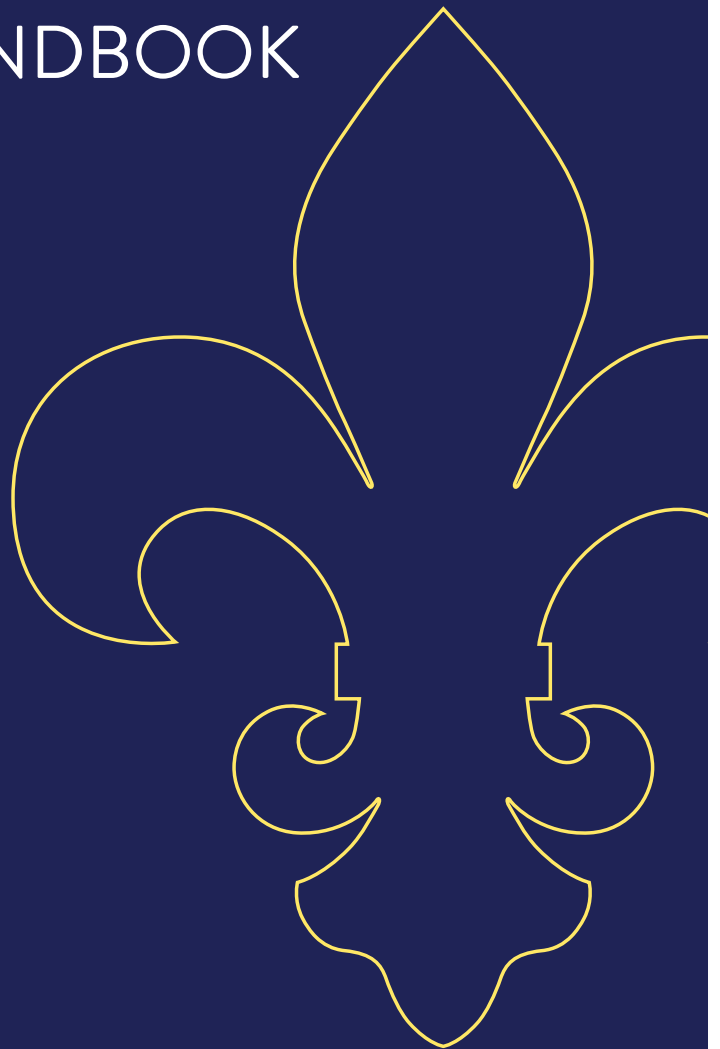


OUR LADY *of* VICTORY

PRESCHOOL HANDBOOK
2024-2025



CONTACT INFORMATION

School Office.....	513-347-2072
School Fax.....	513-347-2073
School Nurse.....	513-451-4135
Cafeteria.....	513-347-2074
Parish Office.....	513-922-4460
Religious Education Office.....	513-374-2071

School Office Hours: 7:30am-3:30pm

School Website: **www.olv.org**

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OUR LADY *of* VICTORY

MISSION & BELIEFS

Through academics, prayer, service, and worship, our mission is to nurture our students' Catholic faith development; to provide a well-rounded high quality education; and to build a compassionate community of respectful members empowered to live the Gospel message of Jesus.

- **WE BELIEVE** in respecting, accepting, and celebrating the God given dignity of all people.
- **WE BELIEVE** that a Catholic education empowers our students to live with personal integrity as caring compassionate people following in God's footsteps throughout their lives.
- **WE BELIEVE** academic rigor, faith formation, and innovative learning opportunities install our students with confidence as they learn to act and to think faithfully, critically, morally, and creatively, preparing them for success in our global world.
- **WE BELIEVE** a Catholic education helps children to recognize their gifts and inspires them to use these gifts to humbly serve, enriching the lives of others.
- **WE BELIEVE** in cultivating a positive environment for student learning.
- **WE BELIEVE** teachers, administrators, parents, and the community share in the responsibility for advancing the school's mission.

