

2026-2027
PRESCHOOL STUDENT-
PARENT
HANDBOOK



St. Joan of Arc
Catholic School

5950 Heatherdowns Blvd.
Toledo, Ohio 43614

School Office~ 419-866-6177
School Attendance/Clinic~ 419-866-9051
School Website~ www.joanofarc.org

Welcome to St. Joan of Arc Catholic School. This Handbook has been developed to answer questions that you may have about our program. We, as Catholic educators, believe that our major goal is to develop the whole child. It is our effort to work with the parent to see that each child develops spiritually, intellectually and emotionally.

Mission Statement of St. Joan of Arc Catholic School

Following the Lord Jesus, our Master Teacher, St. Joan of Arc Catholic School is committed to partnering with parents in the faith-filled education of children. We provide an environment that empowers students to be creative, self-disciplined, courageous learners who demonstrate life long service to God and others.

Philosophy

The Christian philosophy of St. Joan of Arc Catholic School emphasizes the strong conviction that Catholic schools make a vital contribution to the teaching mission entrusted by Jesus to the people.

As religious educators, we recognize our responsibility and privilege to assist parents in educating their children to grow in understanding, love, and reverence for God, themselves, and others.

Gospel values based on charity, respect, trust, personal responsibility, and social concern are integrated into the instructional programs and school atmosphere.

We are committed to academic excellence appropriate to the individual needs, skills, and abilities of each student. Guided by Christian wisdom, our educational efforts prepare students to become contributing, mature members of the Church and responsible citizens in an ever changing society.

In a faith filled community students, faculty, and staff experience frequent prayer and worship as all members are guided toward pursuit of the ultimate goal of eternal happiness with God.

Goals

1. To assist parents in the education of their children.
2. To help the child develop as a whole person: spiritually, socially, emotionally, intellectually and physically in a Christ-centered environment.
3. To provide a positive, safe and secure learning environment that will encourage the child's growth.
4. To develop a positive self-concept.
5. To promote respect for self and others.
6. To gain independence by providing opportunities to make choices.
7. To use all senses in learning.
8. To experience learning in a hands-on environment in both quiet and active play.
9. To learn responsibility for one's actions.
10. To establish and develop friendships.

Faculty

If, at any time, you need to contact us please feel free to email us. We will respond within 48 hours. However, if you need to contact us immediately regarding a change in your child's after school plans, please do not email us,

contact the school office at 419-866-6177. Due to our schedule we are only able to check email before school starts and after dismissal.

Principal:

Mrs. Frances Jagielski
Fjagielski@school.joanofarc.org

Assistant Principal:

Mr. Andy Carner
acarner@school.joanofarc.org

Preschool Director:

Mrs. Bri Staffan
bstaffan@school.joanofarc.org

Preschool Teachers:

Mrs. Bri Staffan
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Mrs. Marissa Spader
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Teaching Assistant:

Megan Salameh
Msalameh@school.joanofarc.org

Admission

St. Joan of Arc Catholic School's Preschool welcomes children ages 3, 4 and 5. Children must turn three by September 1st to be enrolled in our youngest preschool program. ALL preschool students must be fully potty trained before beginning preschool.

Principal's Discretion

St. Joan of Arc Catholic School's Student-Parent Handbook states the general academic and disciplinary policies and procedures. Because they are general, the use of discretion is often necessary. The ultimate interpretation and decision-making must rest with the principal as the chief educational leader. The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

School Hours

St. Joan of Arc Preschool is offered to three, four and five year olds Monday through Friday, 8:30AM - 11:30 AM or 8:30 AM - 2:30 PM. We offer a choice of Monday- Friday or Monday, Wednesday & Friday half day or full day. (Optional extended day hours are available at an additional cost.) The doors do not open for preschool until 8:15 AM. If you arrive late for any reason, please sign in at the front office. Our day begins at 8:30 AM. Since we operate as a school rather than a daycare, we firmly believe that arriving late is not beneficial to your child. If your child consistently arrives late without a valid reason (appt., car trouble, etc.) he or she may not be admitted.

Extended Day

Extended Day services will be offered for the Preschool Program. Morning Extended Day billing hours are from 7:30 AM to 8:15 AM. Afternoon Extended Day billing hours are from 2:30 PM to 6:00 PM. Preschool pick up ends promptly at 2:40 PM. If your child is not picked up by this time, they will be taken to extended day, and charged accordingly.

