Phys. Ed. (T, Th.)  
2:00 Social Studies (M,W)  
Science (T, Th.)  
Health (F)  
2:30 Journal/Story Time  
2:45 Prepare for Dismissal  
3:00 Dismissal

***\*Technology and Gymsters weekly.***

**SCHOOL YEAR**

Preschool operates from September through May each year.

Kindergarten & Transitional Kdg, operates from late August until early June.

**SPEECH SERVICE**

The services of a certified speech pathologist and audiologist are available at UPSK. Children are screened for speech difficulties and Parents are notified should assistance be needed. Financial arrangements for the Speech service are made between the Parents and the Speech Pathologist. Transitional Kindergarten & Kindergarten students receive the service free of charge if a child qualifies.

**COUNSELING SERVICE** Counselors will provide support as needed.

**STAFF MEMBERS**

The staff at UPSK includes: the Director/Principal, classroom teachers, teacher assistants, technology teacher, secretary, nurse and maintenance personnel.

- \* Teachers are certified in Early Childhood Education
- \* Staff members meet all O.D.E. Requirements
- \* Staff members are certified in First-Aid, CPR, Communicable Diseases, Child Abuse and Crisis Management.
- \* Staff members are required to attend in-service programs, monthly meetings and participate in educational programs dealing with Early Childhood Education
- \* The school is licensed by the Ohio Department of Education
- \* BCI and FBI check is completed prior to hiring, and updated as required

**Medical Emergencies**

In case of a medical or dental emergency, parents will be notified and, if necessary, the child will be transported to the designated hospital or dental clinic.

**Medication**

Medication can only be administered by the UPSK staff if it is prescribed by a Physician. The physician and parents must complete a Request for the Administration of Medication by UPSK Personnel form, before medicine can be stored or administered. This applies to prescription and non-prescription medication.

**Non-discrimination Policy**

UPSK recruits and admits children of any race, color, gender or ethnic origin. UPSK does not discriminate in the hiring of personnel or the administration of its educational programs, policies and extra-curricular activities. The school is not intended to be an alternative to court or administrative agency ordered or public school district initiated desegregation.

**Parent Communication**

**Parents of Three year olds**

Individual parent-teacher conferences are held two times a year and 1 written evaluation given. Parents are required to sign a copy of the evaluation which will be placed in the child's file.

**Parents of Four year olds**

Individual parent-teacher conferences are held two times a year and 2 written evaluations are given. Parents are required to sign a copy of the evaluation which will be placed in the child's file.

**Parents of Transitional Kindergarten and Kindergarten**

Individual parent-teacher conferences are scheduled for November and February each year. Written evaluations are also given four times a year. The evaluation must be signed and returned to school. A copy of the final evaluation will be placed in the child's file.

When necessary a parent, teacher or the Principal/Director may request a parent-teacher conference at any time throughout the year.

***It is illegal to carry a fire arm, deadly weapons or dangerous ordnance anywhere on these premises.***

### Emergency Drills

Emergency drills for Fire, Tornado, Rapid Dismissal and Lockdown are practiced regularly throughout the year. If an emergency should arise, the proper drill procedures will be followed. Parents and Emergency Services will be contacted.

### Field Trip Safety

Only Transitional Kindergarten & Kindergarten classes attend field trips. Parents do not attend field trips. Children are chaperoned by teachers and assistants. Each child will wear identification tags indicating the School's Name, Address and Phone Number. One or more persons certified in First Aid and CPR will be available on all field trips.

### Incident Reports

Incident reports will be completed in the event of an accident or injury or the emergency transportation of a child. The report must be signed by the parent, staff member and Principal/Director. A copy will be filed in the school office and a copy will be sent home to the parents.

### Prohibited Toys

No guns, swords, lasers, war toys or any other toys of destruction and/or violence are permitted at school. **Please Note: This policy applies during Halloween or other costume events. All toys of destruction must be removed from costumes.**

### Items from Home

The school is not responsible for any items (toys, etc.) brought from home that are lost or broken. For this reason, we suggest that you do not send such items. If your child brings in a Show and Share item, please make sure these are clearly marked.

### Lunches

Parents of children participating in the Kindergarten, After Care and Enrichment Programs, are required to provide a healthy lunch each day that includes all food groups. Please use a cool pack or thermos to keep lunches hot and or cold. Pizza may be purchased on Fridays. Hot lunches are also available mid-September through May for a small fee. A hot lunch menu will be sent home monthly.

### Staff - Child Ratio

UPSK observes the following staff-child ratios and small group sizes which are required by law. Transitional Kindergarten and Kindergarten are local suggestions.

