



PARENT- STUDENT HANDBOOK

2022 - 2023
PRESCHOOL &
PRE-K

**GROW
YOUR SOUL**

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 **St. Barnabas School**
A NATIONAL BLUE RIBBON SCHOOL

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Welcome

Dear Parents/Guardians,

Welcome to our Preschool and Pre-Kindergarten (Pre-K) Program at St. Barnabas School. Thank you for choosing to send your child to our school. We appreciate your trust in us as we strive to develop your child's mind, body and soul.

St. Barnabas School is an extension of your role as the prime educator of your child. This being said, we encourage you to lead by example in the practice of your faith through regular Mass attendance as well as participation in school and parish activities. Our program emphasizes the love and teachings of Jesus and we encourage your ongoing and active participation in your child's development within the walls of our school.

We are very much looking forward to a wonderful school year with your child! God bless you and your family.

Sincerely,

JoAnn Marschke
Preschool Teacher

Mary Freilino
Pre-Kindergarten Teacher

Jenny Gorski
Pre-Kindergarten Teacher

Philosophy and Goals of the Program

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. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior. Interactions with other adults and children are extremely important and promote ways for a child to relate to the world around him/her.

Early childhood education provides the transition from home to a school atmosphere. Educational research indicated that these early years are crucial for learning and form the basis for all future learning.

Catholic Preschool and Pre-K programs strive to provide a creative learning environment for the young child. Interaction with other children and adults, in an atmosphere of Christian love and concern, promotes the healthy development of each child. Learning experiences and play activities encourage spiritual, intellectual, social, and physical growth.

The child should:

- Develop a positive self-image and acknowledge his/her self worth.
- Develop basic social skills.
- Increase independence.
- Develop a trust in adults other than his/her parents/guardians.
- Enjoy being part of a group and accept the need to share and cooperate.
- Respect the rights of others and defend his/her own rights.
- Develop the desire to learn.
- Become aware of the fact that he/she is a child of God and will grow in His love.
- Attend on a regular basis.

St. Barnabas promotes continuity within the Preschool and Pre-K Program. If a problem with attendance occurs, please notify the teacher.

Curriculum

Our Preschool and Pre-K program follows the Ohio Department of Education Content Standards which are aligned with the Diocesan Graded Course of Study.

A good program promotes the development of mind, body, and soul of young children. The curriculum should not be centered on very specific subject areas, but rather it should be developed using a "hands on" approach to learning in general. Multi-sensory activities that enhance the total development of the child are planned in a sequential manner that follows a theme or is part of a unit.

Components

Religion is an integral part of the Catholic Preschool and Pre-K Program. It is the preparation time for more formal instruction in the years ahead. Religion readiness is the development of a positive self-image in relationship to a loving God. This basis for a deep love of God comes from the examples set by the family and spiritual life of the parish community. A child's sense of God comes from the warm atmosphere of love and acceptance in the environment where the child learns about God's wonderful world. Classroom prayer prepares him/her to participate in the celebrations of the Church while attending Mass involves him/her in a sacramental community of faith.

Reading Readiness is the point at which a child is ready to learn to read. Your child's time in Preschool and Pre-K will be a transition from being a non-reader to a reader. Our emergent reader skills start with learning how to properly hold a book and how to track words from left to right and top to bottom. Our early literacy skills will then begin with letter naming, letter sounds, and how to form letters properly when writing. Phonemic awareness will build their ability to sound out short words with a "Consonant-Vowel-Consonant" pattern and "Consonant-Vowel-Consonant-E" patterns. Sight word recognition will account for over 90% of what they read, especially in the first few years of school.

Writing skills will be developed slowly over the course of the year as the students gain a better understanding of phonemes and are comfortable forming letters. At a basic level we will begin with proper pencil grip and will discuss things like forming letters, writing our own names, writing words from left to right, using finger spaces in between words, using a capital letter at the beginning of a sentence, and using a punctuation mark at the end of a sentence. Children are encouraged to memorize some sight words such as "see" and "can" to use in their writing. It should also be expected at this level that children are sounding out and spelling words phonetically. Words such as "play" and "teacher" may be spelled /p/ /l/ /a/ and /t/ /e/ /ch/ /r/. This is appropriate in Preschool and Pre-K writing and should be encouraged.