PRINCIPAL'S RIGHT TO AMEND

The principal, or his/her appointee, retains the right to amend this parent/student handbook for just cause. Parents and students will be given prompt notification if changes are made.

The following are specific guidelines to Preschool students. The PK-8 handbook will provide whole school policies and information and can be found electronically at olv.org.

INTRODUCTION

The Our Lady of Victory Preschool welcomes all families and students. We strive to create a learning environment that fosters growth for our students, academically, emotionally, and socially. Students, ages 3 and 4, are engaged in age-appropriate activities and lessons. Children are encouraged to actively participate in activities that will nurture their curiosity and wonder. Our classroom provides a curriculum that allows students to explore topics, through play, centers, and instruction. We hope all students will feel welcome and successful as they enter their school years.

OLV PRESCHOOL PROGRAM PHILOSOPHY

Our program philosophy is a mixture of play based learning with a constructivist approach based on the theories of Piaget, Dewey, and Erikson. It is our belief that young children learn best when they are provided with opportunities to develop physically, socially, cognitively, and emotionally. Through active exploration with the environment and hands-on activities, children are encouraged to be curious, to explore, and to problem solve in an atmosphere of warmth, safety, and respect.

Our teachers plan experiences based on the children's interests and appropriate educational concepts. Classroom environments are purposefully designed to reflect individually and developmentally appropriate child stages. Children are actively involved in experiences which include math, science, social studies, creative art, literacy, art, music, movement, and dramatic play. Play is a way of learning for children. During a typical preschool day, there are structured and unstructured periods, enabling children to learn at their own pace.

Recent research has shown that preschool education is a sound investment—academically, socially, and economically. A quality early childhood education can produce substantial gains in children's learning and development.

EMERGENCY, SAFETY, AND SECURITY PROCEDURES

Our program philosophy is a mixture of play based learning with a constructivist approach based on the theories of Piaget, Dewey, and Erikson. It is our belief that young children learn best when they are provided with opportunities to develop physically, socially, cognitively, and emotionally. Through active exploration with the environment and hands-on activities, children are encouraged to be curious, to explore, and to problem solve in an atmosphere of warmth, safety, and respect.

CRISIS PLAN

Our Lady of Victory has a crisis plan in place that ensures the safety of all students. The plan is reviewed yearly, with faculty and emergency personnel. All staff and faculty are appropriately trained to carry out the plan in the case of an emergency. The plan is not made public for security reasons. (Refer to Student-Teacher Handbook for more detail).

FIRE AND TORNADO DRILLS

Monthly fire drills are conducted throughout the school year. There will be directions posted in each room and area to instruct occupants where to go in case of an emergency. Tornado drills will be held in the spring of each year. Teachers will escort the students to their specified safe zone.

LICENSING, COMPLAINTS, AND VIOLATIONS

Our preschool is licensed by The Ohio Department of Education, Early Childhood Division. A copy of rules for the preschool program can be found in the office, or online at the ODE website. Should any person suspect a violation of the Administrative Code by the school please phone the Ohio Department of Education at 614-466-0224.

SECURITY

The doors of our school are locked each day. All visitors need to report to the office to gain access to the building. Parents are encouraged to participate in their child's education and will need to sign in at the office upon arrival. Students will also need to be signed in and out of the classroom at the beginning of each day and dismissal.

COVID-19 RE-OPENING AND REMOTE LEARNING

Our Lady of Victory School will follow all state mandates regarding the safety of preschool students and the Covid-19 Pandemic. Please see School re-opening and remote learning plan for further guidance. In all cases, the preschool program will follow the schedule of the K-8 school program.

EMERGENCY CLOSING PLAN

Our Lady of Victory School will continue to follow the closing plans of the Oak Hills Local School District. Announcements made on the radio and television will give Oak Hills Schools name only. Please follow this plan:

Oak Hills Closed.....Our Lady of Victory closed
Oak Hills 1 hr. delay.....Our Lady of Victory begins at 9:20 am and dismisses at 3:00 pm
Oak Hills 2 hr. delay (Plan B).....Our Lady of Victory begins at 10:20 am and dismisses at 3:00 pm

****there will be no half day preschool if the school is on a 2 hr delay**

OLV has a parent notification system to notify parents of school closing/delays. This system is operational beginning August 29. Prior to August 29, 2023, please rely on the media for closing or delay information. When school is closed for emergency purposes, all after school activities are cancelled.

