



St. Mary Preschool 2017-2018 Handbook

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WELCOME

CHILDREN'S PRAYER



Jesus, I kneel down to say
Thank you for another day,
Thank you for the world so sweet
Thank you for the food we eat,
Thank you for the birds that sing
Thank you God for EVERYTHING!



Amen.

This handbook is prepared for the parents/guardians of all children enrolled in the St. Mary Preschool. It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

PRESCHOOL PHILOSOPHY

The St. Mary Preschool provides a unique learning experience for children ages 3 to 5 with no regard to race, creed, religion or economic level. Our program nurtures the continuing growth of children's knowledge and understanding of themselves and their world. We provide a safe, caring and stimulating environment where learning flourishes. We recognize that children are individuals, and every child is unique. We accommodate the broad range of children's needs, addressing the intellectual, emotional, physical and social aspects of each child as an individual.

The objective of the Preschool is to offer a well-balanced curriculum in a Christian atmosphere. We cherish the opportunity to work with you and your child. The faculty and staff of St. Mary Preschool are dedicated to providing a positive, Christ-centered environment to develop growth and learning for your child.

LICENSE / ACCREDITATION

We are licensed by the Cabinet for Human Resources, Division of Licensing and Regulation, of the State of Kentucky to operate as a **TYPE I FACILITY**.

FIVE STARS

The St. Mary Preschool is proud to be a Five Star Center. This is the highest award that can be earned from the state of Kentucky.

OUR GOALS

DEVELOPMENT OF SOCIAL RESPONSIBILITY: Children are provided with experiences to help them learn to value and respect individual contributions as well as cultural identity.

EMOTIONAL AND SOCIAL DEVELOPMENT: Our program seeks to develop a positive self-concept in every child. Children are given opportunities to gain confidence and competence in functioning, both alone and in cooperation with others.

AESTHETIC AND ARTISTIC DEVELOPMENT: Children will be given opportunities to interpret their real and imagined world through experiences with the arts. The arts are a natural and essential part of the child's development.

PHYSICAL DEVELOPMENT AND WELL-BEING: Children are provided with experiences to help them learn about their growth and development and about their own role in maintaining a healthy lifestyle.

INTELLECTUAL DEVELOPMENT: The experiences and knowledge which young children bring to school, combined with their natural curiosity and sense of wonder, are the foundation for learning in the early years. Children are provided with opportunities to express their knowledge and thinking in a variety of ways.

FAITH DEVELOPMENT: We teach the children that God made the world and our families. We build on the theme that we are special and on the love we have for our family. Children will be encouraged to develop an attitude of kindness, cooperation, courtesy, and help toward others.

OUR PROGRAM: Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and creative movement. Our curriculum also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

HOURS AND FEES

HOURS - - - - - 6:30 a.m.– 5:30 p.m.

PRIME-TIME LEARNING- - - - - 7:45 – 11:00

Pick up at 11:00	\$22.00/day
Pick up between 11:00 and 2:30	\$26.50/day
Pick up between 2:30 and 5:30	\$29.50/day

REGISTRATION FEE - - - - - \$50.00
(Non-refundable, not transferable)

LATE FEE - \$15.00 for a pick up after 5:30 p.m., then \$1.00 per minute after the first fifteen minutes tardy

TUITION

St. Mary School System has partnered with Smart Tuition to service your child’s tuition account. To enroll online, please follow the instructions below.

1. ONLINE ENROLLMENT

Go to: www.enrollwithsmart.com

2. SCHOOL CODE

Enter and submit the St. Mary school code: **11456**

SNOW DAYS and other unexpected closings will not affect your tuition. These days may or may not be made up on alternate days.

You will be held responsible for paying for the days/times for which your child has been registered to attend. Due to Staff/Child ratios, we will not be able to accommodate make up days for your child and we cannot switch days temporarily. Switching may be done on a permanent basis (if space is available). **There is no refund for daily absences.**

If your child is not scheduled to attend a certain day of the week during a special event, (e.g. class parties, field trips, school pictures, May Play Day, etc.), your child may attend this day (space providing) for an additional charge if your tuition is current. If space is not available, your child may attend with you or your designated person at no charge.