Language is the development of communication skills that enable a child to share his world with others. At the Preschool and early Pre-K level, these skills include listening, speaking, and thinking. Transferring thoughts into words in the primary skill upon which future language development is based. Learning experiences that promote an understanding of the sense of self, help the child express his/her thoughts and feelings in various ways. An awareness of the five senses will stimulate a child's curiosity as to the different ways his/her body receives information about life around him/her. Visual discrimination and memory, and auditory discrimination and memory are important readiness skills that can be taught through play activities. Listening to and sharing stories, poetry, and fingerplays enhance the love of language.

Math at the Preschool and Pre-K levels involve the development of cognitive skills. Piaget calls the way in which a child perceives the relationship between two objects "logico - mathematical knowledge." This knowledge comes from an understanding of colors, shapes, quantitative concepts such as size differences, basic counting skills through practical application, classifying, forming sets and recognizing numerals. These concepts are taught through manipulative and play experience. Additional concepts in mathematics include one-to-one correspondence when counting mentally and out loud, recognizing relative concepts such as "more", "less", or "equal", creating and extending patterns, and understanding basic algebraic functions such as addition and subtraction when using manipulatives.

Science and Social Studies are largely built into daily lessons and discussions throughout the school year in both Preschool and Pre-K. The ultimate goal is that the children will gain a better understanding of who they are in their own community and how to care for God's creation. This will be achieved through hands-on experiences such as whole group science experiments, exploration of things found outside and in nature, and interactions with community members (firefighters, police officers, etc.). Our classroom is our basis of community. Rules, jobs, and guidelines will be established as will an overall attitude of inclusion and respect so that students may feel like a valued member of their school community.

Motor Skills are a vital part of the young child's development and are crucial to the learning skills he/she will need in the future. Preschool and Pre-K children learn with their bodies. These motor skills are not to be overlooked in favor of cognitive skills.

Gross Motor: Body coordination, as appropriate to the child's physical development, is enhanced through large muscle activities of walking, running, jumping, hopping, and skipping. Arm-eye coordination is attained by throwing a large ball or beanbag, catching, and aiming at a target. Rhythm and movement provide an outlet of creative expression and the joy of using the body in dance, games, and organized play.

Fine Motor: Eye-hand coordination is developed through writing, manipulating clay, stringing beads, pasting, crayoning, painting, pouring, lacing, and using scissors. Dexterity and strength of the small muscles are developing skills that enhance reading readiness. Use of the natural hand preference is observed and encouraged. Eye tracking is another fine motor activity that promotes the left-to-right progression skill required for reading readiness.

Daily Schedule

3's Class

The program is held on Tuesday and Thursday mornings or afternoons from 8:00 am to 10:30 am or from 12:00 pm to 2:30 pm. Our Extended Day Program is available from 7:00 am to 6:00 pm.

4's Class

The program is held on Monday, Wednesday, and Friday mornings or afternoons from 8:00 am to 10:30 am or from 12:00 pm to 2:30 pm. Our Extended Day is available from 7:00 am to 6:00 pm.

<u>AM</u>		<u>PM</u>
8:00	Arrival	12:00
8:05-8:35	Lesson Time	12:05-12:35
8:35-9:00	Active Stretch/Music	12:35-1:00
9:00-9:30	Prayer Person/Calendar	1:00-1:30
9:30-10:00	Exploration Time	1:30-2:00
10-10:10	Story	2:00-2:10
10:10-10:20	Snack Time	2:10-2:20
10:20-10:30	Readiness for Home	2:20-2:30
10:30	Dismissal	2:30

Pre-K

Extended Day	7:00 a.m. - 7:45 a.m.
First Bell	7:45 a.m.
School Day Begins	8:00 a.m.
Dismissal	2:45 p.m.
Extended Day	2:45 p.m. - 6:00 p.m.

10:30 a.m. - 10:50 a.m. Lunch

10:50 a.m. - 11:10 a.m. Recess

Special Classes: See schedule handout

*Students in Pre-K attend special classes each day, including art, music, library, gym, STEM, and computer. Pre-K students also attend weekly Mass every Friday. Family members are welcome to attend.