ADMISSIONS POLICIES (Pursuant to equal opportunity and limitation of facilities)

In catholic schools, all curricular and extra-curricular activity is rooted in and consistent with, the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy, and compassion.
- Require the participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender appropriate dress, bathrooms, locker rooms, showers and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide resonable accommodation to a private bathroom for use by any student who desires increased privacy.

- In case of specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of the student based on the following questions:
 - What is the specific request of the student and/or parent?
 - Is the request in keeping with the teaching of the Catholic Church?
 - Is the school reasonably able to accommodate the request?

ADMISSION POLICIES

- Our Lady of Victory will not exclude from its parish school any student solely because of race, sex, color, religion, national origin or ancestry.
- Admissions shall not be denied solely on ability or achievement or physical limitations. However, since our school does not have the educational facilities to meet the instructional needs of the mentally and physically impaired, they shall not be admitted unless special arrangements have been made between the parents and the school administration.
- Due to the structural design of the existing buildings and limited parish funding, it may not be feasible to accommodate all children with special needs.
- The registration of children with special needs will be reviewed annually between administration and parents prior to the acceptance of registration.

The above policy was reaffirmed by Our Lady of Victory Education Commission (Dec. 2, 1987) and Our Lady of Victory Parish Council (Dec. 9, 1987)

The following priority system will determine admission in **preschool, kindergarten** and the **first grade**. Students will be admitted according to the highest priority level. When registration exceeds class size limitations, priority level and date of registration in the parish will determine admission, and a waiting list will be developed accordingly.

- All preschool, kindergartners and first graders whose parents are participating parish members and who have a sibling presently enrolled in the school.
- All preschool, kindergartners and first graders whose parents are participating parish members who have had a sibling attend the school in the past.
- All preschool, kindergartners and first graders whose parents are participating parish members.
- All preschool, kindergartners and first graders whose parents are transferees from another parish and were parishioners in good standing at their former parish.
- All preschool, kindergartners and first graders whose parents are not participating parish members, but who have a sibling presently enrolled in the school.
- All preschool, kindergartners and first graders who are children of full-time staff employed by the school or parish.
- Private students will be enrolled as resources allow on the first come first served basis.

SCHOOL AGE POLICY – PRESCHOOL

- Children who become three years old by October 1 are of age for the Our Lady of Victory Preschool Program.
- Children who become three between October 1 and October 31, inclusive shall be considered as underage candidates for preschool.
- No children who become three after October 31 will be admitted to preschool during the school year already in progress.

- All underage admissions are to be made on a trial basis with a written statement to this effect, signed by parents. Failure to make a satisfactory adjustment will constitute grounds for removal of the underage child from the program.
- Students who meet the age requirement and are transferring from other programs, may be given admittance on a trial basis with a written statement to this effect, signed by parents, if there is room available in the class.

Our program includes support for multiple ages and abilities in the classroom. The curriculum and teacher works to reach students of multiple ability levels as student ages will overlap in the classroom. Students will be divided into classrooms based upon age.

CLASS SIZE LIMITS

We uphold to the child/adult ratio as outlined by state policies. Our lady of Victory will maintain a maximum class size of 18 students. We will maintain a 9:1 teacher/student ratio with the exception of nap time when the second teacher may be near and available for waking children.

TRANSITION POLICIES

It is our goal to help families and students transition into and out of our program. We provide encourage families to join us for our opening activities to help your child become familiar with the school and staff prior to starting the program. We have many meet and greet opportunities in the summer, and some throughout the year that may help with any anxiety or fear your child may have starting a new school. If your child would need to transfer programs, or classrooms, during the school year we will conduct a transition meeting with the parents/guardians prior to the start date to help your child gain confidence and become familiar with the classroom, students, and teachers. These meetings and transition plans are based upon the need of the family and child.

