



PRESCHOOL PARENT HANDBOOK

Full-Day Program for Children Ages Three and Four

2026-2027 School Year

Annual Tuition	\$4,350
Class Capacity	12 students
Program	5 day Full school day; with 3 Full day option
Eligibility	Age 3 or 4; independently toilet trained, subject to legally required accommodations



Welcome to Bishop Flaget Preschool

Dear Preschool Families,

Welcome to Bishop Flaget Catholic School. Our preschool is a Christ-centered community where young children are known, loved, protected, and invited to discover the goodness of God and His Church through prayer, play, friendship, and joyful learning.

This handbook explains the preschool program, family responsibilities, health and safety practices, child guidance, and Ohio licensing information. It supplements the Bishop Flaget school-wide handbook. If provisions conflict, applicable law and the preschool-specific health and safety rule control.

Families are partners in this ministry. Please read the handbook carefully, keep it for reference, and return the acknowledgment at the end.

In Christ,

Aaron Brown
Bishop Flaget Catholic School Principal

Handbook Status and Annual Review

The governing authority adopts the preschool policies in this handbook. The school may revise policies to respond to changes in law, licensing direction, safety needs, or school operations. Families will receive written notice of material changes. This edition was reviewed against Ohio law effective July 1, 2026.

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1. Catholic Identity, Philosophy, and Curriculum

Mission Statement

Bishop Flaget Catholic School inspires students to become lifelong learners and disciples of Christ, glorifying Him in every aspect of their lives with integrity, compassion, innovation, and perseverance.

Belief Statements

At Bishop Flaget Catholic School, we believe in the dignity of every child, created in the image and likeness of God, and called to grow in faith, knowledge, and virtue.

- Christ is the foundation of our school community, guiding our teaching, learning, and relationships.
- We believe in the partnership of Church, family, and school, working together to nurture the spiritual, academic, and personal growth of each student.
- Faith and reason work together, and a rigorous academic program rooted in Catholic values prepares students to become thoughtful, compassionate, and responsible leaders.
- Service to others is an essential expression of our Catholic faith, and students are called to live as disciples by serving God and neighbor.
- Prayer, sacrament, and worship strengthen our community and deepen our relationship with Christ.
- A safe, respectful, and caring environment enables each student to discover their God-given gifts and to use them for the glory of God and the good of the world.

Philosophy

We believe that education is a partnership between faith, family, and school. Rooted in the teachings of the Catholic Church, we strive to form the whole child—spiritually, intellectually, emotionally, and socially. We seek to inspire a love of God, a love of learning, and a commitment to serving others. By providing a rigorous academic program in a Christ-centered environment, we prepare students to use their God-given gifts to grow in wisdom and virtue and to contribute positively to the world.

“I pray not only for them, but also for those who will believe in me through their word, so that they may all be one, as you, Father, are in me and I in you, that they also may be in us, that the world may believe that you sent me.”

John 17:20-21

Preschool Program Goals

Within this mission and philosophy, the preschool provides a safe, loving, and orderly environment in which every child is treated as a child of God. The program responds to each child’s interests, abilities, culture, development, and individual learning needs; balances quiet and active, child-directed and teacher-guided, indoor and outdoor, individual and group experiences; builds readiness across Ohio’s developmental domains; develops independence, self-regulation, curiosity, responsibility, friendship, reverence, and service; and partners with parents as the primary educators of their children.

Curriculum and Assessment

The school adopts a written, developmentally appropriate curriculum aligned at the domain level with Ohio’s Early Learning and Development Standards. Teachers use observation, work samples, developmental measures, and other age-appropriate evidence to plan instruction and monitor growth. Assessment is used to support instruction, not to label or rank young children.

Developmental progress is reviewed and shared with parents at established intervals. The teacher and parent will hold at least two conferences each school year. Additional conferences may be requested by either the school or family.



2. Program Information, Eligibility, Tuition, and Attendance

Program Feature	Bishop Flaget Policy
Ages served	Children age three or four who have not entered kindergarten and are not of compulsory school age.
Schedule	Full school day on days shown on the Bishop Flaget Catholic School calendar. Exact arrival and dismissal times are communicated before the school year.
Capacity	Twelve enrolled students. The school will not exceed its licensed capacity or required staffing ratio.
Tuition	\$4,350 for the school year.
Extended care	Not available for the 2026-2027 school year.
Calendar closures	The preschool follows announced school closings, delays, early dismissals, holidays, and emergency closures.