Admission

Children are enrolled in the Preschool and Pre-K Program beginning in February preceding the new school year.

For the Preschool 3's class, children must be three years of age by August 1st. Children attending the Preschool 4's class or the Pre-Kindergarten class must be 4 years of age by August 1st. ALL children must be toilet trained. Children are enrolled in the program based on the St. Barnabas admission policy.

ALL MEDICAL INFORMATION FORMS MUST BE TURNED IN PRIOR TO THE FIRST DAY OF SCHOOL. NO CHILD WILL BE ALLOWED IN SCHOOL WITHOUT THESE FORMS.

Tuition Policy

Please refer to the St. Barnabas School Tuition Policy for the following information:

- Current Tuition Rates and Fees
- Delinquent Tuition Policy
- Tuition Refund Schedule
- FACTS Management Company
- FACTS Tuition Payment Plan Options
- Tuition Assistance Information

Classroom Roster

A roster will be prepared annually for each group of children in the program. This will include the name, address, and telephone number of each child and parents/guardians.

This will be prepared only after each parent/guardian has signed a statement indicating whether they desire to be included in the roster. This roster will be available upon request and will be furnished to no other persons but the parents/guardians and school administration.

Separation

We are aware and sensitive to the fact that for young children it is sometimes hard to do new things such as separation from parents. **For the first day of the 3 year old program only**, children will arrive with their parents/guardians at the scheduled time with only half the class. They will visit the classroom together, meet with the teacher, and participate in some classroom activities. Your positive attitude and support will also help your child to feel confident and positive.

Tips for parents/guardians:

- As the beginning of school approaches, be low-key and matter-of-fact with your child about the first day of school. Over stimulating the child with lots of exciting talk about school can actually increase his/her anxiety.
- Always say goodbye to your child. Don't sneak away once they are busy with an activity.
- Mixed feelings about your child's first day are normal. You may feel like crying even though you are excited about this big step.
- Some children separate easily and barely have the need for a quick hug and "goodbye."
- Delayed reactions occur sometimes when, after an apparently easy separation, the child realizes that this is a regular routine. He/she may balk at going to school, but try to handle it in a firm, positive manner. Letting him/her stay home will only prolong the problem.

Arrival and Departure Procedures

Preschool Procedures:

Preschool students will meet in the gathering space of the church for drop off and pick up.

1. Arrival Time- The preschool aide on duty will meet parents and students in the gathering space of the church and walk students to the classroom.

Preschool AM classes	8:00am
Preschool PM classes	12:00pm
2. Dismissal Time- The preschool aide on duty will bring students to the gathering space of the church to meet parents for pick up.

Preschool AM classes	10:30am
Preschool PM classes	2:30pm
3. Our Extended Day Program is available to all students enrolled in Preschool. Available hours are 7:00 am to 6:00 pm. Please see teachers for more information.

Pre-K Procedures:

The following procedures will be enforced regarding Pre-K arrival and dismissal using doors by the flagpole on the north side of the school building.

- Arrival Time - The Pre-K aide on duty will open the doors at 7:45 (15 minutes prior to class start time).
- Dismissal Time - The Pre-K aide on duty will open the doors at 2:45.
- Extended Day Services are available to all students enrolled in Pre-K. Available hours are 7:00 am to 6:00 pm. Please see teachers for more information.
- Busing is available to Pre-K students **with an older sibling attending St. Barnabas**

In addition, the following school procedures must be followed:

- Doors may not be propped open. This breaches school security for all students and staff members.
- If you arrive at a time other than those listed above, please park at the main entrance and "buzz in". This procedure is enforced for all students attending St. Barnabas School.
- Please do not tap on other classroom windows to ask for entrance assistance.

- Please do not attempt to get a student's attention to open the doors for you. This is in direct conflict with what we are teaching our children.
- When arriving at school to drop off or pick up your child, please park in the **church parking lot only**. Please do not park in the handicapped spaces. This is the parking lot next to the Rectory. Parents/guardians are expected to walk their child into the building at all times.
- If someone else is picking up your child, permission by the parents/guardians must be given to the teacher in writing.