Grace Period for Families with Older Siblings: Preschool students who have an older sibling in grades K–8 may be dropped off between **8:00-8:15AM** at no charge. This grace period allows families to drop off all of their children at the same time, making morning arrival more convenient for families.

If you have any questions regarding Extended Day, please contact Mandy Root at Mroot@school.joanofarc.org.

Registration

Preschool registration begins in February for our families with children presently attending our school and for parishioners. Open registration begins in February, during Open House. Look for information in the school newsletter or the church bulletin. All entering students must have a copy of their birth certificate or a copy of a baptismal record with the child's birth date on it. Preschool students must have a current physical form signed by a doctor.

Toilet-Training Policy:

All students must be fully potty-trained in order to attend St. Joan of Arc Preschool. This includes independently undressing, wiping and dressing. No diapers or pull ups may be used during the school day. If a student has more than two accidents in a week, you will receive notification from your teacher. If this continues an action plan will be made by the teacher. The action plan will be implemented for a two week period to help with independent use of the restroom. If the action plan is not successful in those two weeks, your child will be asked to take a break from the program and remain at home until toilet training is mastered. If a student has multiple accidents in one

day, a parent/guardian will be called and the student will be sent home for the rest of the day. Therefore, we encourage loose comfortable clothing to ensure a successful day.

Dress Code

Preschool students at St. Joan of Arc Catholic School must wear the t-shirt designed by the school with solid khaki, blue or black pants, shorts, or skirts. Leggings must also be these colors. (Please no stripes or patterned leggings) Parents will have the option to purchase short sleeve and/or long sleeve shirts for their child. Please visit the School Store link on the school's website to order your preschool shirts. We highly recommend elastic waist or pull on pants to ease with the use of the restroom. Please dress your child in clothes that he/she can manage. Tennis shoes, preferably with velcro strap, and socks must be worn at all times. For the safety of the child, students are not permitted to wear flip-flops, open-toed shoes, heels, or boots of any kind (rain, snow, cowboy, ugg style). We will give two written notifications about this, if it happens a third time we will ask that you bring your child school appropriate shoes.

An extra set of clothing needs to be brought to school on the first day. Please include pants, shirt, socks and underwear. Due to the quick season change please do not include shorts in the change of clothes. Please place these items in a ziploc bag and label with your child's name.

Shorts may only be worn in September and May unless otherwise stated.

Arrival/Dismissal Times

All preschool students arriving at school should use the car line only. If your child is utilizing the Extended Day Program, they should be dropped off at the main entrance no earlier than 7:30 AM. A school representative will help your child exit the car and enter the building through the front doors, from there another school representative will help escort them to the preschool extended day room.

Regular preschool morning drop-off begins at 8:15 AM and ends at 8:30 AM. If your child arrives after 8:30 AM a parent will need to park and bring their child into the office to sign them in for the day. A school staff member will escort them to their classroom.

Half-day pick-up is at 11:30 AM in the car line.

**** New information **Please be advised that any student not picked up by 11:35 AM will be taken to the office to wait. A late fee of \$5 for every 5 minutes will be applied to your account**

Afternoon pick-up begins at 2:30 PM and ends promptly at 2:40 PM. If you are unable to pick your child up by 2:40 PM, they will be sent to the Extended Day Program, and you will be billed accordingly. If your child is sent to the Extended Day Program, when you arrive you will need to park in the designated area labeled faculty and staff, and come into the office to pick your child up.

Carline Procedure

****For the safety of everyone, we request that parents remain in their cars at all times during drop off and pick up and that children do not get out of their cars without the supervision of a teacher. We will load and unload children from the passenger side of the car.**

****Please note Ohio law states that every child under 8 years of age must ride in a booster seat or other**

appropriate child safety seat, unless the child is 4 feet 9 inches or taller. Please make sure that your child has the appropriate car seat for pick up.

Morning Drop Off

You will enter the school parking lot and drive all the way down to the end and turn left. You will follow along next to the basketball hoops and stop right before the turn. At 8:15 AM a preschool teacher will come out and motion for you to pull around to the front doors. A teacher will then greet you at your car. They will open the door for your child and help them unbuckle if necessary. (In order to keep the car line moving quickly, you can unbuckle your child while you are waiting in line.) Please have your child's backpack ready to go with all the necessary items inside. Your child will exit the car on the passenger side and head into school with the assistance of a teacher.