Admission and Enrollment

Enrollment is complete only after the school accepts the child, required enrollment documents are submitted, and the enrollment or tuition agreement is completed. Admission, placement, transition, withdrawal, and reenrollment are supervised by the school administration. Enrollment priority and deadlines may be established annually and administered consistently with applicable law and diocesan policy.

Toilet-Training Eligibility

Because this class is designed for independently toilet-trained three- and four-year-olds, a child ordinarily must be able to recognize the need to use the toilet, communicate that need, manage clothing with age-appropriate help, use the toilet, and complete basic hygiene with verbal prompting. Pull-ups or diapers are not used as a routine substitute for toilet training. Occasional accidents are expected and will be handled calmly, privately, and without punishment. Families must provide at least one complete change of labeled clothing.

The school will engage in an individualized discussion when a disability, medical condition, IEP, or Section 504 need may affect toileting. Nothing in this policy authorizes discrimination or overrides a legally required reasonable accommodation. The school may request appropriate documentation and develop an individual care or accommodation plan.

Tuition and Financial Responsibility

Annual tuition is \$4,350. Payment dates, payment method, late charges, withdrawal obligations, refunds, and collection terms are governed by the family's signed tuition or enrollment agreement and any published school tuition policy. Tuition reserves a place in the limited-capacity class and is not adjusted for ordinary absences, school holidays, weather closures, or other calendar days unless the signed agreement expressly provides otherwise.

Attendance and Absence

- Parents must notify the school office promptly when a child will be absent or late and give the reason, particularly when illness is involved.
- The program maintains daily admission, attendance, and withdrawal records.
- Consistent attendance supports learning and classroom stability. The school may meet with a family when attendance is frequent or prolonged.
- A child may not be dropped off before staff are ready to receive the child and must be picked up by the announced dismissal time.
- Absence does not remove the family's tuition responsibility under the signed agreement.



3. Family Partnership, Access, Records, and Screening

Parents as Partners

Parents are encouraged to participate through conferences, classroom or school events, all school Mass, home learning, and communication with the teacher. Volunteers must follow school visitor, safe-environment, background-check, and supervision requirements and are never left alone with children unless authorized and qualified under applicable rules.

Parent Access and Visitors

A parent of an enrolled child has unlimited access during program hours to contact the child, evaluate the care provided, evaluate the premises, or for another purpose approved by the director or principal. For child safety, every parent and visitor must first report to the school office, follow identification and sign-in procedures, and comply with security directions. Unlimited access does not permit disruption of instruction or access to confidential information about other children.

Child and Health Records

All required information must be on file no later than the child's first day unless a rule provides a later deadline. Parents must promptly update contact, custody, emergency, health, allergy, medication, authorized-release, and transportation information. Records include identifying and contact information; emergency contacts; authorized pickup persons; transportation permissions; incident reports; immunizations; allergies and treatment; current medications, diets, supplements, or fluoride; chronic conditions and relevant history; physician and dentist contacts; and emergency medical, dental, and transportation authorization.

The school protects records under applicable privacy laws, including FERPA where applicable. Records are released only as permitted by law or valid parental authorization. Licensing and health officials may review records when authorized by law.

Developmental Screening and Services

Families may ask the teacher or administration about developmental concerns. Early and Periodic Screening, Diagnostic and Treatment (EPSDT) services are available to eligible children through Medicaid. Developmental evaluation and services may also be available under the Individuals with Disabilities Education Act (IDEA), including Part B/Section 619 preschool special education through the child's school district of residence. For children under age three, Ohio Early Intervention may provide Part C services. The school will assist families in locating the appropriate public contact but does not itself determine eligibility for public services.



4. Daily Program, Rest, Food, Clothing, and Toileting

Daily Schedule

The posted classroom schedule includes Mass and faith formation, learning centers, language and literacy, mathematics and discovery, art and music, large-motor activity, outdoor play when conditions permit, meals and snacks, personal care, transitions, and a rest period. The schedule balances quiet and active play and addresses intellectual, physical, social, and emotional development.