POTTY TRAINING

All students need to be toilet trained prior to the first day of school. Students will be permitted to use the restroom at any time of the day. Students will also have restroom breaks as a class. At no time will a student be disciplined for a toileting accident. The use of pull-ups/diapers is not permitted.

HEALTH PROCEDURES AND POLICIES

All students need to be toilet trained prior to the first day of school. Students will be permitted to use the restroom at any time of the day. Students will also have restroom breaks as a class. At no time will a student be disciplined for a toileting accident. The use of pull-ups/diapers is not permitted.

ADMINISTERING MEDICATION POLICY

Occasions arise during the school year when it becomes necessary for the student to take medication during school hours; all medications should be brought to the health room by a parent. However, if possible, we encourage the medication to be administered at home before or after school hours.

Administration of ANY drug (prescription or over-the-counter, such as Tylenol or Advil) without written permission of a physician AND parent/guardian by school personnel is **prohibited by law**.

In order for medication to be administered by school personnel certain guidelines must be followed. These guidelines include:

- A written request form signed by both parent/guardian AND prescribing physician must accompany the medication
 - A separate request form must be completed for each medication to be administered.
 - Medication forms are available in the health room or the school office. New request forms must be submitted each school year or as necessary for changes in the medication order.
 - Medication must be in the original container and have an affixed label including the student's name, name of medication, dosage, route of administration and time of administration.
 - Medication will be kept in a locked cabinet in the health room.
 - Medication is administered by the school nurse or a staff member designated by the principal in her absence.
 - Injectable medication may be administered by the school nurse or designated school personnel, in "life threatening" situations (example: bee sting or food allergy emergencies). Completed medication form must be on file.

A written request form signed by both parent/guardian AND prescribing physician must accompany the medication.

- It is the student's responsibility to come to the health room to take the medication.
 - A rigid time schedule for administration of medication cannot be guaranteed.
 - If the parent/guardian prefers to personally administer the medication, arrangements should be made with the student's teacher.
- **No student should carry any form of medication on his/her person**, although there may be some exceptions to this rule. These exceptions would only be made for potentially life-threatening medical conditions and would require parent, physician and school agreement prior to carrying the medication. Misuse and/or failure to keep medications safe and out of the hands of non-authorized persons may result in disciplinary and civil consequences to both the authorized student and his/her parent.
 - All medication for students **MUST** be picked up at the health room before the end of the school year. Unclaimed medications will be kept in the office until the last day of school after which they will be destroyed.

EMERGENCY MEDICAL AUTHORIZATION FORMS

Each student is required to have an Emergency Medical Authorization Form on file in the school office containing the following information:

- Parent's or Guardian's name (s)
- Complete and up-to-date address
- Current home, work and cell telephone numbers
- Emergency telephone number of a friend/relative who may pick up the student if the parent is unavailable
- Physician's full name and telephone number
- Medical alert information

Parents are required to notify the school at once if there is a change in emergency contact or medical alert information. If we are unable to reach the parents, a friend/relative listed on the Emergency Medical Authorization Form will be contacted to pick up the ill/injured student.

SPECIAL HEALTH CONCERNS/ALLERGIES (For extended policy please refer to Parent-student handbook)

If your child is allergic to any medication, food allergies, bee stings, etc., or has anything we should know about such as a heart condition, a hearing problem, diabetes, etc., please notify the nurse at the beginning of each school year so necessary precautions can be taken. This information will be kept on file so that we can pass it on to teachers. If there is any reason your child should not be permitted to take part in physical education classes, whether this is occasionally or on a regular basis, please notify your child's physical education teacher promptly in writing.

Students with allergies are asked to provide treats for the teacher to store in case of a birthday celebration or occasion in which the student may not be able to eat the treat offered. We want all students to be able to participate in celebrations and having these special items on-hand will help make sure they are not excluded in these times.

