

LIAL SCHOOL READINESS HANDBOOK

PHILOSOPHY

Lial School Readiness Program follows the philosophy of the school rooted in the Montessori Method. The philosophy is based on the dignity of the individual child, in his/her ability to discover, desire to explore, and the importance of the child's spontaneous interests. We believe in providing a calm atmosphere where a child experiences trust and respect while preparing for his/her first full year of school. To ensure positive learning experiences, our activities are multi-sensory and developmentally appropriate in accordance with the Montessori Method.

GOALS

The program is designed to help the child foster a sequence of learning habits, initial adjustment to school, independent learning, daily living skills, sensory-motor activities; the fundamentals of reading, writing, and number readiness; together with physical, spiritual, emotional and social maturity. Each child does this at his/her own pace, according to his/her capacity and in a non-competitive way.

CURRICULUM

Our curriculum follows the Common Core Standards and The Early Learning Content Standards requirements of the Ohio Department of Education. Montessori materials and appropriate supplemental materials are used to achieve the standards.

Religion:

The religion program is the core of the curriculum at Lial. Our program allows the children to learn about God's love for them and to spread the Good News Jesus brought us. They learn good Christian principles of living with self and others, respecting, appreciating, and loving self and others.

Language Arts:

The key components of the program include the following: vocabulary and oral language development; phonological awareness; awareness and knowledge of print; letters and words; sequence, perceiving rhyming words, comprehension; awareness and knowledge of books and other texts; and beginning awareness and understanding of the process, composition and conventions of writing. Classic Montessori materials plus supplemental materials are used in the classroom.

Mathematics:

The mathematics program provides an environment that encourages the exploration and understanding of numbers and counting, including one-to-one correspondence; classifying; comparing; part/whole; grouping and sharing; measurement; shapes and space; patterning and ordering; and mathematical language development within natural contexts. Problem-solving and reasoning are the heart of mathematics. Classic Montessori materials plus supplemental materials are used in the classroom.

Science:

Children develop an understanding of science as they investigate and interact with real objects and phenomena. The science curriculum provides for a balance among the three broad disciplines of life science, physical science and earth/space science. Thematic units or topics of study, arising from the interests of children, are used to plan meaningful experiences in which children explore ideas, manipulate materials and engage in conversations to construct their own understandings of science.

Social Studies/Cultural Studies:

For young children, the family, school, neighborhood and community are content-rich topics, inviting exploration and inquiry into the study of social units. Children locate, acquire, organize and generate information through field trips and first-hand experiences of how people live, work, get along with others, and solve problems. Cultural studies and geography will also be important in this curricular area.

Specials:

Each week the children participate in physical education, art, music, and computer classes (Kindergarten only). These classes are taught by teachers who specialize in these subjects. Art, music, and movement are also a part of the Montessori classroom.

Educational Games and Free Time:

Through games and free time children learn to socialize and cope with emotions. Lessons of fair play, following directions, sharing and good sportsmanship are also learned.

Small Motor Skills:

We have many activities to build eye-hand coordination and fine muscle control. Such activities include, but are not limited to, work and play with blocks, puzzles, coloring, cutting and pasting. We use Handwriting Without Tears to teach the skills of handwriting. Small motor skills will also be developed as the children do work in the Everyday Living area and Sensorial area of our room. Classic Montessori materials and supplemental materials are used for Sensorial.

MULTI AGE GROUPING

Consistent with Lial School Montessori background, the students work in multi-age units. Our Readiness Program accepts children age four to six. Three year olds may be accepted only after discussion with and testing by the Readiness teacher. Six year olds are accepted into the Program according to the child's need in his/her total development.

CHILD INFORMATION

All required registration forms, health records, immunization records, emergency transportation information, signed forms from the physician and dentist, and birth certificate must be in school by the first day of attendance. Please keep us updated on all change of phone numbers. It is important that we are able to contact you in case of an emergency.