Rest Period

Because the program operates for more than five hours, a supervised rest period is provided and will not exceed one and one-half hours. Each child has an individually assigned cot or mat and bedding. Children are not disciplined for failing to sleep. Quiet alternatives may be offered after an appropriate opportunity to rest. Families should send any bedding requested by the teacher; bedding must be labeled and will be sent home for laundering on the school's schedule and whenever soiled.

Meals and Snacks

Children attending four or more hours are offered meals and snacks that meet applicable USDA meal-pattern requirements. The school will notify families annually whether food is supplied by the school, supplied by parents, or provided through a combination of both. Current weekly menus are posted when the program provides food; substitutions are recorded. Screen time is not permitted during meals or snacks.

- Families must disclose all food allergies, intolerances, modified diets, and medically necessary foods before attendance and whenever information changes.
- A diet eliminating an entire food group requires written instructions from an authorized health professional.
- If families provide lunch or snack, the school will provide nutrition guidance and will have a procedure to ensure food is available if a meal or snack is forgotten.
- Food may not be shared between children. Classroom celebrations must follow teacher directions and allergy safeguards.

Clothing and Personal Items

Children should wear modest, washable, weather-appropriate clothing and secure shoes suitable for active play. Each child needs labeled replacement clothing. The school is not responsible for ordinary loss or damage to personal property. Toys from home should remain home unless requested by the teacher. Preschool students will not be required to follow the dress code of the older students, but can choose to follow the color scheme in general if desired.

Toileting and Accidents

Children receive reasonable reminders and age-appropriate help with fasteners and hygiene. Staff wash hands after assisting with toileting; children are taught proper handwashing. Accidents are handled without shame or discipline. Soiled clothing is secured in a sealed bag, stored away from other belongings, and sent home daily. If accidents become frequent or the child cannot participate safely and hygienically, the school will meet with the family to determine supports, possible temporary leave, or an accommodation process as appropriate.



5. Arrival, Dismissal, Transportation, and Field Trips

Arrival and Release

- An adult must transfer the child directly to the designated preschool staff member at arrival. A child may never be left outside, in a vehicle, or in an unattended area.
- Children are released only to a parent or a person authorized in the child's record. The school may require photo identification and will not release a child when identity or authorization cannot be verified.
- Parents must give written notice to change authorized pickup persons. In an emergency, the director may use a verified procedure consistent with school policy.
- Court orders affecting custody or release must be provided to the school. The school follows the most current order on file.
- If a child is not picked up on time, staff will contact authorized adults. If no authorized adult can be reached and the child's safety is at risk, the school may contact law enforcement or children's services.

School Transportation

The preschool does not provide routine daily transportation unless the school gives families a separate written transportation notice and obtains all required permissions. Any school-provided transportation will follow applicable vehicle, driver, restraint, attendance, supervision, loading, unloading, and child-accounting requirements. Parents may not arrange for the school to release a child to an unauthorized transportation provider.

Field Trips and Routine Trips

Parents receive advance information and must provide written permission before a child participates in a field trip or other trip when required. Staff maintain required ratios, attendance checks, emergency information, communication capability, and first-aid supplies. A child who does not have permission may be required to remain home if the school cannot provide alternate licensed care. Parent chaperones follow school safe-environment and supervision requirements.

Swimming and Water Activities

No swimming or water activity in water two feet or deeper will occur. Required staff ratios will be maintained. The program will not conduct swimming activities in a lake, pond, or river. Ordinary classroom water-table play is supervised and sanitized under program procedures.



6. Health, Immunizations, Medication, and Communicable Disease

Immunization Records

A dated immunization record must be provided before admission or within thirty days after admission and updated every thirteen months. It must identify the child and birth date and list each immunization by month, day, and year. Medical or conscience exemptions are handled only as permitted by Ohio law and school policy. During an outbreak, exclusion may be required by public-health direction. A child with a disability will not be excluded solely for lack of an immunization record until the responsible IEP or IFSP team addresses the matter, when applicable.