	<u>Staff - child ratio</u>	<u>Small group size</u>
Preschool (3 yr. olds)	1:12	2:24
Preschool (4yr. olds)	1:14	2:28
School Age (TK / KDG)	1:22	2:36

### Student Service Program

Ursuline, Cardinal Mooney High School and Youngstown State University students provide volunteer teaching assistance to UPSK children through their respective schools service programs. During their services, these students work in a variety of capacities in the classroom assisting the teachers and the teacher assistants.

## SCHOOL POLICIES

### ABSENCE

Parents must notify the office each day that their child is absent : 330-792-4150.

### ARRIVAL

For the courtesy, safety and consideration of students and parents. Please adhere to the following:

\* **Please enter UPSK from the Shields Rd. entrance that is marked: "UPSK and Walsh University only."**

\* Cars should park in the school parking lot with the engine turned off.

\* Always use extreme caution when entering or leaving the school parking lot.

\* Always use the main door to enter the school. Push the black button to the right of the inside door to be given entrance.

\* Doors are open at 8:15 and 12:20. If your child must arrive earlier, they will need to be placed in Before Care.

\* When dropping off or picking up a child in Before/After care, please use the doors located on the side of the school. Each door area has a white doorbell.

\* The orange canopy area may only be used for the following situations:

\* Picking up a sick child

\* Physical impairment

\* Sleeping infant in the car seat

\* Drop off only - TK. or Kdg. student

**PLEASE NOTE:**

**NO IDLE AREAS**

### **Birthday and/or Holiday Treats**

Children may bring healthy treats on their birthdays. Birthday treats are sent home with each child in his/her book bag. Birthday treats may also be non-edible items such as books, pencils, crayons, etc. Please keep treats peanut/nut free.

### **Classroom Placement**

All teachers at UPSK are fully qualified and certified. Occasionally, parents may request a specific teacher. Though we will possibly attempt to honor the request, there is no guarantee. The Principal/Director and Teachers have the right to place children in their respective classrooms.

### **Clothing**

Children should wear clothing that is durable, comfortable, washable and free of complicated fastenings. Send a jacket/sweater with your child, as the children do go outside for playtime. Also, the classroom temperature varies.

### **Label Clothing & Personal Items**

Please be sure to label all outer garments, including hats, coats, boots, book bags, lunch boxes, and all lunch containers.

### **Spare Clothing**

A spare set of clothing stored in a shoe box or plastic zip lock bag with your child's name on it, should be sent to school and kept in your child's classroom in the case of spills and/or accidents. Please change with the seasons

### **Shoes**

Tennis shoes or rubber soled shoes are permitted and strongly encouraged.

### **DISCIPLINE POLICY**

The UPSK Discipline Policy applies to all staff members and persons responsible for children in their care. We believe that the word "discipline", which means "to teach" is an important part of our curriculum. As a staff we believe in a positive approach. We redirect the problem behavior. If redirection is not effective, the child may need to be removed from the problem situation for a short time. At this point, the staff member will talk with the child about the situation. Together the staff member and child will discuss a better choice to the problem behavior. If the problem behavior continues the Principal/Director will become aware of it. A conference may need to be scheduled with the parents, teacher and Principal/Director to discuss the behavior.

### **DISCIPLINE**

**The method of discipline shall apply to persons on the premises and shall be restricted as follows:**

1. There shall be no cruel or harsh corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to any 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, box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or 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 staff member in a safe, well light and ventilated space.
10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the school program.

### **Dismissal**

#### **Authorized Adults**

Written or verbal authorization must be given to office personnel if someone other than yourself will be picking up your child. They must be listed on the authorization pick up form. No child will be released to another person without this authorization. The person picking up your child must show proper identification before your child will be released. No child will be released to anyone who is under the influence of any drug, or alcohol or other substance.

#### **3 year olds & 4 year olds**

Parents must park their cars in the lot, enter the building and wait near the office. Children will be dismissed from their classrooms but not prior to 11:00 am or 3:00 pm. Please do not enter the atrium before these times

#### **Transitional Kindergarten**

Dismissal will be at 12:30p.m. at the side door in the TK/Kdg hall. Parents must park their cars and meet their child at the door indicated by the teachers.

#### **Kindergarten**

Dismissal will be at 3:00 p.m. at the side door in the TK/Kdg. hall. Parents must park their cars and meet their child at the door.

***URSULINE***  
*Preschool & Kindergarten*

*“A Bright Future Begins at...”*

***“U.P.S.K.”***

*[www.ursulinepreschoolandkindergarten.org](http://www.ursulinepreschoolandkindergarten.org)*

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