

Our Lady of Bethlehem School and Childcare 2011-12 Parent and Student Handbook



**Totally Terrific Two's
Preschool
Pre-Kindergarten
Half-day Kindergarten
Full-day Kindergarten
Childcare**

A leader in early education, care and service since 1956.

4567 Olentangy River Road Columbus, OH 43214

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www.ourladyofbethlehem.org

HISTORY OF THE SISTERS OF THE POOR CHILD JESUS AND OUR LADY OF BETHLEHEM SCHOOL AND CHILDCARE

Our Lady of Bethlehem Convent in Columbus was founded by the Sisters of the Poor Child Jesus on November 23, 1956. On April 1, 1957, the Kindergarten at Our Lady of Bethlehem School opened. Sister Mary Catherine taught the first Kindergarten classes. Later, Pre-Kindergarten classes for four year-olds were added. In 1972, Sister Mary Thomasina John, P.C.J., came to Columbus from West Virginia to oversee the school and teach half-day Kindergarten classes. She taught the Kindergarten classes for 23 years. Sister Frances Teresa Holzberger, P.C.J., Head Provincial of the North American Sisters of the Poor Child Jesus, came to live at Our Lady of Bethlehem in 1972. In 1981, she organized the school to obtain its' state charter through the Ohio Department of Education. She then became Principal. In 1986, Sister Mary Innocentia, P.C.J., opened "Bethlehem Wee Care" at the school. In 1994, the first lay principal was hired to oversee the school, and Sister Frances Teresa became the School Board President. To date, many changes have occurred since the school first opened in 1957. Our Lady of Bethlehem now provides full- and part-time childcare, Totally Terrific Two's, Preschool, Pre-Kindergarten, full- and half-day Kindergarten and a Summer Program for Preschool through Grade 6.

The Sisters and staff at Our Lady of Bethlehem School and Childcare have helped begin the spiritual formation and education of thousands of central Ohio children. They, the Board of Trustees, the Development Foundation and the Home and School Association are happy to welcome the general public, local parishioners, alumni, parents, and friends to the school.

Welcome to Our Lady of Bethlehem School and Childcare!

Our Lady of Bethlehem School and Childcare is a non-profit organization founded by the Sisters of the Poor Child Jesus. Our Lady of Bethlehem School and Childcare (hereinafter referred to as “OLB”) is a private, Roman Catholic, educational institution serving children from 30 months of age through kindergarten. OLB is located at 4567 Olentangy River Road, Columbus, Ohio 43214; the phone number is (614)459-8285. OLB’s website can be accessed at www.ourladyofbethlehem.org. OLB is chartered and licensed by the Ohio Department of Education. The charters, license and compliance reports are posted in the office for viewing. The bylaws and policies (including those of the Diocese of Columbus) are maintained by the director and are available from the office upon request.

OLB is governed by a school advisory board comprised of members of the community at large and parents who have children attending OLB, for a total of not more than 15 members. The board holds monthly, open meetings on OLB’s campus to discuss issues and concerns regarding the function of OLB. Please refer to the OLB calendar for exact meeting dates and times. The board has adopted all policies contained in this handbook.

Questions concerning curriculum, procedures and policies may be directed to the Director, Lori Dulin. Questions concerning school records, tuition or financial matters may be directed to the Office Manager, Lori Ebling.

Directory information regarding students is not considered to be personally identifiable and will be released in various formats including websites unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation. OLB follows Diocesan policies 5124.1, 5125.0, 5125.1, 5126.0, 5126.1 and 5126.2 regarding student records, publishing student information, directory information notice and personally identifiable information release.

Our Mission:

OLB will continue to be a leader as a Catholic learning center; providing a superior education, in a safe, well-structured Christian environment. OLB follows Diocesan policy 6120.0 regarding mission and beliefs.

Our Philosophy:

We believe that Christian/Catholic education begins with life in the heart of the family. Parents, who are the primary educators of the child, nourish the child with human and spiritual values. The first years of life are of vital importance to a child's growth and development. Foundations are laid which influence the ability of a child to accept himself/herself, relate to others and respond positively to the environment.

Sensitive to the mandate of Jesus: "Love one another as I have loved you," is the goal to which all Christian/Catholic education tends.

Early childhood education provides transition from home to a school atmosphere. Intensive research indicates that these years are crucial for learning and form the basis for all future learning and life experience. Additionally, it develops strong skill bases to approach both academic and life learning.

We aim to help each child realize he/she is a special person created by God and loved by God, his/her parents and others. We also believe this supports a love and appreciation of one's self. In order to foster this, we provide programs which teach Christian values and develop a child's emotional and physical abilities.

Academics / Curriculum:

Young children learn through creative play, actively exploring and manipulating their environment. Concrete experiences contribute to conceptual development in the young child. Through creative play, the stage is set for self-discovery and self-realization. While constructed and free play is the major vehicle for the development of the whole child, in all areas:

Spiritual and moral

Intellectual (cognition, thinking, reasoning, communication, language, organization)

Social and emotional (adaptive, self-help)

Physical (large muscle, small muscle, eye-hand coordination)

An academic course of study is taught as a fundamental element to a child's growth and development. The goals of our curriculum are as follows:

1. For the child to become independent and self-motivated.
2. For the child to be a creative and critical thinker and problem-solver by encouraging him/her to think, reason, question and experiment.
3. For the child to be able to express himself/herself as an individual through language development, creativity and other modes of communication.
4. For the child to function successfully in a group of peers by cooperation, respect and sharing.
5. For the child to gain a sense of self-worth as a child of God.

Activity Release:

Parents will be asked to complete an activity release form for any child who participates in any sporting, scouting or other activity. Parents must also complete a form if a child is to remain with his/her teacher for before or after school tutoring or other activities. This includes any students who would otherwise be in attendance in childcare.

Teachers wishing to have a student remain in any classroom outside of normal times for disciplinary or other issues will also be asked to complete an activity release form and forward it to the appropriate staff member. This includes teachers in the school and childcare.

Admittance / Eligibility / Equal Opportunity / Licensing:

OLB is chartered and licensed by the Ohio Department of Education and is in compliance with the standards developed for early childhood programs by the Ohio Department of Education. These standards are available for your review upon request from the director through the office. OLB is licensed for the total number of children and for the number of children in each age group as it appears on the licensing statement.