Daily Health Observation

A person trained in communicable-disease recognition observes each child as the child enters the group. Parents must report diagnosed communicable disease, exposure, fever, vomiting, diarrhea, rash, lice or parasites, or other symptoms that may affect attendance.

Immediate Isolation and Pickup

The parent will be notified immediately when a child shows signs of illness. A child will be isolated within sight and hearing of an adult and discharged promptly for any of the following:

- Three or more abnormally loose stools in twenty-four hours; severe coughing; difficult or rapid breathing; yellow skin or eyes.
- Red or painful eyes with thick discharge or matted eyelashes; untreated infected skin patches; unusually dark urine or gray/white stool.
- A temperature of 100°F by the axillary method together with other signs of illness; stiff neck with elevated temperature.
- Untreated lice, scabies, or other parasitic infestation; sore throat or difficulty swallowing.
- Vomiting more than once, or vomiting accompanied by another sign or symptom of illness.

A child with unusual spots or rash or an elevated temperature will be isolated and monitored while the director and parent determine pickup timing. The posted DCY Communicable Disease Chart guides decisions.

Readmission and Exposure Notice

Return is permitted when exclusion criteria no longer apply and the child can participate safely. The school may require documentation from a health professional or public-health authority when warranted by the illness or outbreak. Families will be notified of exposure to a diagnosed communicable disease while protecting the identity of the affected child.

Medication, Medical Food, and Topical Products

- Prescription and nonprescription medication, medical food, modified diet, supplements, and fluoride are administered only with the required written authorization and instructions from the appropriate licensed professional and parent.
- Only a health professional or an employee with required training may administer medication.
- Each administration is logged with dosage, date, and time; records are retained for at least one year.
- Medication must be in the original labeled container and is stored locked or otherwise as required. Refrigerated medication is inaccessible to children. Emergency medication remains readily available but out of children's reach.
- Parent permission is required for topical products and lotions. Lip balm and hand sanitizer for children older than twenty-four months are handled as allowed by rule and school procedure.
- Parents may not place medication in a backpack, lunchbox, coat, or other child-accessible item.



7. Safety, Emergencies, Incidents, and Child Protection

Supervision, Ratio, and Capacity

No child is ever left alone or unsupervised. Required child-to-staff ratios are maintained at all times. For a mixed class of three- and four-year-olds, the youngest child's ratio ordinarily controls; the applicable maximum is one preschool staff member for twelve three-year-olds. Bishop Flaget voluntarily limits the class to eleven students. When seven or more children are present, a qualified second adult is readily available within the building or adjacent outdoor area and can respond without the supervising staff member leaving the group.

Emergency Preparedness

Bishop Flaget Catholic School maintains and annually reviews a written emergency preparedness and response plan or qualifying school safety plan. It addresses security; medical and dental emergencies; emergency transport; severe weather and natural disaster; lockdown; evacuation and relocation; hazardous materials, gas leaks and bomb threats; violence and terrorism; infectious-disease emergencies; loss of power, water or heat; reunification; communication failure; children with disabilities or health conditions; supplies; trips and transportation; and contact with emergency officials. Security-sensitive details are not reproduced in this public handbook.

Emergency instructions and phone numbers are posted as required. Staff conduct and document required drills. During an emergency, the school will account for children, provide care until reunification, and communicate by the safest available means. Parents must follow reunification instructions and keep emergency contacts current.

Injury and Incident Notification

Staff complete the required DCY incident/injury report or electronic equivalent and provide it to the parent or pickup person on the day of an illness or injury requiring first aid, emergency transport, a bump or blow to the head, or an unusual or unexpected event that jeopardizes safety. Serious incidents and serious-risk noncompliance are reported to DCY by the next business day. If emergency transport is provided by someone other than a parent, the child's health and medical records accompany the child and a director, administrator, or staff member remains until the parent assumes care.

Mandated Reporting and Child Protection

Preschool staff are mandated reporters. A staff member with reasonable cause to suspect child abuse or neglect must immediately report under Ohio law and then make the required licensing report. The school does not investigate in place of public authorities. Staff protect children from abuse and neglect and comply with diocesan safe-environment requirements.