STUDENT PROGRESS

Children's developmental progress is reviewed and reported to parents three times a year. The dates for the Parent/Teacher Conferences are on the school calendar.

LICENSED PROGRAM

Lial Readiness Program follows the regulations for all licensed preschool programs in Ohio. We receive onsite inspections each year. A copy of the most recent compliance report is available in the Readiness classroom. If you wish, you may request a copy of the state reports from the office.

State law for preschool requires that parents of children of preschool age be provided with the number of the Early Childhood division of the Ohio Department of Education and the Department

Ombudsperson. This is made available to you for use in the event that you have concerns with our program that do not seem to be satisfactorily handled by the Lial staff.

1-614-466-0224		
Early Childhood	OR	1-877-644-6338
A division of the		Department Ombudsperson
Ohio State Department of Education		

Lial is a member of the American Montessori Society.

SCHOOL DAY

Classes are held five days a week from Monday to Friday.

Morning Class: 8:15 - 11:00

Afternoon Class 12:15 – 3:00

SCHOOL CLOSINGS OR DELAYS DUE TO WEATHER

Lial School follows the directions of Anthony Wayne School on fog/snow delays or cancellations. If there is a school delay the following is the schedule for the Readiness students:

Morning Class 10:15 – 12:00 (Dismissal – Falcon Wing parking lot)

Afternoon Class 1:15 – 3:00

Please listen to the area radio or TV stations before 8:00 am for school closings or delays. We suggest you subscribe to text alerts for school delays/closings. Lial will also communicate with parents through ONE CALL NOW for weather, emergency, and COVID related issues.

ABSENCE/TARDINESS

Please follow the school handbook regarding Absence/Tardiness. In keeping with the “Missing Children Act,” the school must be notified when your child will not be in school.

ACCIDENT OR ILLNESS

The school aims to enforce rules that will protect the child from accidents. In the event that your child becomes ill or is injured under school authority, you will be called. First aid will be administered and action taken according to instructions given by the parents on the Emergency Form. Students who are ill are to be kept home (no fever, vomiting, or diarrhea for 24 hours). If a child needs medication during school hours, a signed “Permission to Administer Medicine” form is needed and is to be signed by a licensed doctor or dentist prior to administration (see Medication Policy).

MANAGEMENT OF COMMUNICABLE DISEASES

. The following precautions shall be taken for children suspected of having a communicable disease: We shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptom of illness shall be immediately isolated from other children and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of one hundred degrees Fahrenheit

- Untreated infected skin patch(es);
- Stiff neck;
- Evidence of lice, scabies, or other parasitic infestation

Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:

- Unusual spots or rashes;
- Sore throat or difficulty in swallowing;
- Elevated temperature;
- Vomiting;

A child isolated due to suspected communicable disease shall be cared for in the nurse's room. The child will be within sight and hearing of an adult at all times and never left alone or unsupervised and watched for worsening condition. A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

If a child is experiencing minor common cold symptoms or does not feel well enough to participate in activities, the child's temperature will be checked and we will let you know that your child is not feeling well.

If we know that your child was exposed to a Communicable Disease (such as pink eye, ringworm, chickenpox or lice), a notice will be sent home so that you may be aware of symptoms your child may develop. Any child with a rash, regardless of absence of other symptoms, will be excluded from school until the rash has been diagnosed by a physician.

SEE ADDENDUM FOR COVID 19 PROCEDURES

The Readiness staff is trained on the signs and symptoms of illness and in hand washing and disinfecting procedures.

ROSTER

State law for preschool requires that parents of children of preschool age indicate whether or not the preschool child may be included in the Lial Family Roster listing your name, address and phone number. The Lial Roster will be given on request to any parent of a child enrolled and to no other person. This permission was part of the enrollment form.

AUTHORIZED PICKUP LIST

For your child's protection, and as part of the enrollment form, you indicated who is authorized to pick up your child from school. If you are participating in a car pool, please let us know and update that information in the office if this is a new arrangement. The enrollment form for your child will need to be updated if any information has changed.