Afternoon Pickup

You will enter the school parking lot and drive all the way down to the end and turn left. You will follow along next to the basketball hoops and stop right before the turn. At 2:30 PM a teacher will open the front doors and motion for you to pull around to the front doors. We will provide you with a car name tag. This tag will have your child's name on it, and it will help us to identify your car and get your child ready quicker. Please place your child's name tag on the dashboard or hang it from the front mirror. Students will be dismissed with a teacher one at a time. The teacher will open the car door and load the student in on the passenger side only. Once your child is loaded into the car please follow the sidewalk all the way down to the end of the school building to safely buckle your child into their carseat. Teachers are not permitted to buckle children into their car seats.

If you have other children to pick up in the K-8 car-line, you will pick up your preschool child first and then pull into an available parking bay to pick up your older children.

We strive to have our carline move as quickly as possible for you. However, keep in mind that your child's safety is our number one priority! In order for us to keep the line moving smoothly and safely it is imperative that all parents and students follow our carline procedures! Please remember to always remain kind and courteous as everyone is just learning this new procedure! It will get easier and quicker each day!

Attendance

If a student is absent from school for any reason, the parent/guardian is required to call the School Absence Line at 419-866-9051 before 9:00 AM on the day of the absence. If the school does not receive a phone call excusing your child from school, a reasonable effort will be made by the school personnel to notify the parent/guardian at home or at work. In the event your child must be dismissed early, please send a note to school for your child's teachers. The teachers will send the note to the office for their records. When picking your child up early, an adult must come into the school office and sign them out. If they return to school before the end of the day an adult must also accompany them to the office. If you know your child will be missing school ahead of time please notify your child's teachers and the school office

Delays and Closings

St. Joan of Arc follows Springfield Local School District for delays and/or cancellations. This will be announced on your local television stations. St. Joan of Arc will also send out a school wide parent text alert. The preschool carline will begin at 10:15 AM, and end at 10:30 AM. Please note that if SJA is on a 2-hour delay, there will be NO half-day preschool classes.

****Please note preschool students with older siblings only, will have a grace period in the morning from 10:00-10:15 AM where they can be dropped off with their older sibling and go to extended day free of charge.**

Emergency Release

Only those individuals who are listed on the authorization form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the form will be picking up the child, a written note from the parent/guardian as to who will be picking up the child is necessary. Photo identification will be requested, if the teacher does not recognize the adult.

Communication/Parent-Teacher Conferences

A preschool classroom newsletter will be emailed weekly. A school folder will come home each night and need to be returned the following school day. Please make sure to check your child's folder each night and remove any papers from it.

Preschoolers will be observed and assessed both formally and informally throughout the year to monitor their progress. These assessments will also aid in curriculum planning allowing us to adjust the material to meet the needs of our young learners. Developmental Progress Reports will be sent home throughout the school year. Parent-teacher conferences will be held to discuss your child's progress. Any additional conference time may be scheduled whenever the teacher and/or parents determine a need. Informal assessments are an ongoing process over the course of the year.

Preschool Family Roster

A preschool family roster will be available upon request. This preschool family roster includes the child's name as well as the parents name and telephone number. Parents may wish to be omitted from the roster simply by stating so on the appropriate form. The roster is only handed out upon request. Parents find the roster comes in handy when inviting classmates to a birthday party or for play dates.

Classroom Parties and Parent Participation

We have three classroom parties for the school year. Halloween, Christmas and Valentine's Day. Each party has 2 Parent Coordinators, along with a snack, drink, and craft provider. If possible, please leave siblings at home.

Birthdays are very special and exciting for children. It is a time to celebrate with friends and family. As a school, we want to continue recognizing our students' special day while being sensitive to student allergies and overall student health.

In lieu of edible treats for birthdays, we prefer non-food celebrations. Please request a list of non-food celebration choices from your child's classroom teacher, as each list may be a little different. Some examples may include: having the child bring in a special toy for show and tell or donating a special book to our classroom library. Teachers will send information home to parents on when we will celebrate your child's special day!

*We will only distribute birthday invitations at school if they are being distributed to the entire class or to all the boys or all the girls. Thank you for your cooperation with this.

Meals and Nutrition

Preschoolers may either bring a lunch from home or participate in our school-arranged lunch program, which provides meals from approved outside vendors such as Chick-fil-A, Marco's Pizza, and Schlotzsky's Deli.

School-Arranged Lunch:

Lunches are delivered to the school from these licensed food establishments and distributed by staff. Meals include a variety of options from all major food groups—whole grains, proteins, fruits and vegetables—and meet general nutrition standards for children. Menus vary depending on vendor offerings and are shared with families in advance.