What to Bring to School

Our Preschool program does not operate under a specific uniform policy. Students should wear comfortable clothes and shoes to school. No halter tops, crocs, sandals, or flip flops are to be worn. For safety reasons, no dangling earrings are permitted. Please also be mindful of the child's ability to undress for using the restroom independently.

- **Students must bring a complete change of clothing to school at all times.**
- School Book Bag- recommended for the program will be available for purchase on Orientation night or in the school office for a small fee.
- Large safety pin or diaper pin
- Do not let your child bring any toys from home unless it is designated show and tell day. This will allow for fewer personal toys being lost or broken.

Our Pre-K program will operate under a "relaxed" uniform policy. This means students are welcome and encouraged to wear a regular school uniform, but we recognize the challenges that may pose for a young and active child. Non-uniform shirts and pants are allowed on a daily basis but must either closely resemble the uniform or at least be (solid, gray, royal blue or navy) school colors. (Please no patterns, images, or words on shirts, pants, and dresses.)

"Active wear" such as sweatpants and basketball shorts are permitted for Pre-K on PE days. Please note that children will be going out for recess daily, will have PE once or twice a week, and are required to independently handle dressing/undressing needs in the restroom. Close-toed shoes are always required. Girls who choose to wear skirts or dresses must wear tights, leggings, or shorts underneath. If the teachers/staff feel that your child is dressed inappropriately for school, you will simply receive an email or written letter discussing the changes that need to be made.

For safety reasons, no dangling earrings are permitted.

Velcro shoes are encouraged if your child does not yet know how to tie laces.

Send students with the following items:

A complete change of clothing in ziplock labeled with child's name - include underwear. These items do not need to follow the uniform policy.

Supplies: Please see teachers for a copy of this year's school supply list.

Protocol for nut allergies and edible treats

We have several children in this school with life-threatening allergies to peanuts and other nuts (this includes products that contain peanut oil). Do not send in any products containing peanuts, peanut oil, nut butter or any products that may contain nut ingredients. Cross-contamination ensures an increased risk of exposure and poses a serious health threat to these vulnerable children.

- All items must be purchased with nutritional labels attached
- No homemade items

St. Barnabas school will be providing a daily snack for your student. There is no need to send a snack with your child. If you have questions or concerns about the snacks, please contact your teachers directly.

If your child is enrolled in Pre-K, lunch will be eaten in the school cafeteria every day. Please be mindful of packing products which may contain nuts in your child's lunch box. Any item that appears to contain nuts will be sent back home or thrown away. Your Pre-K child may also purchase a hot lunch in the cafeteria. **Due to cross contamination and allergy threats, no restaurant or "fast food" lunches will be allowed in the cafeteria with your child.**

Birthday Treats should be discussed with the teacher at least a week before the celebration of the child's birthday in school. The St. Barnabas School Cafeteria has a "birthday treat" option for all students in which ice cream may be purchased for the entire class and enjoyed during lunchtime in celebration of your child's birthday. Please notify your teacher if you would like to utilize the cafeteria's birthday option.

Field Trips

Field trips are a means of expanding a child's view of the world. Each class in our Preschool and Pre-K program will be going on several field trips each year. Parents/guardians will be informed of the destination and asked to help provide transportation to each field trip. Permission slips for the field trips will be sent home and must be turned in for your child to participate. Any fees associated with a field trip will be charged to your FACTS account if your child is to attend.

Absences

If your child is absent, state regulations require a parent to notify the school office by phone as soon as possible to report the absence. If the school office has not been communicated with by 9:00 AM, our Administrative Assistant will initiate a call to the student's parent. Parents may leave a message on our attendance line 24 hours a day at (330) 467-4647.

Emergency Closing Procedure

St. Barnabas School will be closed for inclement weather or other emergency situations whenever **Nordonia Hills Public Schools** are closed or experience a delayed start time. However, St., Barnabas will always be listed separately on media, social media and school communications. For Information on school closings, please check your local media. If registered, you will also receive an emergency notification via the St. Barnabas mass communication system.