OLB is an equal opportunity employer and admitter of students. OLB does not discriminate against student candidates and their families on the basis of race, color, religion, sex or national origin. Consistent with the requirements imposed by the Americans with Disabilities Act (ADA), OLB will provide reasonable accommodations to assist children with special needs. Prior to admission, custodial parents are required to present OLB with the most current certified copy of any custody order or decree pertaining to a child. OLB must also be provided with a certified copy of any changes to student custody orders or decrees. OLB follows Diocesan policy 5119.2 pertaining to child custody.

Every year, OLB holds registration for current and new students. In order to be eligible for registration, a child must meet the following requirement(s):

- | | |
|-------------------------|---|
| Childcare: | Once a child turns 30 months of age and is toilet-learned. |
| Totally Terrific Two's: | Once a child turns 30 months of age and is toilet-learned. |
| Preschool: | A child must be 3 years old & toilet-learned by September 30. |
| Pre-Kindergarten: | A child must be 4 years old by September 30. |
| Kindergarten: | A child must be 5 years old by September 30. |

Attendance / Arrival / Dismissal / Early Release / Vacations:

OLB does not provide bus or other transportation to or from school; therefore, parents/guardians are responsible for transporting students to/from OLB.

The Olentangy River Road & Henderson Road intersection has a history of traffic accidents & back-ups. **Please use extreme caution as you approach our entrance & as you leave the property, especially if turning left onto Olentangy.**

There are three lanes on the OLB driveway. As you come up the driveway, the far right lane is for the drop-off/pick-up car line; the middle lane is for driving through to park in the lot; the far left lane is for cars exiting OLB.

As you approach our lot, parking spaces straight ahead & to the left are for parent/visitor use. Parking spaces to the right are for staff use.

Whenever walking in the lot, hold your child's hand and follow the white lines on the west side of the parking lot near the chapel as a guide to the building entrance. This keeps your child & you out of the line of traffic.

During inclement weather (snow, freezing rain, etc.), the driveway & parking lot are plowed regularly, but can still be extremely slippery. Do not stop on the driveway once you have begun your approach to the parking lot. This can cause your vehicle to slide & get stuck.

Childcare and Before/After Kindergarten Care

These families use the OLB or Olentangy Terrace parking lots for drop-off & pick-up (7:30 am – 6 pm). We have an informal agreement with Olentangy Terrace's management to use their parking lot, but we do not have any control or authority over the lot. Please use the parking spaces nearest the railing/stairs & never leave your car running or any child unattended.

School Drop-Off and Pick-Up

Families use the OLB parking lot for drop-off & pick-up. Times are as follows:

<u>GROUP</u>	<u>DAYS</u>	<u>ARRIVAL</u>	<u>CLASS TIME</u>	<u>DISMISSAL</u>
Totally Terrific Two's	TR	8:40-8:45	8:45-11:15	11:15
Preschool	TR	8:40-8:45	8:45-11:15	11:15
3-Day Pre-K	MWF	8:40-8:45	8:45-11:15	11:15
5-Day Pre-K	MTWRF	12:30	12:30-3:00	3:00
Half-day Kindergarten	MTWRF	8:45-9:00	9:00-12:00	12:00
Full-day Kindergarten	MTWRF	8:45-9:00	9:00-3:00	3:00

Attendance / Arrival / Dismissal / Early Release / Vacations (continued):

OLB faculty and staff are not available to supervise students before designated arrival times or after designated dismissal times.

Totally Terrific Two's, Preschool & morning Pre-Kindergarten students will be considered tardy at 8:50 a.m. Kindergarten students will be considered tardy at 9:01 am. All afternoon Pre-Kindergarten students will be considered tardy at 12:40 pm.

Totally Terrific Two's (TTT's) and Preschool

Students should be walked to their classrooms by the persons bringing them to OLB. The door will be open at the arrival times listed above.

The door is locked at the end of arrival time. Families who are tardy should then park, ring the office bell for entrance, sign your child in and walk him/her to the classroom.

At dismissal times, staff members will bring students out under the awning. TTT's families are asked to walk up to get your child using the white lines. Preschool families are given a color-coded card with your child's name on it to place in your vehicle as you pick your child up in the car line. The first car in the line should pull up to the mailbox and stop. Other cars should continue the line as they arrive. Once staff and students have come outside, the first car should pull up to the staff member, who will assist the child into the vehicle. **Your child will not be buckled into the car/booster seat or seat belt at this time. Please pull through to the areas immediately before and immediately after the dumpsters to assist your child with this so that the next student can be dismissed.** As one car exits, the next car should pull up to the staff member for pick-up.

Pre-Kindergarten and Kindergarten

Students should be dropped off in the car line. The first vehicle in the line should pull up to the mailbox and stop. Other cars should continue the line as they arrive. The staff member on duty will come out to the line at the arrival times listed above. At that time, the first car should pull up to the staff member and have your child ready to get out of the vehicle. The staff member will assist the child out of the vehicle and to the door. As one car exits, the next car should pull up to the staff member for drop-off.

The door is locked at the end of arrival time. Families who are tardy should then park, ring the office bell for entrance, sign your child in and walk him/her to the classroom.

Attendance / Arrival / Dismissal / Early Release / Vacations (continued):

At dismissal times, staff members will bring students out under the awning. Pre-Kindergarten families are given a color-coded card with your child's name on it to place in your vehicle as you pick your child up in the car line. The first car in the line should pull up to the mailbox and stop. Other cars should continue the line as they arrive. Once staff and students have come outside, the first car should pull up to the staff member, who will assist the child into the vehicle. **Your child will not be buckled into the car/booster seat or seat belt at this time. Please pull through to the areas immediately before and immediately after the dumpsters to assist your child with this so that the next student can be dismissed.** As one car exits, the next car should pull up to the staff member for pick-up.

Families are required to complete an Authorized Release Form listing any other persons permitted to pick up a child. When a family wishes to invoke the Authorized Release Form, the parent must inform the office in writing. The alternate adult will be asked to present a valid, picture I.D. and give the listed code word before the child will be released to him/her.

Please refer to the OLB calendar for pre-determined dates throughout the school year which call for closing or early release. Additional days may be added at the discretion of the director. Advance notice will be given in the form of email, memos, letters, etc..

If a child is absent, the parent should notify the office at (614)459-8285 as soon as possible (preferably prior to arrival time). Because of the Missing Child Act, OLB is required to contact the parents/guardians of any child not present if we have not yet been informed of an absence. If a child is absent due to an extended illness, class work (including homework) will be made available to the parent by the classroom teacher.

