

ST. JOSEPH PRESCHOOL

PHILOSOPHY

The St. Joseph Preschool program is a family centered educational program that strives to meet the needs of the children served and also the family's needs for parenting education and support. The child's overall development spiritual, social, emotional, physical, intellectual and creative is of prime importance in our program. At St. Joseph Preschool we encourage and support the development of each child. The needs and interest of each child are taken into account when setting up hands-on, creative learning environment. Offering a variety of choices within a well-planned setting helps children learn to make good, responsible decisions.

All children and their families are welcome to the St. Joseph Preschool regardless of race, religion, or sex. Acceptance into this program is dependent upon the admission guidelines.

GOALS AND OBJECTIVES

SPIRITUAL – To support families in teaching, loving and living their Catholic Christian faith.

PHYSICAL – To develop large and small motor skills, as well as enhance overall physical coordination and identify the need for good health habits.

SOCIAL –To provide experiences that foster tolerance, respect, and sensitivity to the varying abilities of all people.

INTELLECTUAL – To promote curiosity pre-reading, pre-math, and pre-writing skills such as: listening, following directions, increasing attention span, problem solving and language acquisition skills.

EMOTIONAL – To encourage a positive self-concept and belief in the children's capabilities in order to help them achieve self-confidence and a concern for others in their world.

CREATIVE – To promote children's creativity through playful expression and freedom of activity. The curriculum will provide for varied activities, fun with music and movement.

ADMISSION POLICY

St. Joseph does not discriminate on the basis of race, creed, sex, religion, or national origin. Students are admitted to St. Joseph School for each successive year based on attitude, behavior, and the academic achievement of the student. This is entirely the decision of the school.

Children who are three and four by October 1st of the current school year are eligible to enter St. Joseph Preschool. In the admission of students to St. Joseph Preschool, the order of Priority will be as follows:

- A. Children from families with children already enrolled in St. Joseph School.
- B. Children from parish families now reaching school age.
- C. Children from families newly moved into the parish whose children have been in Catholic schools where such were available.
- D. Children from families newly moved into the parish whose children have not been in Catholic schools where such were available.
- E. Children of nonparishioners from other Catholic parishes.
- F. Children of non-Catholic faith.

REGISTRATION

Fall registration is held the week prior to the beginning of school. The following forms must be provided at this registration if not at the Spring registration.

Birth certificate

Baptismal certificate

Social Security number

Eye examination

Current immunization certificate

Any court document addressing custody issues

The fees/supply bill is payable on registration day, and is not refundable.

ARRIVAL

Children are welcomed by the director of the preschool each morning as early as 7:30 a.m. Walk your child in each morning and sign the attendance form and document the time of arrival. Sign full name, not initials, please.

Preschool class begins at 8:20 a.m. if your child will not be attending school, please contact the school before 8:30 a.m. Call 348-5994.

LUNCH AND SNACK

LUNCH will be available through the St. Joseph School cafeteria. Lunches are \$2.25 per day. Your child may bring a lunch from home milk/juice may be purchased for \$.50.

A computerized payment system allows you to pay in advance for meals and /or a la carte foods (juice drink, water, cookies etc.). The following options are available for payment:

CASH ON ACCOUNT-UNLIMITED- cash/check is sent to school and deposited in your child's account. There is no limit on the amount of money that can be deposited into the account. The account balance simply decreases as purchases take place. However, a meal must be purchased before a la carte item can be purchased.

CASH ON ACCOUNT PREPAID MEALS ONLY- Cash/check is sent to school and deposited into your child's account but is designated for student meals only. No snacks or la carte food items can be purchased.

CASH ON LINE – cash/check is accepted as the child purchases meals and/or a la carte item. Your child will enter a personal identification number into the keypad to access his/her account. Make check payable to St. Joseph School Cafeteria. Statement will be sent home twice a month in the Thursday envelope.

SNACK time will be mid-morning. Fruit, vegetables and other nutritious foods will be offered at snack times. Milk or juice will be served daily with snack.