NURSE

A full-time nurse, funded through state funds, is on duty during school hours. If your child should become ill at school or an injury occurs that warrants notification, the parent will be informed by the school nurse. The nurse is permitted to treat only minor injuries.

The nurse is also available for consultation regarding health concerns, as well as being a resource person for health-related programs.

CHILDHOOD SICKNESS/ILLNESS

At her discretion, the school nurse may require a written statement from the physician for reentry into school following an illness. Illnesses for which a note may be required include but are not limited to the following:

- | | | |
|------------------------------|------------------------------|---------------------------------------|
| • Measles | • COVID-19 | • "Pink Eye" (conjunctivitis) |
| • Chicken Pox | • Impetigo | • Ringworm |
| • Mumps | • Scabies | • *Head Lice – Students may be |
| • German measles (Rubella) | • Streptococcal infections | readmitted to school only if found by |
| • Whooping cough (Pertussis) | (strep throat/scarlet fever) | the school nurse to be nit-free. |

Procedure for determining whether to send a child to school

Parents should not send a child to school in the following situations:

- **Fever:** If your child has a fever (a temperature of 100.0 F or greater) they should remain at home until they have been fever free for a full 24 hours without giving Tylenol or Ibuprofen and they have returned to their typical behavior. If your child is sent home from school with a fever, he/she may not attend school the next day. If your child wakes up with a fever, do not give fever reducing medicine and send them to school.
- **Vomiting and/or diarrhea:** Your child should remain at home until they have been without any episodes of vomiting or diarrhea for a full 24 hours and have resumed a typical diet. If your child has had any of these symptoms during the night, he/she should not be sent to school the following day.
- **Cold/Cough:** If the nasal drainage is thick and green or if your child has a persistent or productive cough that makes him or her uncomfortable or is disruptive to the learning process, please keep your child at home and consider consulting with your child's physician.
- **Infection:** If your child has been diagnosed with strep throat or "pink eye," they must remain at home until fever free and they have received 24 hours of antibiotic therapy. A note may be required for reentry into school.

PHYSICALS AND IMMUNIZATIONS

Each student must have a medical record on file in the nurse's office by the first day of school. Every student needs to provide an immunization record completed by a physician. For students in preschool, a physician must annually update this file.

According to Section 3313.67 of the Ohio Revised Code, the school must report to the immunization status of all students to the Ohio Department of Health. Students not immunized in accordance with state requirements must be excluded from school until their immunizations are in compliance with Ohio state law. Any deficiencies in immunizations will be communicated to the parents who are then responsible for seeing that the student receives the required immunization(s) and that official documentation is submitted to the school nurse to be included in the student's health file.

TB Policy – A travel questionnaire (completed each year by the parent) must be submitted for each student in order to determine the need for TB testing in accordance with Ohio State Law Revised Codes 3301.17 and 3301.13. If a TB test is required, the school nurse will notify the parents.

DEVELOPMENTAL AND HEALTH SCREENINGS

Developmental and health screenings will be taken throughout the year. Students will receive a developmental screening within 30 days of starting the program. We will be utilizing the Ages and Stages Questionnaires as a screening tool for our students at the beginning of the year. Students may be re-assessed to monitor progress if needed.. Parents will receive a copy of the results of each questionnaire. In addition, our school nurse will conduct two health screenings, hearing and sight. Parents will be notified in writing and via phone call if the results of these screenings warrant any referrals outside of our school program or cause concern.

ATTENDANCE

Attendance is recorded each day by the classroom teacher and the data is kept in the school office. Parents are asked to call the office by 9:00 am to report an absence. If the parent does not call, the office will call to check on the child's whereabouts.

