

St. Joseph Preschool Handbook 2016-2017



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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 a 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 through 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, including 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. Students who are three by December 31st of the current school year are eligible to enter St. Joseph Preschool in January. 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 items must be provided at this registration if not at the spring registration. Kentucky state law requires that a current immunization certificate be on file within thirty days of a child entering school. Failure to provide that document within thirty days may result in a child being denied school attendance until an immunization certificate is on file.

St. Joseph School registration form

Birth certificate

Student information card

Baptismal certificate (if applicable)

Emergency information form	Social Security number (optional)
Handbook agreement forms	Eye examination/physical
Short walk/ride permission form	Current immunization certificate
Medication Authorization Form (if applicable)	
Any court document addressing custody issues	

Parents who wish to volunteer in the classroom must complete a CAN Check Form which requires a copy of your driver's license and a check to cover payment of fee. Parents who wish to chaperone field trips must complete the Youth Leader Form

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, and religion will be incorporated into the weekly activities on a regular basis. Daily outdoor play or gym time, depending upon weather conditions, helps to develop gross motor skills and provide daily exercise. 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. Only volunteers with required background checks, will be allowed to chaperone.. 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 children may be included.

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 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.

SCHOOL CLOTHING: Dress for preschool is the parent's choice of uniform or play clothes. Please refer to the St. Joseph School handbook for uniform guidelines. If the uniform is not worn, we suggest casual play clothes since your child will be engaged in a variety of activities from painting to playing outdoors. Shoes that protect feet and give 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. Shoes that fasten with Velcro straps are preferable. We like to emphasize self help skills.

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.

PARENT MEETINGS/CONFERENCES/PROGRAMS: An orientation meeting for parents will be held prior to the beginning of school.

A progress report will be sent home in the fall and in spring informing each parent of his/her child's skills development. Results of the Bergance and Dial-3 testing will be provided to parents.

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

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.

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.

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 favorites among the children. Please only send mini cupcakes. The treats should be store bought rather than prepared at home. Please send a note at least two days in advance to allow for planning.

ARRIVAL AND DISMISSAL

ARRIVAL AND SIGN-IN PROCEDURE: Children are welcomed by a presider 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 8:15 a.m. If your child will not be attending school, please contact the school office before 8:30 a.m. by calling 348-5994.

DISMISSAL AND SIGN-OUT PROCEDURE: Dismissal for the half-day program is at 11:30 a.m. and for the full day program at 2:50 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.

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.

St. Joseph preschool reserves the right to refuse to release a child to the person or to call law enforcement officials if the safety of the child is in question.

AFTER SCHOOL CARE: After school care is available on days that school is in session for an hourly fee. Students report to the cafeteria at 3 p.m. and are placed into age-appropriate groups for guided activities and play. Students must be picked up from after school care by 6:00 p.m. Information regarding the after school care program will be available at the fall registration or in the school office.

LUNCH AND SNACK

SNACK time will be mid-morning. Parents provide snacks on a scheduled basis and are requested to send fruit, vegetables, and other nutritious foods. Milk or juice is served daily with snack.

LUNCH will be available through the St. Joseph School cafeteria. The cafeteria lunch fee includes milk or juice. Your child may bring a lunch from home and purchase milk or juice for a fee.

PAYMENT: 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 an 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 a 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.

FREE AND REDUCED LUNCH: Applications for free and reduced lunches will be available at the fall registration or in the cafeteria office at any time during the school year that a family experiences a change in financial circumstances.

HEALTH

St. Joseph Preschool can only accept well children and are depending on you to help us maintain this policy. If a child has a temperature, 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. In the event of a fever, your child must be fever free for a period of 24 hours before returning to school.

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, a statement from your physician or the local health department stating that your child is free from lice will be required.

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.

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. Children with food allergies who eat lunch at school sit at one end of the lunch table separated from children who bring peanut products in their lunch. Those children sit at the opposite end of the table. The school cafeteria will not serve peanut products to the preschool children in years when a student has a food allergy.

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 changes her tone of voice.
- C. The child is placed in the "think" area for a short period of time.

D. Good behavior is reinforced. If problems persist a parent/student/teacher conference(s) will be held.

PROCEDURE FOR EXPULSION FROM THE PROGRAM: 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.

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, and 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.

GRIEVANCE: A parent/guardian of the child may appeal a decision by following these procedures:

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.

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.

DISASTER PLANS

FIRE DRILLS

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 DRILLS

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

EARTHQUAKE DRILLS

Kentucky State Law requires earthquake drills quarterly. 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 will be

evacuated to the playground adjoining our school property until the school is assessed by the Fire Department as structurally safe to reenter.

STUDENT RELEASE

No student will be dismissed from school during an emergency unless a parent or individual designated by the parent comes for his/her child. All parents, or designated persons, who come 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.

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.

TUITION/FEES

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 2016-2017

Preschoolers	Annual	Semi-Annual	10 Months	12 Months
Full Day 1 Child	\$4650	\$2325	\$465	\$388

Full Day w/SJS sibling(s)*	\$4195	\$2098	\$420	\$350
Full Day Two Children**	\$8165	\$4083	\$817	\$680
Half Day 1 Child	\$2570	\$1285	\$257	\$214
Half Day w/SJS sibling(s)*	\$2325	\$ 1163	\$233	\$194
Half Day Two Children**	\$4520	\$2260	\$452	\$377

*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 2016-2017 year will be paid by:

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

Option 2: Semi-annual payment plan (First payment due on August 1, 2016; 2nd payment due on January 20, 2017).

Options 3 and 4: Automatic Withdrawal payment based on 10 months (August through May) or 12 months (July-June). The withdrawal will be made around the 5th or 20th of each month.

FEES AND SUPPLIES: There is a \$120.00 non-refundable fee per student in the preschool to cover the cost of supplies and materials.

ST. JOSEPH PRESCHOOL POLICY AGREEMENT

Acknowledgement Form

As a parent or legal guardian of a student in St. Joseph Preschool, I/we have read and agree to be governed by the policies as stated in the parent handbook. I understand that the school has the right to amend this handbook.

We, the undersigned, agree to the above statements of policy.

Parent/Guardian Signature

Date