DISMISSAL AND SIGN-OUT PROCEDURE

The parent(s) will list on the enrollment form the names of any persons who are authorized to pick up their child from Preschool, either at the close of the day or in case of illness or emergency. Any person picking up the child will be required to sign the attendance form stating the time of departure each day. Please sign this form with your full name, initials can be difficult to interpret.

In the event that a person not authorized attempts to pick up a child the following procedures will be followed:

1. The parent will be contacted for verbal permission to release the child.
2. The person will be required to produce identification.
3. The person must sign the required form.
4. St. Joseph Preschool reserves the right to refuse to release a child to the person or to call law enforcement if the staff regards the safety of the child to be in question.

DISMISSAL for the half-day program is at 11:30 a.m. and for the full day program at 3:00 p.m. All students must be signed out by a parent or authorized person. In the event of a change of plans regarding who will be picking up your child, or change in transportation please send a written note to your child's teacher. If possible, please call when you know your child will be late so that your child can be reassured that you are coming.

SUPPLIES

- 1 boxes of tissues
- 2 jumbo rolls of paper towel
- 2 jumbo glue sticks (goes on purple)
- 1 bottles (no run) all purpose glue (white)
- 1 box of 8 big Crayola markers (washable)
- 1 box of 8 large Crayola crayons
- 3 package 3 oz. Solo plastic disposable cups
- 1 package 360 count napkins
- 1 backpack or tote bag-LABEL WITH YOUR CHILD'S NAME
- 1 complete change of clothes ---long pants, 2 pair of underwear, a shirt and pair of socks. Please put these items in a gallon size zip-lock bag. Label the clothes and the bag.
- 1 small current snapshot of your child for his/her file

PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME

SCHOOL CLOTHING

Dress for preschool is the parent's choice of uniform or play clothes. The uniform for boys consists of a light blue shirt and navy shorts or slacks. The uniform for the girls consists of a

plain white blouse/shirt, navy shorts, skort, slacks, or jumper. If the uniform is not worn, please dress your child appropriately for preschool. We suggest casual, every day, clothes since your child may be painting, gluing, exercising, playing with blocks and toys on the floor, cooking/eating or playing outdoors. Shoes that protect their feet and give them good traction are preferable to “dress” shoes. For safety and sanitary reasons, no open back shoes, flip-flops or crocs are permitted. Socks must be worn with all shoes. Please dress your child in clothes that he/she can manage. We like to emphasize self help skills.

BIRTHDAY CELEBRATIONS

If your child has a birthday during the school year, he/she is welcome to bring in a special treat to share with his/her classmates. Cookies, brownies, rice crispy treats, frozen yogurt, cheese and fruit trays are all favorite among the children. The treats should be commercially prepared. Please send a note at least two days in advance to allow for planning. A special celebration will be held toward the end of school year for children to celebrate birthdays in the summer.

CURRICULUM

Within our preschool, many exciting things will happen. Material presented will be geared to captivate and ignite the child’s sense of wonder. There will be a regular routine of skills reviewed every morning. These include morning prayer, the Pledge of Allegiance, letters of the alphabet, numbers, shapes, colors, along with the calendar, seasons and weather awareness. A theme will be introduced each week and will encompass information, songs, finger plays, poetry, and stories pertaining to the theme. Centers will be available for painting, drawing, gluing, math, pre-reading, cutting skills, as well as building and creative play. Science, religion and cooking will be incorporated into the weekly activities on a regular basis. Outdoor play and indoor exercise will also be a part of each daily routine. The children lie down to rest or take a nap for no more than two hours after lunch.

FIELD TRIPS

Occasionally field trips will be scheduled for the children as part of a planned curriculum. Written permission of the parent(s) must be obtained before a child may go on the field trip. Failure to bring such permission prevents the child from participating. We will contract Bethlehem High School to provide school bus transportation and driver. Only volunteers with required background checks will be allowed to chaperone on field trips and must provide their own transportation. One chaperone for every five students is needed unless special circumstances require more chaperones.