ARRIVAL AND DISMISSAL

Our school day begins at 8:30 am. Parents/Guardians are asked to enter off Neeb road into the lower, South lot. The outer carpool line is designated for preschool carpools. **Students may arrive from 8:00 -8:30 am.** Follow lane 2 through the South lot, to the back of the gym, near the playground. We do not offer before school options for Preschoolers. If you arrive after 8:30, please stop by the office to check-in, since attendance has already been taken. **Students will be dismissed at 2:45pm.**

PRESCHOOL ARRIVAL:

The Our Lady of Victory After School Care Program operates under the auspices of Our Lady of Victory School as a non-profit, self-supporting program to help parents ensure quality care for their children after school until 6:00 pm. The program is limited to students of Our Lady of Victory School in grades Pre-K through 8th.

- All carpools enter South Lot and follow PK lane behind the building. Pull up to the door nearest to the playground.

- Parents asked to help child get out of car seat and gather belongings. There will be a staff member there to help.
- Exit uphill through North Lot.
- All students in a preschool carpool no matter grade level may enter this door.
- If parents wish to walk student into building, please park behind church and walk downhill.

PRESCHOOL DISMISSAL:

- Park in South Lot
- Proceed to doors in between main school building and gym
- Staff member will bring your child to you
- K-8 students in a preschool carpool will be dismissed at 3:00 to cafeteria door in the south lot.

HALF DAY PK PICK UP – 12:00 AT THE MAIN OFFICE

- Park behind Church.
- Walk down path to back door by field 5.
- Staff member will bring child out to you.

If students are in a carpool with older students (K-8), the carpool will be permitted to park in the South lot. The preschool student will only be dismissed to an approved adult. No siblings or unapproved persons will be permitted to sign-out a student at dismissal. K-8 Students in a preschool carpool will be dismissed from the South Lot Cafeteria door and will meet their carpool in the South lot.

AFTER SCHOOL

Extended care is offered for preschool students. Preschool students are monitored by certified staff members. The Our Lady of Victory After School Care Program operates under the auspices of Our Lady of Victory School as a non-profit, self-supporting program to help parents ensure quality care for their children after school until 6:00 pm. The program is limited to students of Our Lady of Victory School. The Preschool program is run separately from the K-8 program and will be held in the classroom. Parents will come to the cafeteria doors to proceed upstairs to the After school room to pick up their child(ren).

CLOTHING/DRESS CODE

Preschoolers experience many hands-on activities. Please send students in clothing that allows them to play and explore comfortably. We may have messy days, so be sure that the clothes may get dirty. Keep in mind, your child will need to have clothes with ease for toileting purposes. You will also be asked to provide a set of clothes which are seasonally appropriate, in case any changes may need to be made during the day. Please mark these with your child's name and place them in a gallon size Ziploc bag. Students are asked to wear gym shoes daily as they will be running around outside. The students will go outside daily (weather permitting). Therefore, the student needs to be dressed appropriately with the necessary layers to provide warmth and comfort. Winter coats, hats, gloves, and scarfs are encouraged in the cold months. Do not assume we will stay inside on cold days—we want the children to get some fresh air and play frequently.

DISCIPLINE POLICY

We want all students to feel welcome and safe at school. Teachers will work hard to help students make good choices and develop social skills needed for life. The teacher will be there to set boundaries for our students, but still allow them to foster their natural curiosity. The rules of the classroom will be reasonable and fair leading way for a safe environment where students feel respected and secure. The limits and rules of the classroom are to help nurture a child's social development, recreational skills, knowledge of health and safety, and personal growth. We believe in the use of positive reinforcement to help students learn appropriate behavior and to encourage to act accordingly. Preschool children are still learning to social and emotional skills and sometimes mistakes are made. No child will be reprimanded for not eating, sleeping, or toileting accidents. Teachers will handle discipline with patience, understanding, and fairness. It is an on-going process to help our students learn and grow. Students and teachers will work together for conflict-resolution. Teachers will use such strategies as modeling, redirecting, talking with the students, and positive reinforcement to help resolve conflicts.

If consistent inappropriate behavior is occurring the teacher, parents/guardians, and administration will meet to best find a solution to resolve these issues in a positive manner.