It is strongly encouraged that parents **NOT** take their children out of school for several days due to family vacation plans. However, if a request is made, the director and teacher will advise the parents of the child's progress and the effects of any prolonged absence on the child's academic work. The final decision is the responsibility of the parents. Parents will be required to sign a form which designates their acceptance of scholastic responsibility for such action, including completion and submission of any missed class or homework. This is to be done at a minimum of one week in advance of any planned vacation. Any class work and homework missed while a child is out due to a family vacation or other plans must be completed and submitted to the classroom teacher no later than one week upon the child's return to OLB.

Attendance / Arrival / Dismissal / Early Release / Vacations (continued):

The State of Ohio mandates that any child absent from school 28 or more days cannot be promoted to the next educational level.

Change of Address, Telephone and Other Information:

Parents are asked to notify the office in writing as soon as possible when there is a change of family address or a new telephone listing. These changes will be posted to the student/family records once received. All information must be accurate and current for each student in the event of an emergency.

Childcare:

OLB has a comprehensive and fully licensed childcare. It is open from 7:30 am until 6:00 pm Monday through Friday. From June through August, childcare also offers a fun and educational summer program which serves students age 3 through grade six. Childcare follows and enforces all policies and procedures as set forth in this handbook. Childcare is closed on days the school is closed (please refer to the OLB calendar for a listing of these days).

Child Safety / Crisis Management / Emergency Procedures:

When an accident or injury occurs which requires the emergency transportation of a child, a staff member will place a call to 9-1-1- emergency services. Staff are informed and appropriately trained in emergency procedures. OLB's "Emergency Injury/Illness" and "Dental First Aid" procedures are posted near every facility phone. All facility phones are equipped to allow 9-1-1 emergency dialing.

First aid supplies will be readily available and accessible near the office and in childcare at all times according to Ohio Department of Education regulations. Once the child is safe and stabilized, an "Incident Report" shall be completed by a staff member of OLB and reviewed by the director. The report shall be presented to the child's parents and, once signed, a copy shall be given to the parent and the original kept on file in the office. OLB follows Diocesan policy 3520.0 regarding incident reports.

Child Safety / Crisis Management / Emergency Procedures **(continued):**

The staff of OLB is required by law to report any suspected cases of child abuse and/or neglect to the proper authorities. Please inform your child's teacher of any accidents or injuries which occur away from school. OLB follows Diocesan policy 5140.0 regarding student abuse and neglect.

If a staff member of OLB suspects a parent or adult responsible for picking up a child from school is under the influence of drugs, alcohol and/or other substances, we reserve the right to withhold the child from release and notify the proper authorities.

The following guidelines concerning choking prevention (effective 09/01/02) are intended to assist school districts in implementing H.B. 384. The guidelines are structured to give guidance with respect to the scope of the law, which allows school districts to take full advantage of the qualified immunity established by the bill.

- Each school building in a public school district or non-public school that operates a food service program will have at least one employee present who has received instruction in methods to prevent choking while students are being served food in the school building. These guidelines apply to snacks and lunch periods.
- A trained employee is to be present in the student eating area while students are eating in that location.
- The trained employee must have demonstrated the ability to perform choking prevention.
- Costs associated with the instruction of the employee are to be incurred by the employer.
- Qualified instruction in this procedure can be obtained from the emergency medical technicians, The Red Cross, The American Heart Association or a person certified to teach methods to prevent choking.
- Staff members have been trained in choking prevention.

Child Safety / Crisis Management / Emergency Procedures **(continued):**

No child will be left alone or unsupervised while on the school premises. A teacher or staff member will accompany children to and from the classrooms, childcare and other areas of the school. Kindergarten students may be asked to travel to and from their classrooms to the office or other areas of the building for “errand type” activities (such as to deliver daily attendance records, etc.) Students will make these trips in pairs, will not be alone at any time and will be monitored by a staff member who knows their whereabouts. Errands will be brief in nature and a staff member will check on students who may be gone for more than five minutes. A teacher will have knowledge of the whereabouts of all of his/her students at all times. A staff member will supervise any and all children using the restroom by keeping them at least within hearing distance.

The use of aerosols is prohibited when children are on the school premises.

Indoor and outdoor play spaces shall contain furniture, materials and equipment of appropriate size and type to meet all of the developmental needs of the children. Furniture, materials and equipment will be maintained and kept in safe and sanitary condition. Table and desk surfaces are washed after child use on no less than a daily basis; toys and learning materials are disinfected and/or sanitized on a regular basis; unused electrical outlets are covered; and protective surface material is placed under equipment.

Learning materials in the classroom shall meet the needs for large and small muscle skills, dramatic play, art creativity, language and math skills in a developmentally appropriate setting. All of the materials used shall be arranged so that children may select, remove and replace them with ease and a minimum of assistance.

Playground equipment shall meet the needs for large and small muscle skills and be maintained and serviced on a regular basis. Playground rules are available upon request from the office.

OLB will implement a plan in the event of an emergency concerning civil defense disturbances or other potential disasters. This plan is available upon request from the school office. OLB also adheres to and participates in the “Franklin County Schools Red Alert School Safety” policy.

Child Safety / Crisis Management / Emergency Procedures (continued):

OLB shall hold monthly safety drills at varying times during the school day. Evacuation maps are posted in each classroom. These maps post safety routes and give staff instructions in the event of an emergency.

OLB follows Diocesan policies 5140.13 and 5140.2 regarding school crisis management and student travel.

Class Schedules:

A daily listing of activities for Childcare, Totally Terrific Two's, Preschool, Pre-Kindergarten and Full- and Half-Day Kindergarten are available upon request from the office.

Closings:

The office will be in operation between the hours of 8:00 am to 4:00 pm Monday through Friday, unless closed due to a holiday, inclement weather, in-service or other scheduled days. The OLB calendar gives advanced notice of scheduled days off. If an emergency (such as power outage, boiler problems, etc.) or inclement weather should cause OLB to close prior to arrival or during operation, the closing will be announced on local television and radio stations and via email. For specific information on the "Weather Conditions Policy," please refer to that section in this handbook.

Computer Lab / Technology:

All Pre-Kindergarten and Kindergarten students attend weekly technology classes. This schedule is posted in the office waiting area and the computer lab. Technology is used to expand, enrich and extend the curriculum and is integrated throughout. Each student/family **MUST** sign a "Technology Acceptable Use Policy" statement before participating in our computer program. OLB follows Diocesan policies 6142.0 and 6142.1 regarding educational technology and technology acceptable use.