A field trip is a privilege not a right. The parent or teacher has the right to refuse to let a student participate in a field trip. For safety reasons, only St. Joseph pre-school students may attend the field trips, no additional family members may be included.

CALENDAR/COMMUNICATION

In Preschool we will cover a wide variety of themes according to the child's interest and ability levels. Young children are often at a loss for words to describe their day, so to keep our lines of communication open with you, we will be sending home a weekly/monthly newsletter and calendar to keep you abreast of your child's day at school. Included in this calendar will be weekly activities, colors, shapes, letters, and the numbers we will be introducing during the month. We hope you will refer to this calendar and discuss with your child each week's activities.

Preschool will follow the St. Joseph School calendar. Please refer to this calendar for school holidays and activities.

ADDRESS/TELEPHONE

Please advise your child's teacher in writing of any changes in your address or telephone numbers (home or work). In case you must be reached in an emergency or your child becomes ill at school.

EMERGENCY SCHOOL CLOSINGS

When weather conditions cause schools opening to be questionable, please listen to WBRT or watch PLG 13 for announcement regarding St. Joseph School. When Bardstown schools are closed due to inclement weather, St. Joseph school is closed as well.

Inclement weather make-up days will be scheduled by St. Joseph school.

DISASTER PLANS

FIRE DRILL

Kentucky State Law requires at least one fire drill each month. Students are required to file out quietly to an open area. Roll will be taken to ascertain that all students have evacuated the building.

TORNADO DRILL

Kentucky State Law requires tornado drills twice a year. Students will sit in the protective position facing the wall until the "all clear" signal is given.

EARTHQUAKE DRILL

Kentucky State Law requires earthquake drill twice a year. Students will get under the table in the classroom in position until they are told it is safe to evacuate the building or the “all clear” signal is given. In the event of an earthquake, the students in the will be evacuated to the playground adjoining our school property until the school is assessed by our Fire Department as structurally safe to reenter.

STUDENT RELEASE

No student will be dismissed from school unless a parent or individual designated by the parent comes for his/her child. All parents, or designated person, who comes for students, must have them signed out in the school office or at the temporary student release station located on the playground. We are prepared to care for your child in times of critical situations. If you are not able to reach school, we will care for your child here. We have a number of people with first aid training, and will be in communication with local emergency services. Please do not call the school. We must have the lines open for emergency calls. Do turn on your radio to WBRT 1340am or watch our local TV station PLG 13. Information and directions will be given.

HEALTH

We can only accept well children and are depending on you to help us maintain this policy. If a child has a temperature, is vomiting, diarrhea, any communicable illness or contagious rash he/she will not be permitted to attend preschool. If your child has a communicable illness, disease, rash or contagious health concern (Chicken Pox, Ringworm, Impetigo, Lice, Pinkeye) please contact the school office so appropriate notification can be made to other parents if necessary. This is the law in Kentucky. Should a child become ill during the day, we will notify you so you can make arrangements for someone to come for your child. Please be sure that we always have up-to-date phone numbers so you or a designated person can be contacted. All cases of head lice should be reported to school immediately. A general screening of all students is conducted as soon as possible after a report is made. Any student found to be infested is sent home. Before re-admittance to the Preschool, you need to present a statement from your physician or the local health department stating that your child is free from lice. In the event that your child needs to receive medication during the day a Medication Authorization Form must be signed by the parent(s). The form and medication are to be turned into the school office. The medication prescribed or non-prescribed, must be brought in its original container with the child’s name and all directions.

If a minor injury is sustained by your child while at Preschool, staff trained in First Aid procedures will administer appropriate treatment. An incident report will be completed by staff and placed on file. The parent will be notified and provided a copy of the report when the child is picked up. If an injury is a non-emergency but requires medical treatment the parent will be

contacted for their preferred procedure. If the injury is traumatic professional medical attention will be sought immediately and the parent will be notified. If your child has food allergies please send all the needed information so that the teacher knows exactly how to handle your child's situation.