Facility and Equipment Safety

The licensed space is maintained in a safe and sanitary condition with required indoor and gross-motor space, annual fire inspection, approved occupancy and food service status, safe furniture and equipment, accessible first-aid supplies, working telephone and backup communication, protected electrical outlets, secured chemicals and medication, and hazard-free indoor and outdoor play areas. Smoking is prohibited. General-use trampolines, ball pits, bounce houses, and similar inflatable climbing/bouncing equipment are not used in the preschool program.



8. Child Guidance, Behavior Support, Suspension, and Withdrawal

Positive Child Guidance

Guidance is constructive, Catholic in spirit, and developmentally appropriate. Staff teach expectations, model respect, arrange the environment to prevent problems, redirect, help children name feelings and solve problems, briefly separate a child from a problem situation when needed, and reinforce appropriate behavior. The policy applies to staff, substitutes, volunteers, visitors, and parents on the premises.

Prohibited Practices

- Cruel, harsh, corporal, or unusual punishment, including hitting, shaking, pinching, biting, or spanking.
- Delegating discipline to another child.
- Locking a child alone in a room or confining a child in an enclosed area.
- Profane language, threats, humiliation, shaming, frightening, derogatory remarks, or verbal abuse.
- Punishment for toileting accidents, failure to eat, or failure to sleep.
- Withholding food, rest, toilet use, or using food as a behavior reward.
- Separation that is prolonged, developmentally inappropriate, or outside staff sight and hearing.
- Prohibited restraint. Prone restraint is never permitted. Any emergency physical intervention must comply with Ohio restraint and seclusion law and school policy.

Individual Behavior Support

Before implementing a child-specific behavior management plan, the school will communicate and consult with the parent. The written plan will be consistent with law and any applicable IEP, IFSP, or Section 504 plan and will be signed by the parent. The school may request professional consultation when behavior creates a persistent safety or participation concern.

Suspension, Expulsion, and Removal

The school seeks to prevent exclusion through family partnership, environmental supports, positive guidance, and reasonable accommodation. Immediate pickup or temporary removal may be required when a child's conduct presents a serious and immediate safety risk that cannot be managed safely with available supports. Any suspension, expulsion, or removal will follow applicable Ohio law, school policy, disability protections, and due-process requirements. A behavioral expulsion from preschool is reported to DCY as required.

Administrative Withdrawal

Subject to applicable law, the school may withdraw enrollment for nonpayment under the signed tuition agreement; material falsification or failure to provide required records; persistent failure to follow arrival, pickup, health, or safety requirements; extended unexcused absence; or a breakdown in the family-school partnership that prevents safe and effective operation. Before withdrawal, the school ordinarily provides notice and an opportunity to discuss the concern, except when immediate action is necessary for safety or required by law.



9. Licensing, Complaints, and Inspection Reports

Licensing Authority

Bishop Flaget Preschool is intended to operate as a school-based preschool licensed by the Ohio Department of Children and Youth (DCY) under Ohio Revised Code sections 3301.52 through 3301.59 and Ohio Administrative Code Chapter 5180:2-20. The license is posted in a conspicuous location visible to the public during operation.

Inspection Reports

Parents may view preschool inspection information through the Child Care Search tool on the Ohio Department of Children and Youth website. A person may also submit a written request to DCY for the program's licensing record. The school office will help a parent identify the school's license information upon request.

Questions and Complaints

Families are encouraged to begin with the preschool teacher for classroom matters and then contact the preschool director or principal. Concerns involving suspected abuse or neglect should be reported directly to the appropriate public children services agency or law enforcement as required. A licensing complaint may be filed directly with DCY; the school may not interfere with a complaint or inspection.

Contact	How to Use
Bishop Flaget School Office	Program questions, records, teacher or director conference, and school-level concerns.
Ohio Department of Children and Youth	Licensing complaints, inspection records, and Child Care Search. Use the current contact information published at childrenandyouth.ohio.gov .
Ross County Public Children Services / Law Enforcement	Reports of suspected child abuse or neglect or immediate safety concerns. Call 911 for an emergency.
Child's School District of Residence	Preschool special-education evaluation and IDEA/Section 619 information.
Ohio Medicaid / Managed Care Plan	EPSDT screening, diagnostic, and treatment information for eligible children.

Regulatory information and contact details can change. Families should use the current agency information rather than relying on a printed telephone number that may become outdated.



