

Our Lady of Bethlehem School and Childcare 2010 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.

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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 a day 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 education of thousands of central Ohio children. They and the Home and School Association, Development Foundation and Board of Trustees of Our Lady of Bethlehem 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 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 open meetings the second Tuesday of each month at 7:30 pm on OLB’s campus to discuss issues and concerns regarding the function of OLB. Please refer to the OLB calendar for exact meeting dates.

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

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. Elementary education seizes what is learned in very early childhood and develops 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 mental 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, cognitive, social, emotional and physical), 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 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 and elementary 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):

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| 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:

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 call the home 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.

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

Totally Terrific Two's (2½ year-old program)

Tuesdays and Thursdays from 9:00-11:15 am (Arrival begins at 8:50 am.)

Preschool (3 year-old program)

Tuesdays and Thursdays from 9:00-11:15 am (Arrival begins at 8:50 am.)

Pre-Kindergarten (4 year-old program)

Mondays, Wednesdays and Fridays from 9:00-11:15 am (Arrival begins at 8:50 am.) or 12:30-2:45 pm (Arrival is at 12:30 pm.)

Half Day Kindergarten

Monday through Friday from 9:00-12:00 pm (Arrival begins at 8:50 am.)

Full Day Kindergarten

Monday through Friday from 9:00 am - 3:00 pm (Arrival begins at 8:50 am.)

All morning students will be considered tardy at 9:01 am. All afternoon students will be considered tardy at 12:31 pm.

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

Childcare is open from 7:30 am until 6:00 pm on all days school is in session. Families of childcare students should walk students to and from childcare using the west entrance (at the rear of the building).

OLB does not provide bus or other transportation to or from school. Families of Totally Terrific Two's and Preschool should walk students to and from the classroom. All Pre-Kindergarten and Kindergarten students should be dropped off and picked up by a parent or responsible, designated adult in the car line in the parking lot at the appropriate arrival and dismissal times as listed on page 5. OLB faculty and staff will not be available to supervise students before designated arrival times or after designated dismissal times. If a child is tardy, the parent must report to the office to sign in and have the child directed to his/her classroom.

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..

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 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.

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.

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

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.

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.

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

Indoor and outdoor play spaces shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional 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 material is placed under equipment.

Learning materials in the classroom shall meet the needs for gross and fine motor 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.

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 school 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, radio stations and listed on OLB's website at www.ourladyofbethlehem.org. For specific information on the "Weather Conditions Policy," please refer to that section in this handbook.

Computer Lab / Technology:

All Kindergarten students attend weekly technology classes. This schedule is posted in the office waiting area and the computer lab. Students are taught the fundamentals of computer operation and use. The students also have access to computers at other times for special projects. 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

- A Corporate Campaign is held in the fall to support Tuition Assistance. This 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.

Development Foundation (continued):

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 Committee, 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 and to provide for 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 in the Family Register.

Dress Code:

•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 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 full set of spare clothes for each area. Please make sure all clothing items are marked with your child's first and last name.

Dress Code (continued):

Physical Education Uniform (Pre-Kindergarten and Kindergarten):

Physical education classes are held each Friday. Students may wear:

- OLB's royal blue star shirt with grey shorts. The royal blue star shirt may be purchased from Educational Outfitters. Their information:

2759 Martin Rd. Dublin OH 43017 OR
101 Westerville Plaza Westerville OH 43081
Phone: 614-336-2040
www.educationaloutfitters.com
Access code: OH0379

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

- Tennis shoes **with** socks.

Field Trip Uniform:

Any student participating in a field trip is required to wear an OLB royal blue star shirt and appropriate pants or shorts (determined by the actual field trip or weather). The royal blue star shirt can only be purchased from Educational Outfitters. 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 royal blue star shirt. Other spirit wear items will be for 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 (or guardian) 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 (or guardian). 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 signed parent permission form for the specific event is received by OLB prior to the field trip. OLB cannot accept responsibility for such trips without written parent 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 familial atmosphere and excellence in education that are OLB's hallmarks.

Events:

- Fundraiser
- Beautification Days
- Halloween, Christmas, Valentine's Day and Easter Room Parties
- Teacher Appreciation Luncheons and Gifts
- Secret Santa Shop
- Family Picnic

Use of Funds Raised

HASA's \$25 per family activity fee and funds raised support the costs associated with the above noted events. In addition, HASA funds provide items for OLB such as playground equipment and its upkeep, water filtration system components, basic facility improvements and classroom enrichment supplies, all which enhance the school environment for our students, faculty and staff. **Families will receive an invoice in at the start of the academic year for this \$25 per family activity fee.**

Interest in the Home and School Association

Parents are welcome and encouraged to attend HASA's monthly meetings. There are many opportunities for involvement. Further information regarding contact persons and meetings are listed in the Family Register.