DISCIPLINE

St. Joseph Pre-School program practices a positive discipline approach. Through the use of positive discipline teachers will create a reassuring atmosphere through reflective listening, validation, and creation of "teaching moments". Through the use of class meetings learners will have the opportunity to actively learn to be problem solvers, determine logical consequences for misbehavior, and experience first hand how to resolve conflicts in a respectful non-humiliating manner. Mistakes are wonderful opportunities to learn. "Thinking Time" is a time, not to be insulted or humiliated, but rather a time to regroup, calm down, and feel better about oneself before the child is ready to work out an amiable solution respectful of all concerned. This discipline approach advocates using discipline as an educational tool to raise children who are responsible, respectful and resourceful. Steps for correcting behavior:

- A. The child sits near the teacher.
- B. The teacher provides another activity.
- C. The teacher changes her tone of voice.
- D. The child is placed in the "think" area for a short period of time.
- E. Good behavior is reinforced. If problems persist a parent/student/teacher conference(s) will be held.

PROCEDURE FOR EXPULSION FROM THE PROGRAM

I After the above procedure has been followed a child may be removed from the program if:

- A. The child poses a threat to self, staff, or other children in the program.
- B. The child behaves in a manner that is difficult to manage in a large group.
- C. The child uses abusive language or threatens other children.
- D. The child or family continues to act against the preschool's policy as explained in the Preschool Handbook.
- E. The director's professional judgment is that the child can no longer function effectively in the program and/or the program is being adversely affected by the child's presence.

II The parent(s) guardian(s) of the child will be notified in writing when infractions of policies occur and a conference will be scheduled with the parent/student/director/principal to discuss the problem before a child is removed from the program. However, some situations may occur that jeopardize the welfare of the children and/or staff. The principal reserves the right to dismiss a student immediately if such an incident occurs.

III A parent/guardian of the child may appeal a decision made by the director by filing a written grievance with the school principal.

GRIEVANCE

Should a parent/guardian have a grievance the following procedures should be followed:

1. Talk with staff person involved.
2. If a settlement is not reached contact the Director.
3. If a settlement is not reached contact the Principal.
4. If a settlement is not reached contact the School Board.
5. If a settlement is not reached contact the Pastor.

When parents or guardians need to communicate with the staff, director, principal, or Pastor it is best to personally talk to them or send a written note. Messages sent by the child may cause confusion and miscommunication. Always communicate this important information directly, adult to adult. Our staff will always exercise professional confidentiality with regard to any shared information about your child or your family.

TOYS

The staff and their consultant have spent a lot of time and money in choosing age-appropriate and developmentally appropriate toys for your child. The toys not only meet the stringent standards but are chosen for your child's safety too. Sharing toys from home is often a difficult task for your child. Please insist that your child leave his/her toys at home or in the car rather than bringing them into preschool.

CHILD ABUSE OR NEGLECT

In the event that a staff person knows or has reason to believe that a child is an abused or neglected child that person must report or cause a report to be made immediately to the Department for Social Services. If it is believed that immediate protection of the child is advisable than law enforcement will be notified.

PARENT MEETINGS/CONFERENCES/PROGRAMS

An orientation meeting for parents will be held prior to the beginning of school.

A skills checklist will be sent home in the fall and in spring informing each parent of his/her child's progress.

Parents are encouraged to request a conference, if there is a concern or you need to talk about your child. The teacher will provide daily/weekly communication and will notify a parent immediately if there is need.

TUITION/FEEES

Tuition Policy and Guidelines

It will be the policy of all St. Joseph Preschool families to keep their tuition, book/supplies bill, and extended care fees current. All payments for tuition are to be paid in a timely manner and under the terms agreed upon at the time of registration. If a family is delinquent, they shall be notified and if the amount due is not received by the specified amount of time, the student will be subject to removal from the program until the full payment due is received by St. Joseph Preschool.