Development Foundation:

Mission

The mission of Our Lady of Bethlehem School and Childcare's (OLB) Development Foundation is to financially support the educational needs of its community, to enhance the quality of education and to ensure the continuation and growth of OLB.

The Development Foundation strives to maintain the fundamental principles of Clare Fey, foundress, and the Sisters of the Poor Child Jesus who dedicated their lives to giving to children in need.

Events

- An annual campaign that supports student tuition assistance is the main fundraiser for the Development Foundation.
- A Wine and Hors d'oeuvres Evening held each spring serves as the Development Foundation's "annual meeting" announcing its officers, goals and accomplishments.

Programs

- The Stores Program offers families an opportunity to patronize places that will give a portion of the proceeds back to OLB.
- The Scholarship Fund, whereby donors can agree to help fund a child's OLB attendance or honor the memory of another.

In addition to the events and programs noted above, the Development Foundation participates in the OLB Marketing and Grants Committees, assists OLB's Board of Trustees with its long-term planning, and publishes an alumni newsletter to maintain a relationship with the thousands of central Ohioans who have attended OLB since 1956.

Use of Funds Raised

The Development Foundation meets its' goals by raising funds to ease families' tuition burdens by providing tuition assistance funds for disbursement by the OLB Tuition Assistance Committee. In addition, funds raised by the Development Foundation are used to support OLB's marketing efforts, staff professional development and capital savings.

Interest in the Development Foundation

Parents are welcome and encouraged to attend the Development Foundation's meetings and participate in the many events and programs. Further information regarding contact persons and meetings are listed on the website and the calendar.

Dress Code:

Daily uniform (Kindergarten):

We want the individuality of each of our students to be expressed and shine through in every way that counts – academically, spiritually, socially, emotionally. Uniforms lessen the focus on the ways that don't – monetary, status or social ranking. There are also the other obvious reasons why uniforms make sense: no more arguing about what will be worn to school; a few pieces can be purchased, all that coordinate with each other and that may only require weekly or bi-weekly laundering; the students look absolutely wonderful dressed as a group and individuals in items that reflect our school spirit and community.

•OLB has a customized uniform website at www.landsend.com/school. Simply follow these steps to access it:

1. Open a browser and go to landsend.com/school.
2. Click on "Find your School" on the left-hand side (about 3/4 of the way down the page).
3. A pop-up will open; you may enter your State, City and at least 2 letters of our school name or you may click on the Preferred School number tab and enter our Preferred School number (900099805).
4. The pop-up window will close and the Welcome page will appear for the School's custom site.

•Our site has the complete listing of all approved uniform items. Each can be purchased with or without OLB's embroidered crest, which looks beautiful on dark and light-colored items. There is a flat fee per crest per item.

•Land's End catalogs are available in our office.

•Uniform items may be purchased at other retailers, but they must be the same or very similar items as our Land's End dress code listing.

•Students may only wear tennis shoes on phys ed days; regular street shoes and ankle socks, knee socks or tights should be worn on all other days.

•Boys may wear uniform shorts from the first day of school through October 31 and from April 1 through the last day of school. During all other times, boys are to wear uniform pants.

•Girls may wear uniform shorts from the first day of school through October 31 and from April 1 through the last day of school. Girls may wear uniform pants from November 1 through March 31. Uniform jumpers, skirts and skorts may be worn at any time.

•Please contact Miss Lori if you need financial assistance with uniform costs. Any information will be kept confidential.

Dress Code (continued):

Daily dress (Totally Terrific Two's, Preschool, Pre-Kindergarten and Childcare):

•Please dress children in comfortable yet modest clothing according to the weather. Closed-toed shoes or sneakers are strongly recommended for safety and comfort. Flip flops are not permitted. Please make sure all clothing items are marked with your child's first and last name.

•Please provide a full set of spare clothes for Totally Terrific Two's, Preschool, Pre-Kindergarten and Childcare students in case of toileting accidents or spills during snack or lunch. If your child is in school as well as childcare, please provide a second full set of spare clothes. Please make sure all clothing items are marked with your child's first and last name.

Physical education uniform (All Students):

•Physical education classes are held as follows:

Kindergarten	-	every Friday
Pre-Kindergarten	-	every other Friday, alternating with Library/Media classes
Pre-School	-	every other Thursday
Totally Terrific Two's	-	every other Thursday
Childcare Only	-	on the same day as their school peers (i.e. Preschool CCO have class every other Thursday, Pre-K CCO every other Friday and so on.....)

•All students are required to wear:

- OLB's royal blue star shirt from past years
- New OLB phys ed shirt (on sale on "Meet Your Teacher Day" on Aug. 23)
- Grey shorts or sweatpants (on sale on "Meet Your Teacher Day" on Aug. 23)
- Tennis shoes **with** socks

•In colder or inclement weather, a grey or white long-sleeved shirt may be worn underneath the t-shirt.

Field trip uniform:

Any student participating in a field trip is required to wear an OLB royal blue star shirt from past years or the new phys ed shirt and appropriate pants or shorts (determined by the actual field trip and/or weather). Please see information above.

Spirit wear:

OLB will have several "spirit" days throughout the school year. Students may wear any OLB clothing on these days, including the phys ed shirt. Other spirit wear items will be on sale throughout the year.

Drug, Alcohol and Tobacco Products / Weapons:

A student shall not knowingly possess, use, disseminate or be under the influence of any alcoholic beverage, tobacco product, amphetamine, barbiturate, hallucinogenic drug, marijuana, narcotic drug or controlled substance. Violations will result in an immediate telephone call to the parents/guardians and the proper authorities. The student will then be suspended from school in accordance with established suspension policies. Re-admission to OLB will only take place after a meeting with the student and parents/guardians. Any further violations following re-entry to school will result in automatic expulsion from OLB. OLB follows Diocesan policies 5114.0, 5114.1, 5131.1 and 5140.11 and the Ohio Revised Code regarding suspension and expulsion, diocesan grievance committee procedures for expulsion hearings, drug prevention, threats to welfare and safety, and weapons.

Guidance, Discipline and Behavior Management:

Our Christian approach to guidance and discipline focuses on developing and maintaining self-control and respect for others and one's self. Students exercise free will in choosing one form of behavior over another. There are resulting consequences of a chosen behavior(s) based on a child's age and developmental level.