Illness / Communicable Disease Management / 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 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 contacts on the form will be notified accordingly.

Illness / Communicable Disease Management / 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. 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 office waiting area and the library.

Lunch / Snacks / Nutrition:

Our Lady of Bethlehem School and Childcare provides nutrition education and promotes healthy eating habits for the students. Following are some guidelines to assist your family.

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.
- 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.
- OLB does not provide lunch service and does not have the means to prepare uncooked or microwavable foods.

Snacks

- All students, regardless of the time they arrive for school or childcare, should eat a nutritious breakfast at home.
- 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.
- Kindergarten students may have light snacks during class time for various activities or events. If this is ever the case, you will receive information from your child's teacher.
- Students in childcare receive a nutritious morning and afternoon snack every day.
- Students in latchkey receive a nutritious afternoon snack every day.

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 the first day of his/her attendance at OLB. For your convenience, this form is included in our summer mailing. 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 lower than most area private schools and out-of-parish rates at most Catholic schools. Any tuition and fees may be paid by check, money order, debit or credit card (American Express, Discover Card, Master Card or Visa) and should be submitted with any applicable enrollment forms.

Families may contact the office to request an application for school tuition assistance or hardship assistance. Assistance is based on financial need. Families needing school tuition assistance or hardship funds can submit a request to the director for confidential consideration. Assistance is based on financial need.

SCHOOL:

- There is a \$110 non-refundable registration fee per student.
- There is a \$200 multi-child tuition discount for the youngest child. If paying by Plan #1, monthly payments are lowered by \$20. If paying by Plan #2, the one-time payment is lowered by \$200.
- There are two tuition payment plans available:

PLAN #1 (10 installments **from August 2010 through May 2011**; due on the 1st of each month; any payments not received by the 10th of each month may be subject to late fees; tuition for families enrolling after the start of the year will be pro-rated)

Totally Terrific Two's	=	\$1760	(\$176/month)
Preschool	=	\$1760	(\$176/month)
Pre-Kindergarten (3 day)	=	\$2070	(\$207/month)
Pre-Kindergarten (5 day)	=	\$2200	(\$220/month)
Half-Day Kindergarten	=	\$2450	(\$245/month)
Full-Day Kindergarten	=	\$3580	(\$358/month)

PLAN #2 (one-time payment in full **due by August 13, 2010**; a savings of \$100)

Totally Terrific Two's	=	\$1660
Preschool	=	\$1660
Pre-Kindergarten (3 day)	=	\$1970
Pre-Kindergarten (5 day)	=	\$2100
Half-Day Kindergarten	=	\$2350
Full-Day Kindergarten	=	\$3480

Tuition / Fees / Billing (continued):

- 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.

- 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.

CHILDCARE (Including Summer Program):

- 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).

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

- 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):

●There is a \$120 non-refundable registration fee per student:

●Weekly tuition is assessed according to the following categories:

33 or more hours per	=	\$200/week
27-32 hours per week	=	\$180
21-26 hours per week	=	\$160
14-20 hours per week	=	\$140
9-13 hours per week	=	\$120
8 hours or less per week	=	\$12/hour

●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.

●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.

●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.

●School and childcare tuition payment boxes are located in the school waiting area and childcare offices.

●Questions regarding school and childcare tuition or statements may be directed to the finance director.

Volunteers / Visitors / Parent Involvement / Classroom Observations:

OLB believes parents are the most important part of the developmental and learning process for a child. We welcome and encourage parents and friends 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.

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 criminal background check and must attend the “Protecting God’s Children” training.**

To get more information and to register for this training at any parish in the Columbus Diocese, please visit www.virtus.org.

Criminal background checks can be obtained through Fast Fingerprints by calling (877)932-2435, visiting www.fastfingerprints.com or 1486 Bethel Road. Volunteers are personally responsible for the monetary fee required for all criminal background checks.

It is advised that you complete your volunteer certification in advance of your child’s start at OLB. If you have completed the above requirements, please confirm with the office that a copy of your certification is on file.

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.

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

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.

Weather Conditions (continued):

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.

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.

Weekly Masses / Liturgies:

Kindergarten students attend Mass according to the schedule posted in the office waiting area. Parents are welcome to join us in worship by attending Mass once they have signed in at the office.

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.