ST. JOSEPH PRESCHOOL TUITION RATES FOR 2009-2010

PRE-SCHOOLERS	ANNUAL	SEMI-ANNUAL	10 MONTHS	12 MONTHS
Full Day 1 Child	\$3865.00	\$1933.00	\$387.00	\$322.00
Full Day 2 nd Child (10% dis.)*	\$3475.00	\$1738.00	\$348.00	\$290.00
Full Day 2 nd Child (25% dis.)**	\$2895.00	\$1447.00	\$289.00	\$241.00
Half Day 1 Child	\$2085.00	\$1043.00	\$209.00	\$174.00
Half Day 2 nd Child (10% dis.)*	\$1875.00	\$938.00	\$188.00	\$156.00
Half Day 2 nd Child (25% dis.)**	\$1565.00	\$782.00	\$156.00	\$130.00

*The discount is 10% off the regular tuition rate for the second child if he/she has a sibling attending St. Joseph School.

** The discount is 25% off the regular preschool tuition rate if he/she has a sibling attending St. Joseph Preschool.

The tuition for the 2010-2011 year will be paid by:

Option 1: Annual payment due on or before fall registration day.

Option 2: Semi-annual payment plan (1/2 due on or before fall registration day, ½ due on or before January 14.)

Option 3: Automatic Withdrawal payment based on 10 months (August through May). The withdrawal will be made around the 5th or 20th of each month.

FEES AND SUPPLIES

There is a \$70.00 fee per student in the Preschool to cover the cost of supplies, fee and materials. This is payable at spring registration and is not refundable.

CHILDREN AND PARENT RIGHTS PURSUANT TO KRS 199.898

- (1) All children receiving child care services in a day care center, licensed pursuant to KRS 199.896, a family child care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following right:
 - (a) The right to be free from physical or mental abuse
 - (b) The right not to be subjected to abusive language or abusive punishment, and
 - (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.
- (2) Parents, custodians, or guardian of these children, specified in subsection (1) of this section shall have the following rights:
 - (a) The right to have access to their children at all times the child is in care and access to their provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;

- (b) The right to be provided with information about child-care regulatory standards, and how to file a complaint.
 - (c) The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child; and
 - (d) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The childcare provider is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.

Parent Agreement

I/We, _____ have read this St. Joseph Preschool Parent Handbook and agree to be governed by the handbook's policies.

Date _____

PLEASE SIGN AND RETURN THIS AGREEMENT ON YOUR CHILD'S FIRST DAY OF SCHOOL

The school has the right to amend this handbook.

ST. JOSEPH SCHOOL POLICY AGREEMENT

I. ACKNOWLEDGEMENT FORM

As a parent or legal guardian and student at St. Joseph School, we have read and agree to be governed by the Student/Parent Handbook for St. Joseph School. We understand fully the regulations contained therein and recognize the right of the school to establish rules and provide for their enforcement.

II. INTERNET AND ELECTRONIC MAIL, PARENT AND STUDENT USER AGREEMENT

As a parent or legal guardian and student at St. Joseph School, we agree to comply with its Internet and Electronic Mail rules and to communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

III. PHOTO, VIDEO, WEBSITE RELEASE

St. Joseph School has permission to use my child(ren)'s name, photograph, and/or videotaped image in publications, and/or school Internet website.

I give permission _____ I do not give permission _____
(Please Initial) (Please Initial)

IV. PARENT DIRECTORY

St. Joseph School has permission to use my family's personal information (i.e. parent names, children's names, telephone number, home address) in a school directory to be provided to all school families requesting a copy of the directory.

I give permission _____ I do not give Permission _____
(Please Initial) (Please Initial)

We, the undersigned, agree to the above statement of policy:

Parent/Guardian signature

Student Signature

Student Signature

Student Signature

This form must be signed and returned to school by Friday August 14, 2009



**St. Joseph
Preschool
2009-2010
Handbook**