AGE REQUIREMENTS

To qualify for the three-year-old program, the child must have attained the age of three years by August 1 of the year of entry. To qualify for the four-year-old program, a child must have attained the age of four years by August 1 of the year of entry.

ENROLLMENT

To ensure that the St. Mary Preschool is in compliance with state regulations, no child will be enrolled in class until:

1. The Online Registration Form with Medical History/Emergency Medical Care Permission is completed.
2. Your child's current Immunization Record and Birth Certificate is on file in the school office. This MUST be present before regular sessions begin.
3. The day and time agreement is completed and approved by the Preschool Director.

ARRIVAL

Prime time children should be dropped off in the loop between 7:15 and 7:40 A.M. This will allow the children to be inside their classroom ready to begin PRIME TIME LEARNING at 7:45 A.M. We suggest that you drop your child off at the gym. Your child will be escorted to their preschool room. If a child has an older brother or sister in the elementary school, that child may accompany the younger child to the classroom each morning.

If the students and teachers have already gone inside, please park by the office and walk your child into the office, SIGN IN and the receptionist will give you a visitor's badge, then accompany your child to the classroom. For security purposes, your badge must be worn the entire time you are in our building. Please leave your badge in the office when signing out.

Preschool students who are brought to school before 7:15 AM must enter through the library entrance.

DISMISSAL

Parents should line up in the circular drive/loop for 11:00 or 2:30 loop dismissal. The children leaving at 11:00 will be dismissed at the front loop. A name card will be given to you at the beginning of the school year. At dismissal time, the parent or those designated by the parent to pick up the child is required to have the name card before we will release the child. Please put your child's name card in the window to expedite dismissal. Please be on time. Your tardiness can cause anxiety in your child when he/she is left waiting for you. In the event that you are late, please park, come to the office and sign in before going to get your child. No child should be removed from the building without teaching staff being made aware of the child's departure. The Director/Teacher must be notified in advance if someone other than the parent will be picking up the child. A person who is not known to the teacher on duty will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

Your child may also be picked up at the 2:30 p.m. loop along with the Kindergarten through 5th grade students. You may pick your child up anytime during the day. You will have to park, sign in at the office to receive a visitor's badge, then come into your child's classroom to sign your child out.

REQUEST FOR ADDITIONAL TIME IN PRESCHOOL

If you need an occasional addition to your time, we ask when that occurs you fill out the REQUEST FOR ADDITIONAL TIME form (see sample in back of book). 24 hours' notice is requested and greatly appreciated. Requests after 9 a.m. on the day of the change will not be accepted. We staff each day based on how many students are scheduled to be present and must stay within our adult/student ratios at all times.

If you are requesting a permanent change, please contact our Preschool Director.

CURRICULUM

The intentional design and balance of developmental and academic skills of our preschool curriculum make it a core Pre-K program designed to inspire big learning and grow early learners into confident kindergarten-ready students. Its focus on foundational skills gives Pre-K learners a strong base across all learning domains which include: gross and fine motor, language, cognitive, social and emotional, self-help and adaptive, morals, and values. The curriculum is delivered through predictable routines and purposeful play that empowers children with confidence to learn new things in math, science, social studies and the language arts. In addition, it delivers a research-based sequence of instruction in bite-sized chunks which provides for multiple opportunities to reinforce concepts and solidify understanding.

NON-CUSTODIAL PARENTS

If there is a court order specifying custody, it is the responsibility of the custodial parent to provide the school with a complete official copy of the court order.

VITAL INFORMATION

All changes of address and/or telephone numbers (home or work numbers) or other information required on the registration and permission forms are to be reported to the teacher immediately. In the event of an emergency, we need to have current information to reach you as quickly as possible! It is important that we have an accurate phone number to reach you or your designee at all times.

EMERGENCY CARE

1. We will call 911 in the event of a serious accident. The child will be taken to the closest emergency room by ambulance.

2. If the child's parents cannot be reached by telephone, we will contact the doctor on the EMERGENCY FORM. An explanation of what has occurred will be given, and the doctor's instructions will be followed.