Appendix A. Ohio Compliance Crosswalk

This crosswalk shows how the handbook addresses current parent-facing requirements and identifies rules that require separate internal records or procedures. It is a compliance aid, not legal advice, and should be reviewed whenever Ohio law, licensing guidance, or school operations change.

Authority	Requirement Area	Handbook Location	Separate School Record/Action
ORC 3301.52-.59	Definitions, licensing, facility, ratio, access, inspections	Sections 2, 3, 7, 9	License, building plan, inspections, staff files
OAC 5180:2-20-01	Definitions	Throughout	Use current definitions in internal policies
OAC 5180:2-20-02	License, inspections, complaints, serious incidents	Sections 7 and 9	Application, OSLS updates, CAPs, incident reporting
OAC 5180:2-20-03	Philosophy, curriculum, schedule, rest, conferences, handbook	Sections 1, 3, 4, 9	Written curriculum, schedules, progress records
OAC 5180-37-04 / Ch. 5180:2-20	Staff qualification, training, ratio, supervision	Section 7	Personnel, OPR, background checks, training, ratio records
OAC 5180:2-20-05	Facility, fire, space, play area, water safety	Sections 5 and 7	Approvals, measurements, inspections, maintenance
OAC 5180:2-20-06	Equipment, first aid, mats/cots, sanitation	Sections 4 and 7	Equipment checks, sanitation procedures
OAC 5180:2-20-07	Required policies; emergencies; medication; trips; access	Sections 3, 5, 6, 7	Board approval, EPRP/safety plan, medication logs
OAC 5180:2-20-08	Immunization, cumulative/health records, attendance, incidents, privacy	Sections 3 and 6	Child files, attendance, DCY 01299 retention
OAC 5180:2-20-09	Food service, nutrition, menus, no screens at meals	Section 4	Food license/exemption, menus, substitutions
OAC 5180:2-20-10	Child guidance, prohibited methods, abuse reporting, expulsion	Section 8	Staff distribution, individualized plans, DCY reports
OAC 5180:2-20-11	Communicable disease	Section 6	Staff training, posted DCY 08087 chart, notices
OAC 5180:2-20-12	Diapering	Section 4; generally not used because class requires toilet training	Maintain compliant procedure if accommodation requires diapering
OAC 3301-35-15 / ORC 3319.46	PBIS; restraint and seclusion	Section 8	School policy, staff training, notices and reporting
IDEA, Section 504, ADA	Disability evaluation, services, nondiscrimination, accommodations	Sections 2, 3 and 8	Individualized review and plans as applicable



Appendix B. Family Acknowledgment

I acknowledge that I received and reviewed the Bishop Flaget Catholic School Preschool Parent Handbook for the 2026-2027 school year. I understand that the handbook supplements the school-wide handbook, tuition/enrollment agreement, annual calendar, and notices. I agree to follow the preschool's health, safety, arrival, dismissal, authorized-release, attendance, toileting, child-guidance, and family-partnership expectations.

I understand that annual tuition is \$4,350; the class is limited to twelve students; and enrollment is for a full school-day program serving eligible children ages three and four. I understand the toileting eligibility policy, including the school's obligation to consider legally required accommodations individually.

I understand that policies may be revised when law, licensing requirements, safety needs, or school operations change and that the school will provide notice of material revisions.

Child's Name: _____

Parent/Guardian Name(s): _____

Parent/Guardian Signature: _____ Date: _____

Second Parent/Guardian Signature: _____ Date: _____

Preferred emergency communication method: ☐ Text ☐ Email ☐ Phone

Sources Reviewed

Ohio Revised Code §§ 3301.52-3301.59; Ohio Administrative Code Chapter 5180:2-20 (effective July 1, 2026); OAC 5180-37-04; OAC 3301-35-15; and referenced federal disability and privacy laws. Official current text: codes.ohio.gov. Licensing information: childrenandyouth.ohio.gov.

Drafting note: Final adoption should follow review by the school's governing authority, diocesan administration, insurer, and legal counsel or licensing specialist, particularly for tuition/refund terms, food service, transportation, emergency plan, disability accommodation, and suspension/expulsion procedures.