The following constructive and developmentally appropriate guidance and management techniques are practiced by faculty and staff in promoting positive behavior at all age levels:

- modeling good behavior
- offering learning opportunities for social and emotional growth
- conveying clear and consistent expectations in a variety of ways
- redirecting students toward desired behavior
- discussing problem situations with students
- encouraging self-control through constructive problem-solving
- using positive reinforcement
- separating students from problem situations such as in a "time out"
- praising good behavior
- enforcing appropriate and useful consequences for undesirable behavior

Guidance, Discipline and Behavior Management (continued):

Additionally,

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

- No discipline shall be delegated to any other child or student.

- 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 self-control.

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

- No child shall be subjected to profane language, threats, and derogatory remarks about himself or herself or his or her family or other verbal abuse.

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

- Techniques of discipline shall not shame, humiliate or frighten a child.

- Discipline shall not include withholding food, rest or toilet use.

- 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, lighted and well-ventilated space.

- Staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance at Our Lady of Bethlehem.

OLB's faculty and staff openly communicate with parents in regards to guidance, discipline and behavior management. Conferences shall be requested between such parties in cases of consistent and repetitive undesirable behaviors. Reasonable efforts and accommodations will be made in accordance with this policy to foster better and more acceptable behavior in a student(s). OLB does reserve the right to suspend and/or expel a student from any of its programs for reasons related to behavior.

Guidance, Discipline and Behavior Management (continued):

OLB follows the behavior management/discipline guidelines set forth by the Ohio Department of Education in Rule 3301-37-10 of the Administrative Code (all of which are stated in the aforementioned policy) and diocesan policies 5114.0, 5114.1, 5140.02, 5140.11, and 5140.12 in regards to suspension and/or expulsion. All faculty, staff and volunteers receive a copy of this policy for review.

Field Trips :

A field trip is defined as an off-campus, OLB-sponsored activity supervised by school personnel and/or adult volunteers. Transportation for such trips will be provided by an independent bus company. No student may participate unless a parent/guardian signs and submits a permission form for the specific event prior to the field trip. OLB cannot accept responsibility for such trips without written parent/guardian permission. When a child is on a field trip authorized by OLB, the following will apply:

- A child will have appropriate identification accompanying him/her.
- A fully supplied first aid kit will be taken on the trip.
- A staff member of OLB trained in first aid will attend the field trip.
- A copy of a child's "Health and Emergency Form" will be taken on the field trip; a copy of the health record of a child having disabilities, special needs or medical conditions will be taken on the field trip.
- Bust transportation will be equipped for and accommodate any need for a car seat(s) according to legal age and weight requirements.
- Each volunteer chaperone **MUST** have a copy of their fingerprint report(s) **AND** "Protecting God's Children" attendance certificate on file with the office in order to participate in an OLB-sponsored field trip.
- OLB follows Diocesan policy 5144.3 regarding behavior off campus.

Home and School Association:

Mission

The mission of Our Lady of Bethlehem School and Childcare's (OLB) Home and School Association (HASA) is to encourage communications and foster relationships between OLB and its faculty and the community of parents.

Fostering a feeling of community among parents and faculty is crucial to providing the familiar atmosphere and excellence in education that are OLB's hallmarks.

Events:

- Fundraisers (Fall/Spring)
- Beautification Days (Fall/Spring)
- All Saints, Advent, St. Valentine's Day and Lenten Room Parties
- Staff Appreciation Luncheons and Gifts
- Secret Santa Shop
- May Crowning
- Family Picnic
- Community Building Events

Use of Funds Raised

HASA's \$25 per family activity fee and funds raised support the costs associated with the events noted above. In addition, HASA funds provide items for OLB such as playground equipment and its upkeep, water filtration system components, basic facility improvements, classroom enrichment supplies and special programming, all which enhance the school environment for our students, faculty and staff. **This \$25 per family activity fee is included on your August billing statement.**

Interest in the Home and School Association

Parents are welcome and encouraged to attend HASA's meetings held every month (*dates and times will be posted in the school calendar*). There are many opportunities for involvement (*please see enclosed **Volunteer Opportunities***). Please feel free to contact HASA President **April Bush** via email at aprilbush@columbus.rr.com or 614.668.4589 for further information. All HASA information is also available on our website (www.ourladyofbethlehem.org), and all events are listed on the school calendar.

Illness / Communicable Disease Management / Injury / Wellness:

Parents are asked to use discretion in sending your child to school when he/she is ill. All staff members of OLB are required to take a course in the recognition and prevention of communicable disease and basic first aid as prescribed by the Ohio Department of Education. If a child displays any of the characteristics listed below, he/she should not attend school (Parents can be of great help in preventing the transmission of communicable disease by keeping a student at home if he/she displays the beginning signs of illness such as a fever, sore throat or upset stomach.). Parents are also bound to report any diagnosis of a communicable disease to the school. If any of the following is detected while at school, a child will be sent home:

- temperature of 99.0 degrees or greater taken by an axillary method
- consistent or severe coughing, causing the child to become blue or red in the face or to make a whooping sound
- cloudy or discolored discharge from the nose
- two or more occurrences of diarrhea in the same day
- one or two occurrences of vomiting in the same day
- difficult or rapid breathing
- undiagnosed skin rash
- evidence of ringworm, scabies, body lice or head lice
- strep throat (even if a culture has been taken but results not received)
- evidence of pinworms in stool
- evidence of conjunctivitis (pink eye)
- yellowish skin or eyes
- stiff neck
- evidence of chicken pox
- unusually dark urine and/or gray or white stool
- any suspected communicable disease or any communicable disease diagnosed by a physician

The Ohio Department of Health's Communicable Disease Listing is posted throughout the facility (such as school waiting area, childcare parent information, etc.) for your review at any time. This chart lists symptoms, incubation periods and recommended treatments for communicable diseases.

If a staff member suspects a child as having a communicable disease, or if a child is feeling too ill to participate in activities, the child will be taken to the office for rest and observation. The staff member assigned to watch the child will monitor symptoms and perform basic first aid as necessary. The staff member will consult the child's "Health and Emergency Form" on file and contact the parents or guardians so that the child may be picked up. If the parents or guardians cannot be reached, the alternate contact(s) on the form will be notified accordingly.

Illness / Communicable Disease Management / Injury / Wellness (continued):

A child will not be left alone when ill and will remain under supervision until he/she is picked up from OLB. Any items used by the child will be disinfected and properly cleaned before being used by another child. First aid supplies will be readily available and accessible throughout the facility (in areas such as the school waiting area, childcare office, multipurpose room, etc.) at all times according to the Ohio Department of Education regulations.