TOILET TRAINING

Each child enrolled in the St. Mary Preschool must be toilet trained and capable of demonstrating independent bathroom hygiene skills. Two or more potty accidents within five school days will result in a potty probation of one school day. We are not licensed to change nor do we have a place to dispose of diapers or pull-ups. If your child has a potty accident, we will change his or her clothes. If no clothes are available, we will call you to bring a change of clothes.

REST PERIODS

A rest period is required by law for all children attending Preschool. Children are not required to sleep but should rest quietly. After the first thirty minutes, children will be allowed to sit quietly on their mats and look at books. St. Mary provides mats for the rest period; please do not send a mat from home. A crib sheet and a light blanket must be sent to school and will be returned home for weekend washing. Please label these items with a marker. The sheet and blanket must fit into and be sent in a plastic box with a lid.

VISITORS

The St. Mary Preschool extends a welcome invitation to all parents or their designated representative anytime throughout the year. You will receive a schedule of your child's daily activities to note the best times to visit your child's classroom. All visitors must sign in at the office and receive a visitor's badge.

CHILD ABUSE

KRS 620.030(1) states: Any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to the County Department for Social Services – 270-575-7105.

ABSENCES, ILLNESSES, DISEASES

If a child is absent for any reason, the school is to be notified before class by calling the elementary school office at 270-442-1681 ext. 251.

Any child coming to school showing any signs of communicable illness will not be permitted to stay. These include a fever of 99.5 or above, vomiting, diarrhea, conjunctivitis and others. A student who has vomiting or diarrhea at school will need to stay home for at least 24 hours. Students who have a measurable fever of at least 100 degrees will not be allowed to return for over 24 hours.

Should a child contract a communicable disease (i.e. chicken pox, head lice), please notify the school immediately so that the other parents may be alerted.

If a child becomes ill while at school, they shall be placed in a supervised area isolated from the rest of the children. The parents will be notified immediately to come take the child home. In the

event that a parent cannot be reached, those persons indicated on the EMERGENCY SHEET will be contacted to pick up your sick child.

MEDICATION AT SCHOOL

If a student must take any type of medicine during the school day, the parent is required to take the medicine to the school office at the beginning of the school day. Parents must log in all medicine with the office. Only prescription medication with clear dosage instructions will be administered. All medication must be in an R_x bottle that can be left at school. Medication will not be sent home daily. When filling prescriptions, ask your pharmacist for part of the medication to be placed in a second bottle for school. This medication will be administered after lunch **ONLY**. If the medication needs to be administered at any other time of the day, a parent or designated person must come to school to administer the medication. Parents will be required to come to school to administer all non-prescription medication. Please let your child's teacher know that you have brought medicine, and she will ensure that your child receives it after lunch.

SUNSCREEN AT SCHOOL

We don't mind applying sunscreen. We suggest that you purchase an eight-hour sunscreen and apply it before leaving home. State regulations require that you have the pharmacist apply a label to the sunscreen container with the child's name and directions for application on it. You will still be required to provide a signed/dated daily note to apply the sunscreen before going outside ("apply as needed" is not acceptable). This must be repeated each day for sunscreen to be applied.



EMERGENCY/WEATHER CLOSING

When inclement weather or emergencies force the closing of the St. Mary School System, the Preschool will also be closed. The St. Mary School System uses an automatic dialing system to notify families of weather emergencies, school cancellations or early dismissals. WPSD-TV station has an email and text alert for school closings, and you may go to their website to sign up for this service. If the St. Mary School System is closed or dismisses early, the preschool will dismiss early.

St. Mary Elementary regularly has fire drills and hazardous weather drills to be prepared in case of a true emergency. In case of a tornado warning, the students will be taken to an inside school hall and remain there until the all-clear announcement is made.

In case of emergencies, please **do not** call the school since this will tie up our phone lines. Listen to your radio, WPSD-TV, or sign up for email/text alerts from WPSD. The preschool teachers will contact you if there is a need to do so.



STOPLIGHT DISCIPLINE

Through positive discipline we correct children's actions without damaging their ever-growing self-esteem. At the front of the room, there is a homemade stoplight with clothespins attached. Each student has a clothespin with his/her name on it. If a student does not express appropriate behavior, he/she must move his/her clothespin to the appropriate stoplight color. At the beginning of every day, all clothespins are on the green light.