Packed Lunches:

Families who choose to send a lunch from home are encouraged to provide nutritious options that include fruits, vegetables, whole grains, and protein. We ask that lunches avoid candy, soda, and other high-sugar foods whenever possible, as these can make it harder for children to stay focused and calm during the school day.

Our goal is to help all children make healthy food choices that support learning and growth. If your child has any food allergies or dietary restrictions, please notify the preschool staff so that appropriate accommodations can be made.

Snacks

All children will need to bring a healthy snack each day. Snacks should fit into a snack-size baggie. Snacks should be “child-friendly” and require no further preparation. Please label these snacks clearly with your child's name.

All children will need to bring a filled insulated water bottle each day, no juice. Water bottles need to be clearly labeled with your child's name.

School-Arranged lunches may be purchased on specific days through your FACTS account. If you have any questions about hot lunch please contact the school office or Mandy Root at Mroot@school.joanofarc.org.

Management of Communicable Disease

The preschool faculty members are trained in communicable disease, first aid, recognition of child abuse, and in handwashing and disinfecting procedures. A child who needs to be isolated will be isolated in a designated area and supervised by a trained faculty member. A parent/guardian or designated person will immediately be contacted of the child's illness. When necessary, an email explaining exposure to a diagnosed communicable disease will go home immediately to the preschool families affected. A child who exhibits symptoms of illness must be free of illness for 24 hours before returning to school; this includes a fever.

A child with any of the following signs or symptoms of illness shall be immediately isolated and a parent/guardian will be contacted to pick up the child:

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or the making of a whooping cough sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (redness of the eye, obvious discharge, matted eyelashes, burning, itching)
6. Temperatures of 100 degrees

7. Untreated infected skin patches
8. Unusually dark urine and/ or gray or white stool
9. Stiff neck
10. Evidence of lice, scabies, or other parasitic infestation

A child with the following signs or symptoms of illness shall be immediately isolated from other children. The principal, director, and/or teacher shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature of 100 degrees or greater
4. Vomiting

Emergency Illness and Accident Procedures

First aid is the management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures will be followed and someone on the child's emergency medical form and/or the doctor, dentist, hospital or 911 will be called. The faculty member in charge of the child will complete an accident/ injury report when the following occurs:

- An illness, accident or injury, which requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event jeopardizing the safety of children or faculty, such as child leaving school unattended

Emergency Procedures

In case of an emergency or accident, first aid will be administered and parent/guardian will be immediately contacted. Emergency medical transportation will be contacted if the situation warrants such care. A faculty member will stay with the child until the child is released to the parent/guardian. A school incident report will be filled out and sent home for any injuries requiring a trip to the nurse. For minor injuries not requiring a trip to the nurse, parents will be made aware at pickup or via email.

Administering Medication

School personnel will adopt the following guidelines when administering prescribed medication or over the counter medication

1. Secure the written instructions of a licensed physician or licensed dentist.
2. Each time medication is administered, a written record or log including dosage, date and time shall be made. The record or log will be kept on file for one year.
3. Medication containers must have an affixed pharmacy label including the child's name, name of medication, dosage and the time of administration. At every dosage change, a new physician's statement is required.
4. An adult must bring the medication to the school. All medication must be picked up by an adult at the end of the school year or it will be discarded.
5. Children are not permitted to keep medication with them while at school.

6. Preschoolers are not permitted cough drops.

Fire, Safety and Tornado Drills

Crisis Plan

St. Joan has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location. Parents will be notified via the Parent Text Alert System.

Emergency Drills

State Law requires that fire drills be held monthly. During the fire drills, students will follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file line at all times, and in silence;
4. Stand in a line, facing away from the building;
5. Return to the building when a signal is given.
6. All students are required to be silent during all drills.

Tornado drills are held periodically. The procedures are:

1. Rise in silence when the alarm sounds;
2. Walk briskly to the assigned place in single file line;
3. Kneel down facing the wall, and put hands over head;
4. Return to the classroom when a signal is given.

Behavior Management/ Discipline Policy

Constructive developmentally appropriate child guidance and management techniques will be used at all times, and will include measures as [1] discussion of the problem [2] redirection [3] separation from the problem [4] praise for appropriate behavior. A structured program requires limitations, which are clearly defined, consistent and developmentally appropriate. Constant positive verbal communication with both child and parent will limit the need for discipline. Mistakes are used as learning opportunities to remind students that we learn from our mistakes. Our goal is to make your child’s time with us a positive and successful experience. St. Joan of Arc Preschool is licensed to operate by the Ohio Department of Education. The facility is required to report any suspicions of child abuse or neglect to the local public Children Services Agency.