Our Lady of Victory strictly adheres to the guidelines set forth by the Ohio Department of Education Licensing Code. That code requires us to publish the restrictions regarding discipline. The Ohio Department of Education Preschool Discipline code is 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, and food shall not be used as a reward for behavior.
- 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.

NAPS

Students in the full-day program will participate in a nap/rest time. We recognize that each child has different needs and may be at a different activity level. After lunch and outdoor play time students will come in to a quiet and peaceful environment. Students will rest on their cots with lights dimmed and calming music. After a short resting time, students who wake before others or those who do not fall asleep will be taken to the classroom to participate in quiet activities or small group time. Children who fall asleep will be gradually awakened as quiet time comes to an end.

LUNCH PROGRAM

All preschool students will eat lunch together in the cafeteria in order to build social skills and community.

We ask all parents to sign up to help in the cafeteria five days throughout the year. Cafeteria fees are charged at \$50.00 per family if the required five days volunteered in the cafeteria are not met. The cost of lunch this year is \$3.00 and milk is included. Extras are able to be purchased for an additional fee. Bottled water may be purchased for \$0.25.

We've made it easier to make payments for the new school year! OLV parents will now be able to pay for school meals with MySchoolBucks:

- View account balances and meal purchases
- Schedule automatic payments
- Get notified when your student's meal balance is low
- Make meal payments on-the-go with the mobile app

Don't have an account yet? Visit [MySchoolBucks.com](https://myschoolbucks.com) to sign up today!

Free or reduced lunches are available to those who qualify through the requirements established by the National School Lunch Program.

A student may bring a packed lunch into the cafeteria. Students that pack may purchase milk for \$0.50. Students are not permitted to bring soft drinks in their lunch. In our efforts to promote healthy eating habits & follow the guidelines of the National School Lunch Program OLV DOES NOT allow fast food to be brought into the cafeteria.

The lunchroom is supervised by members of the OLV staff. Students are expected to be respectful and use good manners. Students are responsible for leaving the table and floor where they were seated in good order for others who use the area.

If you have any questions or concerns about the Lunch Program please contact Kate Carmosino at carmosinok@olv-school.org

SNACK TIME

Parents/guardians are asked to provide two daily snacks for students. A list of healthy snack suggestions can be found on the last page of this handbook. Students will have snack time each day in the classroom. Please be aware of allergies and choose a snack which the student can open and eat easily. As always, staff is available to help those students that may need it. The teachers will have snacks available for students that may forget. There will be water available to students during snack time.

SNACK TIME IDEAS

Fruit

- Apple Slices
- Apricots
- Bananas
- Blackberries
- Blueberries
- Cantaloupe
- Grapes
- Mandarin Oranges
- Nectarines
- Oranges
- Peaches
- Pears
- Pineapple
- Plums
- Raspberries
- Strawberries
- Tangerines
- Watermelon
- Applesauce

Vegetables – raw or with dip

- Broccoli
- Baby Carrots
- Cauliflower
- Celery Sticks
- Cucumber
- Peppers
- Snap Peas
- Tomato slices/Cherry tomatoes

PARENT/TEACHER CONFERENCES

Formal conferences will be scheduled for the fall and spring. Written progress reports will be given to parents at the end of the school year. Besides formal conference days, the teacher may request a meeting with the parents at any time during the school year to discuss a student's progress. Along with teacher websites, and school newsletters, we encourage frequent communication between school and family throughout the year.

PARENT AND VOLUNTEER INVOLVEMENT

The Archdiocesan Decree on Child Protection requires all school volunteers to attend SafeParish training and have a BCII criminal background check. These two items are required in order to be considered to volunteer at any time during the school year. Please check the bulletin for SafeParish opportunities or contact the parish office on how to enroll.

Parents are welcome at any time in our classroom. Other visitors need to schedule a time with administration/office staff and the teacher. Parents or family members are welcome to be a participant in the classroom, to bring in activities, observe, or assist. We would love to foster a partnership between the teacher, families, and community.