DRESS CODE

Please refer to the school handbook on acceptable and unacceptable school clothing.

SNACK

Your child may bring a healthy snack each day. The snack should be 1 item that can be eaten within 5 minutes. Due to the short length of your child's school day, your child may not want to eat snack and choose to continue to work. A healthy snack is fruit, vegetables, cheese, crackers, and pretzels. Cereal bars, granola bars, and protein bars are acceptable. Please do not send sweets or potato chips.

PARENT PARTICIPATION

Parents are welcome to visit at anytime. Please report to the office to sign in and pick up a visitor's pass before coming to the room. Parents are also invited to participate as a volunteer in the classroom. The diocese requires all classroom volunteers participate in a workshop entitled "Protecting God's Children" and to be fingerprinted before working with the children.

SAFETY

The following policies are in effect at all times:

- No child will be left alone or unsupervised.
- Fire drills will be practiced by teachers and students according to guidelines.
- Fire emergency and weather alert plans are posted in the classroom. These plans include diagrams showing evacuation routes.
- The use of aerosols is prohibited when the children are in attendance.
- An incident report will be completed when an accident or injury occurs.
- Telephones are accessible in the school, nurse's office and preschool room.
- During field trips, children are required to wear seat belts. Any child under four years of age or weighing less than 40 pounds must be in a car seat/booster seat. The first aid kit and health records will be taken along in case of an emergency. A person trained in first aid will also be available.
- A staff member trained in child abuse and neglect is always available. Teachers are required to notify local agencies whenever child abuse or neglect is suspected.

BEHAVIOR MANGEMENT/DISCIPLINE

To maintain a school environment that is conducive to learning and for the health, safety, and the good of all students, courtesy in word and manner as well as self-control in behavior are always expected. The pre-school staff member in charge of a child or a group of children shall be responsible for their discipline. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times. The children are taught respect of themselves, all persons, property and the work

environment. If needed, the children are redirected, separated from problem situations, or talked to about a situation. Promoting grace and courtesy is the approach to behavior used at Lial School. Corporal punishment is not used

Lial School'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 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 preschool 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 program.

The parent of a child enrolled at Lial Readiness Program and all preschool staff members receive a copy of the above discipline policy.

MEDICATION POLICY

To comply with state legislation and to comply with the Diocese of Toledo medication policy, the following guidelines are to be followed when it is necessary for school personnel to administer medication during school hours:

- If possible, all medication should be given by the parent/guardian at home.
- A written request must be obtained from the physician and the parent/guardian before school personnel may administer any medication. The request must include instructions as to the name of the medication, dosage, time to be given, possible side effects, and duration of the request.
- New request forms must be submitted each school year. At every dosage change, an updated physician's statement is required.
- All medication must be in the original container with an affixed pharmacy label if applicable. Parents/guardians are asked to bring medication to school in person. A one-month supply at most will be accepted. Empty bottles will be returned home with the student. At the end of the school year an adult must pick up all medication or it will be destroyed.
- Medication will be stored in a cabinet in the school office.
- The school nurse, or other individual designated by the principal, will administer all medication.
- A log will be kept for each medication and will be filled in the student's health folder in conjunction with the physician request and parent/guardian consent.

- Students are not permitted to keep medication with them while at school. The only exception is for an inhaler, which a doctor feels should remain with the student. A special form is then required to be on file at school.
- If a student requires medication during school hours and these guidelines are not followed, a parent may come to school and administer the medication to their child. Again, this policy pertains to both prescription and non-prescription medication.

Medicaid for Ohio Children:

As an Ohio resident, your child qualifies for Medicaid coverage. Contact the Consumer Hotline 800-324-8680 for more information.

We thank you for partnering with us to make your child's first years of school a wonderful experience!

Healthchek

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 age 21 who are enrolled on Ohio Medicaid.

Healthchek

Healthchek Services for Children Younger than Age 21

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 age 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 are 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.