Families will be notified of exposure to a particular communicable disease or illness. Depending upon the illness, a child may return to school with a written note from the doctor or after symptoms have subsided. Students who have had fevers or who have been prescribed an antibiotic for treatment **MAY NOT** return to school until the fever has been absent for 24 hours without medication and the antibiotic has been administered for 24 hours. Families will also be notified of an injury sustained by a child while at OLB. Staff will administer first aid as necessary and contact emergency medical services as needed. The family will receive an incident (injury report), and a copy of the report will also be kept in the child's student file. OLB follows Diocesan policy 5145.0 regarding wellness.

Inter-Program Communication:

Faculty and staff members will maintain appropriate lines of communication with each other regarding all students. This includes written and spoken modes of communication in regards to student records, daily activities, individual needs, discipline plans, etc.

OLB is a private entity that identifies and works in cooperation with and support of any public and not-for-profit entities regarding programmatic issues.

Library:

The library is available to all students during the course of the day. Classes visit the library according to the schedule posted in the library/media center.

Lunch / Snacks / Nutrition:

OLB provides nutrition education and promotes healthy eating habits for the students.

Lunch and Milk

•Full-Day Kindergarten:

Students are asked to bring a nutritious lunch each day, for which refrigeration is available. Please make sure your child's first and last name is written on the outside of the lunch box.

Skim milk is available for purchase. Please see the attached request form for details. If you purchase milk for your child, please include a plastic cup in his/her lunch box. This will let the staff on lunch duty know to serve milk. The cup will be sent home in the lunch box to be washed.

•Childcare:

Those students eating lunch in childcare are asked to bring a nutritious lunch each day, for which refrigeration is available. Please make sure your child's first and last name is written on the outside of the lunch box.

Students will receive milk during lunch time for no additional fee. If you would like for your child to receive milk during lunch, please include a plastic cup in his/her lunch box. This will let the staff on lunch duty know to serve milk. The cup will be sent home in the lunch box to be washed.

•We also ask that you pack a spoon or any other utensil your child needs for lunch in his/her lunchbox. This not only conserves disposable items but reduces costs.

•Students are asked to return uneaten lunch foods to their lunch boxes (except for opened items that may spill or soil the lunch box). This will allow you to see what item(s) and quantities your child is eating, enjoying, etc.

•OLB does not provide lunch service and does not have the means to prepare uncooked or microwavable foods. From time to time, students will have the opportunity to participate in fun, service-oriented and catered/cooked meals.

Snacks

•All students, regardless of the time they arrive for school or childcare, should eat a nutritious breakfast at home.

Lunch / Snacks / Nutrition (continued):

•**Totally Terrific Two's:** Students receive a nutritious snack during class.

•**Preschool and Pre-Kindergarten:**

Families are asked to provide a **nutritious snack** for the class on a rotating basis. In order to comply with Ohio Department of Education regulations and promote healthy eating habits, each snack must consist of at least two food group offerings. Once school begins, you will receive more information from your child's teacher regarding when you are responsible for providing snack and some examples of fun, easy to make and healthy foods.

•**Half- and Full-Day Kindergarten:**

Students may have light snacks during class time for various activities or events. If this is the case, you will receive information from your child's teacher.

•**Childcare:**

Students receive a nutritious morning and afternoon (including after care for Kindergarten) snack every day.

If your child would like to share a birthday treat or snack with his/her classmates, we ask that the treat be a non-food item(s) or a non-perishable, individually wrapped treat that will be sent home with students in the class or group. Birthday treats/snacks will not be shared or eaten during class times. We must follow Ohio Department of Education regulations and carefully monitor student food allergies regarding snack time.

Masses / Liturgies:

Preschool, Pre-Kindergarten and Kindergarten students attend Mass according to the schedule posted in the office waiting area. Parents, families and guests are welcome to join us in worship by attending Mass once they have signed in at the office.

Medical Records / Emergency Information:

A child's "Medical Statement" must be completed by a licensed physician and/or nurse practitioner and returned to the office **no later than 30 days within his/her first day of attendance at OLB. For your convenience, this form is included in our summer mailing and available at any time from the office. This should provide families ample time to schedule a physician appointment if necessary and complete the paperwork in a timely manner as requested.** The statement must include evidence of a current well-child exam for all students who have not yet entered Kindergarten. All childhood immunizations for all children must be completed or "in process" according to Ohio Department of Education regulations. ***Failure to comply with exam or immunization regulations will result in a child being removed from OLB.***

A child's "Health and Emergency Form" must be completed and returned to the office **no later than the first day of his/her attendance at OLB. For your convenience, these forms are included in our summer mailing. If there are any address, phone number or contact changes throughout the year, the form must be revised or a new one completed.**

Medication Administration:

Staff members of OLB are not permitted to administer over-the-counter medications of any kind. As well, children may not self-medicate (items such as vitamins, aspirin, antibiotic creams, cough drops, etc.) while he/she is in attendance at OLB.

Prescription medication may be administered by a staff member of OLB with written permission and instructions from a physician. A "Request for Administration of Medication" form must be completed before any medication may be given to a child while at OLB (copies of this form may be obtained from the office). Parents should bring the completed form and the medication in its original pharmacy container to the school office. The administration sheet will be kept in the office, and the medication will be kept in a temperate area and out of the reach of children. OLB follows diocesan policy 5141.0 regarding administering medications to students.

OLB follows diocesan policy 5141.2 concerning students diagnosed with diabetes.

Progress Reports / Conferences / Promotion / Acceleration/ Retention:

Progress reports are administered to all grade levels of OLB.

Totally Terrific Two's and Preschool

- Progress Reports are given in January and May.
- Conferences are offered and scheduled as needed for the end of January and in April.

Pre-Kindergarten

- Progress Reports are given in November, February and May.
- Conferences are offered and scheduled as needed for the end of November and in February.

Kindergarten:

- Progress Reports are given in November, January, March and June.
- Conferences are offered and scheduled in November and March.

A conference may be requested and scheduled by the parent and/or the teacher at any time. If a problem or concern should arise at any time, the parent should contact the teacher or director to arrange a meeting at everyone's earliest convenience. The issue can then be dealt with quickly and efficiently.

The State of Ohio mandates that any child absent from school 28 days or more cannot be promoted to the next educational level.