In the event of an actual emergency during school hours, families will be notified as quickly as possible. Please do not contact the school (call, text, email, etc.) during an actual emergency, as staff will be focusing on their number

one priority, which is the safety and security of all children in the school. Parents will be contacted as soon as possible with the reunification details.

If St. Barnabas School is closed due to inclement weather, ALL student-related activities in the School Building and the Parish Center will also be canceled for that evening.

Health and Safety

All Preschool and Pre-K staff members are alert to potential hazards. No child is ever left alone or unsupervised. Children will be greeted at the classroom door by the teacher or aide and turned over to the parents/guardians at the end of the school day.

The teacher or aide will ask the child, “How are you today? Is everything OK?” They will also be listening for hoarseness in the child’s voice. The teacher/aide will ask the parents/guardians, “Did the child have a good night? Did the child eat normally? Did anything unusual happen?”

Please make prior arrangements to have someone care for your child if he/she becomes ill at school.

We have regular fire, tornado, and lockdown drills. Fire safety is part of our curriculum.

Hand washing before meals and after restroom breaks is stressed. The teacher and aide always wash their hands before handling food.

All staff members have annual physical examinations.

The school nurse is located in the school and all of our Preschool, PreK, and Extended Day teachers and aides are trained in first aid, CPR, and communicable diseases. The school nurse will be available from 8:00 a.m. to 2:45 p.m. In case of illness, a child will be removed from the classroom. If the parents/guardians are needed, you will be called.

In case of an emergency, the parents/guardians will be called and asked to come to the school. If it is a serious accident, 911 will be called. We will take your child to the nearest hospital. The Principal or Preschool/Pre-K staff will accompany your child and take your signed permission slip. You will be called immediately and told to meet us at the hospital.

Medical Emergency Release Forms for each child are kept on file. These forms have the pediatrician’s telephone number, emergency telephone numbers, list the child’s allergies, ongoing medications, previous hospitalizations, and permission to obtain emergency care.

Please notify us of any changes in your place of employment or residence. We must have a working emergency number at all times. We must be able to reach you in case of an emergency.

The teacher and aide are alert and sensitive to the child’s behavior and actions. They will observe the children for any health problems and refer them to our nurse who will notify you.

No prescription medications, vitamins, modified diet, food supplement, or fluoride supplements will be administered unless instructions to administer are written, signed, and dated by a licensed physician and are prescribed for your child. Please complete the Medication Form on the School’s Website or obtain a copy from

the school office. Each time medication is administered, a written record or log, including dosage, date, and time, shall be made. That record or log shall be kept on file for one year.

Management of Communicable Diseases

If a child has more than a runny or stuffy nose, he/she should not come to school. Please follow these guidelines when your child is ill.

- Please keep your child home 24 hours after the break of a fever.
- If your child is sick during the night or before school, please keep him/her home.
- If you suspect a strep throat and have a culture taken, please do not send your child to school until you receive the negative result of the culture.
- A child with any of the following signs or symptoms of illness shall be immediately isolated in the clinic and discharged to his parent or guardian:
 - (a) diarrhea (more than one abnormally loose stool within a 24 hour period);
 - (b) severe coughing;
 - (c) difficult or rapid breathing;
 - (d) yellowish skin or eyes;
 - (e) conjunctivitis;
 - (f) temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - (g) untreated, infected skin patch(es);
 - (h) unusually dark urine and/or gray or white stool;
 - (i) stiff neck; or
 - (j) evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the teacher and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed as well as the following:

- (a) unusual spots or rashes;
- (b) sore throat or difficulty in swallowing;
- (c) elevated temperature;
- (d) vomiting.

List of the Most Common Communicable Diseases

Chicken Pox - Fever. Rash appears in the form of small pimples which, in a day, fill up with a clear fluid. The incubation period is between 14-21 days. Isolation period of at least 7 days.

Measles (Rubella) - Cold in head. Feverishness, watery eyes, sneezing. Blotchy red rash appears on forehead, face, and body. The incubation period is between 7 - 14 days. Isolation period of at least 5 days from time rash appears.