St. Joan of Arc Preschools actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints will 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 gain 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 will be subject to profane language, threats or derogatory remarks about him/herself or his/her family or other verbal threats.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toilet 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 faculty member in a safe, lighted and well ventilated space.
- The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Classroom Rules:

1. We are kind and respectful to everyone and everything.
2. We listen
3. We keep our hands and feet to ourselves.
4. We have walking feet during appropriate times.

Carpet time Rules:

1. Sit
 - a. Criss cross, side sitting or long sitting
 - b. Hands in our lap
2. Look
 - a. Eyes on the teacher/speaker
3. Listen
 - a. To the teacher/speaker
 - b. With quiet mouths

Consequences

1. Redirection
2. Separation
3. Listen
4. Teach/Natural consequence if necessary

Steps we take when a rule is not being followed:

First:

- We will redirect the child by giving them choices

Next:

- We remove the child from the problem. We use a safe place for the child to go to practice calm down techniques, or to regroup.

Then:

- Once the child has calmed down or had a minute to regroup the teacher will listen to what the child has to say.

Then:

- The teacher will talk with the child about their behavior and give them strategies to help them address their feelings. If necessary the teacher will apply a natural and logical consequence. (For example: A child breaks all of the writing center crayons because they are mad. A natural or logical consequence would be that the child has to use their own crayons until they can prove they can use the teachers again responsibly.)

Last:

- If the behavior becomes consistent, and the other strategies are not working, the teacher will notify the parents either by phone or email to set up a behavior plan for the child.

Preschool Code of Conduct

At St. Joan of Arc Preschool, we work hard to keep all children safe, happy, and ready to learn. To make this possible, we ask that every child follows our school rules and shows respect for teachers, classmates, and school property.

- Any behavior that is unsafe, disruptive, or disrespectful will not be tolerated.
- If a child's behavior prevents learning or puts others at risk, the school will need to step in with immediate consequences.

While behaviors such as hitting or biting are not tolerated and are addressed immediately, it is important to remember that preschool-aged children are still developing social-emotional and communication skills. Our role is to keep children safe while also teaching appropriate ways to express emotions and interact with peers.

Preschool Curriculum Outlined with Examples

St. Joan of Arc Preschool is aligned to the Toledo Catholic Diocese Preschool Curriculum and the Early Learning Content Standards adopted by the Ohio Department of Education. We offer developmentally appropriate activities, through learning environments and approaches that meet intellectual, physical, social and emotional needs of each child through indoor and outdoor play.

A. Socialization

1. Interaction through free play
2. Creative play/ dress

B. Language Development

1. Singing
2. Group discussion
3. Stories
4. Learning conversational skills

C. Music Appreciation

1. Learning new songs
2. Rhythmic movement
3. Creative expressions

D. Small Motor Development

1. Develop and strengthen hand and finger muscles
 - a. Play dough
 - b. Coloring
 - c. Painting
 - d. Cutting
 - e. Printing
 - f. Pouring
 - g. Writing
 - h. Sifting
 - i. Water play
 - j. Drawing
 - k. Stringing

E. Large Motor Development

1. Building large muscle strength; coordination
 - a. Throwing
 - b. Catching
 - c. Hopping, skipping, jumping, galloping
 - d. Balancing beams
 - e. Climbing
 - f. Building

F. Pre-Reading Skills (Introduction to Academics)

1. Math
 - a. Calendars
 - b. Basic counting skills
 - c. Amounts and space
 - d. One-to-one correspondence
 - e. Recognizing numerals
 - f. Comparisons-forming sets
 - g. Patterning
 - h. Subitizing
 - i. Sorting/matching
2. Reading
 - a. Alphabet recognition
 - b. Left to right movement
 - c. Top to bottom movement
 - d. Phonemic Awareness
 - e. Comprehension
 - f. Sound recognition
 - g. Identifying parts of a story
 - h. Predicting
 - i. Following 2 step directions

G. Spiritual Development

- | | |
|----------------------------|-------------------------------------|
| a. Basic bible stories | d. Showing kindness and forgiveness |
| b. Follow the Golden Rule | e. Daily prayers |
| c. Learning wonders of God | f. Songs |