The director shall have direct charge of promotions and retentions and shall take into consideration the ratings and recommendations of the teacher(s) of the student under evaluation. End of the year promotion activities are scheduled at the discretion of the director, and correspondence regarding such will be sent home in a timely manner to all parents. OLB follows Diocesan policies 5123.0, 5124.1, and 6133.4 regarding promotion/acceleration/retention of elementary students and reporting pupil progress.

Staffing:

Faculty employed by OLB are qualified educators holding degrees in early childhood development and/or education. All staff shall have practical experience working with young children and have a strong dedication to and love for children, the school and the field of education. Staff communicates on a regular basis regarding lesson plans, developmentally appropriate practices and children's progress. Staff members are trained in administering first aid, Cardiopulmonary Resuscitation (CPR), communicable diseases recognition and management and child abuse prevention. If a teacher is ill, his/her class will be taught by a qualified substitute.

OLB staffs its classrooms according to the Ohio Department of Education ratio guidelines as follows:

Totally Terrific Two's:	1 teacher to 8 children; 12 child maximum
Preschool:	1 teacher to 12 children; 20 child maximum
Pre-Kindergarten:	1 teacher to 14 children; 20 child maximum
Kindergarten:	1 teacher to 18 children; 25 child maximum

Tuition / Fees / Billing:

Our Lady of Bethlehem School and Childcare's tuition is competitive with most area private schools and out-of-parish rates at most Catholic schools. Registration fees must be submitted with any applicable enrollment forms and may be paid by check, money order, debit or credit card (American Express, Discover Card, Master Card or Visa). **These rates are effective for the 2011 summer program and 2011-12 academic year.** OLB offers tuition assistance for qualified families based on demonstrated financial need. Applications are available through our website under "registration."

SCHOOL:

- There is a \$100 non-refundable registration fee per student due at the time of enrollment.
- There are two tuition plans available:

	<u>Pay in full by Aug. 15, 2011 May 2012*</u>	<u>Pay in 10 installments from Aug. 2011 through</u>
Totally Terrific Two's	\$1750	\$1850
Preschool	\$1750	\$1850
Pre-Kindergarten (3 day)	\$2050	\$2150
Pre-Kindergarten (5 day)	\$2250	\$2350
Half-Day Kindergarten	\$2450	\$2550
Full-Day Kindergarten	\$3600	\$3700

*Payments are due on the 1st of each month. Any payments not received by the 10th of each month may be subject to late fees. **Families will receive an invoice for the August tuition payment in July.**

Tuition statements will be issued to any families who have not paid an installment for a particular month.

Families who are more than one (1) month behind in their school tuition payments will be contacted with a specific payment schedule (including due dates and amounts) to be kept to bring the balance current. Keeping to the set payment schedule will provide for the child to remain in school. Should a family not keep with the payment schedule, they may be asked to remove their child from school until the balance is current. Should a family's child be denied schooling because of delinquent payments, monthly tuition charges will still be incurred during the child's absence and throughout the remainder of the school year.

Tuition / Fees / Billing (continued):

In the case of a withdrawal, school tuition is charged for the remainder of the month in which the student is in attendance. Any outstanding tuition and/or fees must be made prior to the effective date of the withdrawal. Registration fees or partial registration fees will not be refunded.

MULTI-CHILD DISCOUNT

There is a \$200 multi-child tuition discount for the youngest child. If paying in full by August 15, the one-time payment is lowered by \$200. If paying in 10 installments, the payments are each lowered by \$20.

CHILDCARE (Including Summer Program):

There is a \$100 non-refundable registration fee per student due at the time of enrollment.

33 or more hours per week	\$205/week
27-32 hours per week	\$185
21-26 hours per week	\$165
14-20 hours per week	\$145
9-13 hours per week	\$125
8 hours or less per week	\$12/hour
Summer C.I.T.	\$55/week (for qualifying 7 th /8 th graders only)

Any hours a child is in school are not included in the childcare schedule of hours.

The childcare operates Monday through Friday from 7:30 a.m. until 6 p.m. from August 24, 2009 through June 4, 2010. The childcare is closed on days the school is closed (please refer to the OLB calendar).

Tuition is due on Monday of each week (or the first day of the week the child is in attendance) according to the child's set schedule. Tuition must be kept current (no more than 2 weeks in arrears). Non-payment may result in suspension from the program.

If the program is closed for a holiday, inclement weather day, facility problem, etc., the scheduled hours for that day are subtracted from that week's total. Absences due to a child's illness, family vacation, etc., are not subtracted from the total.

Once a regular, weekly schedule has been established, hours may not be decreased throughout the academic quarter.

In the event a child's hours for a week exceed the normal category, the higher rate will be charged for that week only.

Tuition / Fees / Billing (continued):

□ Tuition statements of charges and payments for the **previous** month will be issued on a monthly basis. Families are still responsible for making regular, weekly payments based on their schedule. Debit or credit card payments will be charged one (1) time per month for approximately four (4) weeks of childcare tuition.

● In the event of a withdrawal, childcare tuition is charged for the remainder of the academic quarter in which the student withdraws. Any outstanding tuition and/or fees must be made prior to the effective date of the withdrawal. Registration fees or partial registration fees will not be refunded.

HOME AND SCHOOL ASSOCIATION:

□ There is a \$25 activity fee per family. This fee directly supports projects and activities for students and staff. **This fee will be assessed on the first tuition invoice in July.**

□ **Any and all outstanding school and childcare balances are to be paid in full prior to the last week of any program. Final progress reports and cumulative child records will not be issued or transferred until all outstanding balances are paid in full. As well, any student who transfers to or from a Diocesan school will be accepted only if all financial obligations at OLB or the sending school have been met. OLB follows Diocesan policies 3240.0, 3240.1 and 3240.3 regarding elementary school tuition, withholding of students' records when financial obligations are not met, and tuition collection.**

Volunteers / Visitors / Parent Involvement / Classroom Observations:

Part of the true beauty of OLB is its sense of community, parental involvement and volunteerism. Our school and childcare (and most importantly, our students!) are better, stronger and closer to God because of you as parents and as volunteers. As with everything we do at OLB, the safety of our students, staff and families comes first. Please find listed below the requirements for volunteering. They do require some of your time and some money, but we know you will find it is well worth it!