German Measles (Rubella - 3 Day Measles) - Mild measles symptoms (blotchy, fine red rash on face and abdomen). Swollen glands, particularly in the back of the neck. The incubation period is between 14 - 21 days. Communicable for 48 hours after rash appears.

Mumps - Fever. Swelling on side of face and jaws as glands become swollen and tender. The incubation period is between 12 - 26 days. Isolation period until swelling of glands has disappeared and patient has recovered.

Scarlet Fever and Streptococcal Sore Throat - Fever, headache, sore throat, vomiting. A fine rash appears with scarlet fever. The incubation period is 2 - 5 days. Isolation is required for 48 hours after start of antibiotic treatment. May be readmitted to school upon receipt of a written statement that the child has been treated. The name of the physician should be included.

Impetigo - Blister-like lesions that later develop into crusted, pus-like sores that are irregular in outline. Incubation is 2 - 5 days, occasionally longer. Impetigo is communicable from the onset of symptoms until sores are healed. Child will be excluded from school until adequately treated and sores are no longer draining.

Conjunctivitis - Redness and swelling of the membranes on one or both eyes with burning or itching, sensitivity to light, and a discharge. Immediate medical treatment. Exclusion from school until clinical recovery. Communicable during the course of infection and until discharges from infected mucous membranes cease.

Medicaid Information

Healthchek services are available for families that are eligible for Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment is covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening; and
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

If you are interested in more information about this service, please visit:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Discipline Policy

St. Barnabas Preschool and Pre-K curriculum is designed to promote positive and enjoyable learning experiences for the child and positive interactions between adults and children.

The goal of our Program is to help each child develop a feeling of positive self-worth, competence, and mastery. Therefore, discipline will be approached from the realization that children need to learn self-control and to be

able to internalize rules of behavior. Clear rules of behavior and clear directions for compliance shall be established at the beginning of the year. Positive feedback will be given to the child for following the classroom rules.

The rules of the Preschool and Pre-K will be for safety, general health, and social interaction. A comfortable atmosphere and consistent daily schedule will provide each child with a sense of security and confidence. Each child's individual rights shall be respected at all times.

The following list specifies the strategies for discipline and guidance:

- Clear, consistent, and reasonable limits will be set, and then followed through with enforcing these limits.
- The rules and direction for guidance will be done in a positive way.
- The child's positive behavior will be emphasized.
- The uncooperative child shall be directed to another activity.
- When a child's negative behavior shall involve frequent hitting, pushing, biting, or harm to himself/herself or other children, or to equipment, the child shall be removed from the classroom for a "time out".
- Parents/guardians will be informed of inappropriate behavior.

Parent Involvement and Communication

In Preschool, our usual means of communicating with parents/guardians is via written notes, phone calls, or face to face communication. In Pre-K, our usual means of communicating with the parents/guardians are online via our Class Dojo account, phone calls, or face to face communication. Please see your child's teacher for information on accessing the class dojo account.

A class newsletter will also be sent home weekly. Please check it daily for the latest news.

Conferences will be held twice a year with parents/guardians. You will be notified in advance of the dates and times.

If you desire further information regarding the programming in the Preschool or Pre-K, the Ohio Department of Education, Early Learning can be called at 614-466-0224. If you wish to have a current compliance report, please contact the school office.

3301-37-10 Behavior Management / Discipline

A St. Barnabas staff member in charge of a child or a group of children shall be responsible for their discipline.

The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

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.

No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

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

No child shall be subjected to profane language, threats, derogatory remarks about himself or his 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 humiliate, shame, 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.

The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool and Pre-K Program.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All Preschool and Pre-K staff members shall receive a copy of the center's discipline policy for review upon employment.

Children Who Require Special Services

Students enrolled in Preschool and Pre-K at St. Barnabas School are entitled to an evaluation and services provided by the local public school district. If parents and teachers feel that a student enrolled in the program has special academic or physical needs, teachers and staff will follow the protocol of the public school district to apply for an evaluation for the students. Parents will then be instructed on proper steps to take to apply for services.

Preschool and Pre-K Students at St. Barnabas are also able to receive Speech and Language services on site. These referrals are made by the teachers only and require parent/guardian permission.