TRANSPORTATION AND FIELD TRIPS

Transportation to and from school is not provided for preschool aged children. We will be utilizing the Our Lady of Victory campus and community partnerships to provide students with in-school learning opportunities. Students will not leave campus during the school day for field trips. Rather, we will bring the field trip experience to them! Parents/guardians will be notified of these special days and how they may be involved by the teacher.


VOICE OF VICTORY

The school newsletter is sent home every Thursday, either electronically or by hardcopy. This is the main communication between school and parents. The Voice of Victory contains information on: school events, principal's newsletter, weekly menus, cafeteria volunteer schedules, etc. Please read through this weekly to be knowledgeable on school-wide news and happenings. The teacher will provide information on classroom specific events and news.

CURRICULUM AND ASSESSMENT

Our Lady of Victory School provides a curriculum that is aligned with Ohio's Early Learning and Development Standards. The curriculum focuses on the following domains: social-emotional Development, Oral Language and Vocabulary, Emergent Reading, Emergent Writing, Mathematics, Science, Social Studies, Fine Arts, Physical Development, and Technology. Additionally, students will participate in specials with those content teachers coming into the classroom.

We use the Big Day for PreK curriculum. We believe this curriculum follows our program philosophy. The teachers have been trained in the curriculum and will implement it with fidelity to our program philosophy. The Big Day for PreK Curriculum is research based. It is important that children develop the behaviors and traits that will enable them to function productively and collaboratively in school and society. Every theme in Big Day for PreK has a social-emotional focus that emphasizes what is essential for helping children be



future-ready. In addition, Big Day for PreK provides learning experiences that integrate all domains, including social-emotional development, oral language, literacy, mathematics, science, social studies, art, and physical development.

Student development will be assessed both formally and informally throughout the school year. Early education professionals will also collect information for the Early Learning Assessment throughout the year. Early education professionals use this information to ensure that children are on the path for kindergarten readiness. Parents will receive timely feedback on the results of these assessments, as well as, a progress report at least three times a year.

SPECIAL EDUCATION SERVICES AND SUPPORT

Our Lady of Victory school participates in the Jon Peterson Scholarship program for students in grades K-8 who may need extra academic or behavioral support, on an IEP. Preschool students are not eligible for this scholarship, however, there are options for support through your district of residence which may be able to provide services here at school. If your child has an IEP, or if you have concerns about your child's development and how we can support them here, please contact Kelly Hillebrand to discuss the options for your family and how to get your child the help they need.



MAP LEGEND

- 1 Church
 - 2 Convocation Center
 - 3 Parish Office
 - 4 School, library, Spirit Shop
 - 5¹ School
 - 5² School, Cafeteria
 - 6 Gym
 - 7 Block House
 - 8 Concession Stand
- A** School Main Entrance
- B** Preschool Entrance
- C** Preschool Entrance



SOUTH LOT MORNING ARRIVAL

LANE 1

Use for K-8

Cars will enter the South Lot from Neeb Rd. Follow the lane signage on the ground. Lane 1 will be on the left hand side. **Please pull up to the end of the cafeteria building 5² to allow all cars to enter off of Neeb Rd.** Students will enter up the side walk and through the cafeteria doors. Cars will then exit to Neeb Rd. using two lanes. Use the left lane to exit south and the right to exit north onto Neeb Rd.

LANE 2

Use for PreK

Cars will enter the South Lot from Neeb Rd. Follow the lane signage on the ground. Lane 2 will be on the right hand side. Preschool carpool will continue to the right behind the gym building. Students will enter through the Preschool entrance C. Continue up the hill to the North Lot to exit.



SOUTH LOT DISMISSAL FOR PREK

Cars will enter the South Lot from Neeb Rd.

Cars will pull forward to the next available space. When needed, start a new row of cars and pull all the way forward.

Preschool students will be brought to entrance B between the gym and cafeteria building as you arrive for dismissal. You will meet your student outside by the gym.

The teacher on duty will dismiss the first car and everyone will follow in single file.

Cars will then exit to Neeb Rd. using two lanes. Use the left lane to exit south and the right to exit north onto Neeb Rd.