Please be advised that pursuant to Section 109.575 of the Ohio Revised Code and Diocesan requirements, ***all volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation (BCI) criminal background check and must attend the “Protecting God’s Children” training.***

PROTECTING GOD’S CHILDREN

This class provides information on child abuse recognition and prevention. Participants receive an attendance certificate. **OLB must have a copy of your certificate on file in our office.** Please follow these steps to register for a class:

- Visit www.virtus.org.
- Click on “Registration” on the left-hand side (you do not need a user name and password at this point).
- Click on “Begin the Registration Process.”
- Use the drop-down box to select “Columbus OH (diocese).” Then click “Select.”
- At this point, you will be asked to create a user name and password.
- After that, you will be able to view all of the upcoming PGC sessions in the diocese.
- Find a class that is convenient for you and register. Classes are free of charge.
- You will receive your attendance certificate at the end of your class. Please present our office with a copy asap.

BACKGROUND CHECK

A Bureau of Criminal Identification and Investigation (BCI) background check can be obtained at several places, including suburban police departments, some parishes, etc. Fast Fingerprints is a close and convenient place for this as well. Please follow these steps to obtain your BCI background check report.

Volunteers / Visitors / Parent Involvement / Classroom Observations (continued):

- Visit <http://www.fastfingerprints.com/Public/LocationList.aspx> or the Fast Fingerprints location at 1486 Bethel Rd. Columbus 43220 (this is in Bethel Centre which is the same shopping center as Texas Roadhouse and COSI). Their hours are: 8:00am-5:00pm Monday-Friday, 9:00am-12:00pm Saturday. WALK-INS WELCOME!
- You can complete the Fast Fingerprints sheet attached to this ahead of time. It will ensure that OLB receives an electronic copy of your background check report.
- Any volunteer needs a BCI report; if you have NOT lived in Ohio for the past 5 consecutive years, you will also need an FBI background check.
- The cost of a BCI background check is \$40; the cost of both a BCI and FBI background check is \$70 at Fast Fingerprints.

OLB follows Diocesan policy 4110.0 regarding fingerprinting and Protecting God's Children.

Please note we do not make any exceptions to these requirements for anyone at any time. We thank you for your devotion to OLB and its students.

OLB believes parents are the most important part of the developmental and learning process for a child. We welcome and encourage parents and families to visit our school and participate in the school experience. Staff provides monthly calendars and/or newsletters to apprise parents of activities in the classrooms. If you would like to visit OLB at any time, please contact the office to make arrangements. For these visits, you are encouraged to leave other children at home.

From time to time, student volunteers who are minors (under the age of 18), may participate in activities with students and staff. Minor volunteers will complete necessary paperwork (including a signed permission slip by their parent or guardian) and will have a known schedule while on school grounds.

ALL visitors and volunteers will be supervised by a staff member and are **REQUIRED** to proceed to the office to sign-in and receive a "visitor" badge prior to going anywhere in the facility.

Weather Conditions:

CLOSINGS OR DELAYS:

OLB may be closed or delayed due to inclement weather such as snowstorms, ice storms, excessive cold and wind chill factors, facility issues, etc. A closing or delay will be announced on local area television and radio stations and will be listed as “Our Lady of Bethlehem.” Every attempt is made to ensure closings are announced as early as possible.

OUTDOOR PLAY / ACTIVITIES:

We realize the importance and benefits of outdoor play and exercise for young and school-aged children; therefore, it is OLB’s policy to have outdoor recess on a daily basis whenever weather conditions permit. When extreme heat or cold are involved, we adhere to the following practices:

Excessive heat – When the temperature (taking the heat index into account) is at 100 degrees Fahrenheit or higher, all students are kept indoors. In any kind of heat or humidity conditions where children are outdoors for recess or activities, students will have complete access to plenty of drinking water and hydrating fluids, ample shade, etc. Planned activities in the extreme heat will not exceed 20 minutes at a time to allow for rest, re-hydration, etc., before beginning another activity or resuming play.

Families are asked to ensure students are dressed in clothing that is conducive to dissipating heat and weather appropriate. Clothing should be lightweight and should allow wind to flow through it. Hats may be worn outside to protect the scalp, forehead and facial area.

Staff members are trained and well-versed in first aid and health issues and will observe children and watch for signs of distress, heat exhaustion, heat stroke or other heat-related conditions. Staff will administer any necessary first aid and will follow emergency procedures when necessary.

Excessive cold – When the temperature (taking wind chill into account) is at 32 degrees Fahrenheit or lower, Totally Terrific Two’s, Preschool, Pre-Kindergarten and childcare students will remain indoors for recess or extended planned activities.

These students may, however, take a brief walk or play outdoors for a 5-10 minute period (if the temperature or wind chill is higher than 20 degrees but 32 degrees or less) if students are dressed in appropriate winter attire. Kindergarten and latchkey students will remain indoors for recess or extended planned activities when the temperature or wind chill is at 20 degrees Fahrenheit or lower.

Weather Conditions (continued):

In any kind of cold conditions where students are outdoors for recess or activities, they will have the opportunity to keep moving and avoid remaining idle.

Students should be dressed in clothing that is weather appropriate. Multiple layers of clothes, clothes which cover extremities or sensitive areas such as hats, gloves, mittens, scarves, tights, etc., are encouraged. Boots may also be worn, but families should provide shoes for a student to wear while inside the building.

Staff members are trained and well-versed in first aid and health issues and will observe students and watch for signs of distress, hypothermia, frostbite and other cold-related conditions. Staff will be cognizant of possible cold-induced complications for students with asthma. Staff will administer any necessary first aid and will follow emergency procedures when necessary.

Misc. – All students will remain indoors or will be brought indoors during thunder, lightning, excessive rain, hail, etc. Students will also remain or be brought indoors during a tornado or other severe weather warning.

OLB continually consults with the Ohio Department of Education, the Ohio Department of Health and other agencies and professionals to keep abreast of the most current health, safety and weather-related information.

Withdrawals:

An application for student withdrawal must be completed by the parents. The effective date of the withdrawal is determined by the date on the withdrawal application. School tuition is charged for the remainder of the month in which the student is in attendance. Childcare tuition is charged for the remainder of the academic quarter in which the student withdraws. Any outstanding tuition and/or fees must be made prior to the effective date of the withdrawal. The teacher and director will summarize the student's progress and prepare the student's file for forward to his/her next school of enrollment. OLB follows Diocesan policies 3240.0, 3240.1 and 3240.3 regarding tuition, withholding of students' records when financial obligations are not met, and tuition collection.