Green light: Good listeners receive awards such as stickers or prizes.

Yellow light: The student receives a warning; he/she is redirected by the teacher, and encouraged to make good choices.

Red light: The student sits next to the teacher for one minute per age. The teacher will discuss the choices the student made and encourage him or her to stop the inappropriate behavior and make good choices. If the behavior continues, the student will be asked to move his or her clip off of the red light and onto the blue light.

Blue Note: The teacher discusses the behavior with the child and sends home a note on blue paper for the parent to sign and return to school.

Children have several chances to move their clip “back” to the previous color. This encourages the children to make good choices and feel positive about their behavior.

If a problem persists, a conference will be held involving parents, teacher, the preschool director, and, if necessary, the school principal.

We reserve the right to refuse attendance to any child whose behavior is or becomes detrimental to group experience.

EXTRA CLOTHING

At the beginning of school, the parent will provide a change of clothing (pants, shirt, underwear, and socks) to be kept on hand for your child. Please send in a plastic container with lid, marked with your child’s name clearly on the outside. These will be used if accidents occur, and soiled clothes will be sent home in a bag. Please send another set of clothes on the next school day. Please do not send pull-ups, as we are not licensed to change or dispose of these. All clothing will be returned at the end of the school year.

THINGS FROM HOME

Children will need to bring a regular sized backpack with a folder enclosed each day to preschool. No rolling backpacks or small mini-back packs. Please check your child's folder daily.

Please discourage children from bringing toys from home. They will be required to keep them in their backpacks while at school. For sanitary reasons, pacifiers are not allowed.

Children are not allowed to bring hand sanitizers to school.

HAPPY MEAL PRIZE BOX TOYS

Please donate! Please bring any small Happy Meal toy or similar items to the classroom, and we will recycle them in our prize boxes. Your help is greatly appreciated.

CLASSROOM ARRANGEMENTS/DEVELOPMENTAL CENTERS

All learning takes place through experience. During the course of the day, the children participate in large and small group activities as well as enjoying time working with another child or alone. The classrooms are set up with learning areas called "centers". Within each center, materials are provided so that the child can manipulate, explore, create, experiment and discover. The children are free to move from center-to-center as their interests change. This system encourages choice-making and responsibility while sharing classroom supplies.

DRESS CODE

Preschool boys should not wear earrings or have hair past their collars. Preschool girls should wear shorts under their dresses. Preschool children do not wear uniforms. We ask that your child's school clothes be comfortable, washable and easily manipulated by the child, especially for bathroom needs (pull up pants and shorts are ideal). Please do not dress your child in "dressy" clothes which require him/her to "be careful" if he/she plays outside. Shoes with wheels, Crocs, flip flops, boots, any open toed shoes, or shoes that will not stay on the feet are not allowed for safety reasons. We strongly suggest tennis shoes with socks.

All articles of clothing which will be removed, especially coats and sweaters, need to be clearly marked and easily identified by the child.

Children enjoy playing outside, and the fresh air is beneficial to them. Please be sure that proper outer clothing is worn during cold weather, since the children may be taken outside.

Any loss of articles should be promptly reported to facilitate recovery. However, the school will not be responsible for lost articles.

BREAKFAST

An optional breakfast is served from 7:15 till 7:40 daily for an additional fee. Breakfast is \$1.65 for students.

SNACK

We provide a morning at 8:45 and an afternoon snack at 2:30 daily. The snack is prepared by our cafeteria and the cost is included in your tuition.

LUNCH

Children attending our preschool may purchase hot lunches from the school cafeteria. They may also bring their lunch from home and purchase milk from the cafeteria. By State Regulation, lunches must include **Milk, Protein, Bread, Fruit and Vegetable (or two vegetables)**. In order to meet this requirement, milk must be drinkable, and fruits and vegetables must be in actual produce form. Therefore, a juice drink does not count as a fruit, and yogurt or cheese do not count as milk. If your child's lunch from home does not contain milk, protein, bread, fruit and vegetable or two vegetables, they must charge a lunch in the cafeteria. We must check their lunches for compliance. All lunches served by the cafeteria contain these basic food requirements.