H. Science

- | | |
|-------------------|---------------------------------------|
| a. Animals | d. Seasons |
| b. Sense and Body | e. Magnets |
| c. Seasons | f. Learning about the world around us |

I. Self-Esteem Development

- Encourage a positive environment
- Positive reinforcement

J. Self-Help Skills

- | | |
|------------------|-----------|
| a. Dressing self | d. Tying |
| b. Buttoning | e. Lacing |
| c. Zipping | |

Field Trips

Children will participate in field trips as an enrichment activity. These field trips may be on or off campus. For off campus field trips, parents (or another authorized adult) will be responsible for transporting and chaperoning their child during the field trip. Field trip information will be given to parents as they are scheduled.

Child/Adult Ratio and Supervision

Four and Five year olds (not in Kindergarten) child/adult ratio is 1:14 with group size no larger than 28. Three year old child/adult ratio is 1:12 with group size no larger than 24. The teacher or a faculty member will always supervise the children. The director and /or head teacher acting as the director shall be onsite at least half of the program's operating hours. At least two responsible adults shall be available at all times. One adult shall be faculty, and the second shall be available within the building or be able to be summoned by the teacher without leaving the class. A phone will be available while the program is in session.

Licensed Program

St. Joan of Arc Catholic Preschool is a licensed program approved to operate by the Ohio Department of Education. The most recent compliance report is posted in the classroom. Parents may request copies of the program compliance report at any time from the school office. If you have concerns about the program you can call the Ohio Department of Education at 877-644-6338 or write the department at 25 South Front Street Columbus, OH 43215.

Daily Schedule

Morning Drop Off

8:15-8:30

- Teachers greet children in their cars and walk them into school.

Arrival Routine

8:30-8:45

- Children unpack and put their things in their cubbies. Snacks, water bottles and folders are brought into the classroom.
- Attendance

Morning Circle Time

8:45-9:05

- Calendar and outline daily activities/topic, discussions, and/or story time

Snack and Bathroom Break

9:05-9:30

Center Time

9:30-10:00

- Self and teacher directed activities

Large Group Instruction

10:00-10:30

May involve one or more of the following:

- Theme related activities
- Read a loud
- Large motor activities
- Discussion
- Learning activities

Gross Motor Activities/Recess

10:30-11:00

- weather permitting we will go out for recess

Small Group Work/Math/Religion/Science

11:00-11:25

Closing Group and Packing up for half day students

11:25-11:30

- Saying goodbye to our morning friends and getting ready for lunch time

Lunch

11:30-12:00

Rest Time and Bathroom Break

12:00-1:30

Gross Motor/Recess Time

1:30-2:00

Center/Fine Motor/Story Time

2:00-2:20

Closing Group and Packing Up

2:20-2:30

- Discussion of the days activities and end the day in prayer

Dismissal

2:30-2:40

**Preschoolers will also have Catechesis of the Good Shepherd, Music, and open Gym weekly.

This schedule is a basic outline. While we plan for consistency, times and activities may vary.

Catechesis of the Good Shepherd:

Is a Montessori-based Catholic faith formation program for children, most commonly used with preschool through elementary ages. Instead of a traditional religion class format, it focuses on:

- ***hands-on materials,***
- ***quiet reflection,***
- ***scripture and parables,***

- *liturgy/church practices,*
- *and helping children develop a personal relationship with God.*

The classroom space is called an “Atrium,” and children work with specially prepared materials tied to:

- *the Mass,*
- *the Good Shepherd parable,*
- *geography of the Holy Land,*
- *practical life,*
- *prayer,*
- *and scripture stories.*

I, the undersigned, acknowledge that I have received a copy of the 2025-2026 Parent Handbook for St. Joan of Arc Preschool and agree to adhere to its policies and procedures. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of this handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for Preschool service providers, or at the discretion of the administrator. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook. I recognize that it is my responsibility to contact the Preschool Director or school Principal for any questions I might have about the contents of the Parent Handbook now and in the future.

(print)Guardian’s Name

(print)Child’s Name

(signature)Guardian’s Name

Date:-----

PICK UP PROCEDURE



**Staff will be present
unload & load studen*

---> CAR DROP OFF/ PICK UP (GR. K-8) begins at 7:30 am and 2:55pm

---> CAR DROP OFF/ PICK UP (PRESCHOOL) begins at 8:15am and 2:30pm

---> BUSES DROP OFF/ PICK UP



CAR