We encourage parents and grandparents to come by and eat lunch with their children any time. We love having you and so do they! Just call the Cafeteria Manager, at 442-1681, Ext. 256 for reservations.



LUNCH PRICES

Children	\$2.65
Adults	\$3.50
Milk	\$0.50

Lunch may be paid for on a weekly or monthly basis. This makes for easier bookkeeping. If making a cafeteria payment, please put your child's name and cafeteria on your check in the "memo" space. You may also create an online account at MySchoolBucks.com to keep track online and to deposit money in that way. There is a small monthly fee for using this service.

FREE AND REDUCED LUNCH/BREAKFAST

We participate in the free and reduced lunch programs. Application forms are available in the office at the beginning of the school year. Everyone is encouraged to apply. This information is kept confidential by the cafeteria manager.

BIRTHDAY AND HOLIDAY CELEBRATIONS

The celebration of a child's birthday is a very special occasion. We invite every child to celebrate his/her birthday at school. For those birthdays occurring during the summer months, we celebrate an "un-birthday". We suggest using your child's 3½ or 4½ year birthdate for the "un-birthday" celebration.

Birthdays are posted on our classroom calendar at the beginning of each week and are eagerly anticipated by all of the class.

If your child is having a birthday party (outside of school) and wishes to send invitations, we cannot pass these out at school **unless the entire class** is being invited. If you need a list of students' names and addresses, we will be happy to send this list home with your child.

Parents may donate a special snack for this celebration. **By state regulation, we are not allowed to serve homemade items.** If you wish to join us, please notify the teacher at the beginning of the birthday month to make arrangements. We only allow snacks prepared without peanuts or peanut oil because of the possibility of peanut allergy.

PARENT/TEACHER CONFERENCES/COMMUNICATIONS

Since the role of our preschool is to complement the parents as the primary teachers of their children, frequent opportunities to communicate with parents are essential. A parent/teacher conference will be held at the end of the first quarter. A second conference will be held in the spring. A Progress Report will be given to you during this conference. Should the need arise, a special conference may be scheduled anytime at the request of either the parents or teachers. Periodic reminders and class notes will also be sent home.

Each week, a calendar will be sent home with classroom happenings, and highlights of the month.

Verbal messages to the teacher by a child will not be accepted. Please send all messages by note or talk personally with the teacher. If you have questions or feel disturbed by something your child has told you, please contact the teacher or director to discuss your concerns. We cannot help with a problem unless we know about it. Please keep communications open so misunderstandings can be corrected before they get out of hand.

Please call or email the teacher to schedule an appointment. We want to help if a problem occurs. The teachers are busy greeting and getting the children settled the first few minutes before class begins; therefore, this would not be an opportune time to bring up a problem. The teachers' focus

will be to make each child feel welcome and start each class positively. Thank you for your cooperation in this matter.

All information concerning children, their parents, relatives or guardians, shall be kept in strict confidence by the staff, except for sharing information with individuals who are personally or professionally responsible for the well-being of the child.

HANDBOOK CHANGES

St. Mary Early Childhood Center retains the right to amend the handbook for just cause. All parties will be notified immediately, in writing, of any changes made.

REQUEST FOR ADDITIONAL TIME IN PRESCHOOL FORM

This form is a request for additional time in Preschool for 3 or 4 year old students. This request is not for a permanent change; it only covers occasional additional time needed by the parents. This form is available from the elementary school office. (If parents want to make a permanent change in the days/times of the child's attendance, please make an appointment with the Preschool Director.)

_____ would like to attend Preschool on
(Child's Name)

M T W TH F _____ from _____ to _____
Date Arrival time Dismissal time

My child regularly attends from _____ to _____ on this day of the week.
Arrival time Dismissal time

I understand I will be charged according to the hours I have selected above.

Parent's signature

Date

*** Additional time in Preschool is approved only if space is available, and your tuition is current.

***** If we cannot accommodate your request due to staff/child ratios or your tuition account is not current, your child may be denied an extra day or time.

Approved: Yes _____ No _____

Preschool Director _____

An additional fee of \$ _____ will be added to your bill.

This form is available in the elementary school office.