

St. Joseph Preschool Parent Handbook

Welcome

Welcome to St. Joseph Preschool, and thank you for choosing St. Joseph School. We are excited to be partnering with you in the education of your child(ren). This handbook has been prepared to clarify questions parents have regarding the philosophy and procedures at St. Joseph Preschool.

The education of children begins the day they are born. Their entrance into preschool is a continuation of their education. Parents have the first right and responsibility for the education of their children. Our purpose is to support parents in early childhood education in a Catholic environment. We are committed to working with parents to develop the spiritual, social, developmental, and academic needs of children at 3 and 4 years of age, regardless of race, color or creed.

Mission Statement

It is the mission of St. Joseph School to inspire students:

- To embrace the Gospel message of Jesus Christ
- To be and to do their best
- To be lifelong learners
- To live their Catholic faith.

Philosophy

We believe that St. Joseph School exists as a part of the Roman Catholic community in St. Joseph Parish. Our primary purpose at St. Joseph School is to nurture and embrace Gospel values. We endeavor to inspire lifelong learning so that students can do and be their best academically, spiritually, and individually. We want to encourage the students to reach out in Christ's name to the community and better the world.

St. Joseph Preschool Goals

St. Joseph Preschool will provide a nurturing atmosphere where children can grow academically, spiritually, and physically by:

- Teaching children through a Catholic foundation of bible stories, scripture, and prayer that God loves and listens to them.
- Providing an atmosphere where hands on learning and experimental learning are foundations.
- Introducing children to a variety of literature, music, art, science, and academic activities.

- Providing children opportunities to further develop fine and gross motor skills through play and planned activities.
- Teaching appropriate peer interactions and self-control through sharing, good manners, and cooperation.
- Instilling a sense of self-worth and self-confidence.
- Preparing children for a successful transition to Kindergarten.

How to Help A Child Succeed in School

The preschool experience in a child's life can be tremendously important. Developmental psychologists and learning theorists suggest that attitudes of a child about one's self, about others, and about one's world are well established by the time a child enters first grade. Here are some tips to help your child prepare for the best learning experience possible:

1. Always speak about school as a pleasant, enjoyable event in his/her day.
2. Talk about school and the exciting, new experiences.
3. Show interest in your child's work and achievements. Remember to praise for the sake of praise, not for the quality of work. (Students are learning. Don't expect perfection.) Find a place at home to display your child's work.
4. Make sure your child gets a good night's rest and a good breakfast. (Preschool age children typically need 10-12 hours of sleep per night.)
5. Teach your child to follow directions. A key to this is helping him/her learn how to listen to others.
6. Read to your child and allow him/her to see you reading. This emphasizes the value and importance of books.
7. Get to know your child's teacher. Your child will be happy and secure if he/she knows that the teacher and parents are friendly. Never discuss problems in front of your child. Discuss with the teacher at the appointed time.
8. Prepare your child for the fact that you will leave him/her at school to learn, play, and enjoy the company of other children. Reassure him/her that you will return at the end of the school day.
9. Remember that children learn and become what they live.

Enrollment

St. Joseph Preschool admits students of any race, color, national or ethnic origin, or religious affiliation.

Three year-old classroom will typically not exceed 18 students. Four year-old classroom shall typically not exceed 20 students. St. Joseph offers the following programs:

- Four year-olds (must be 4 by Aug. 31)- M, W, F- 8:30-11:30 am

- Three year-olds (must be 3 by Aug. 31)- T, Th- 8:30-11:30 a.m.
- Mix of 3 and 4 year-olds- T, W, Th- 12:20-3:05 p.m. – Four year-olds will attend all three days and three year-olds have the option of 2 or 3 days per week. If you choose the 2 day option then he/she will attend on Tuesdays and Thursdays.

As a parish school, we have primary responsibility to provide the children of our parish community the opportunity to attend St. Joseph Preschool. We are also sensitive to the desires of other families who wish to attend. We will follow the enrollment policy guidelines established for St. Joseph School.

Registration/Fees/ Tuition

There is a \$100.00 registration fee due at the time of enrollment. This fee is non-refundable. An additional \$100 school fee is due on August 1st, 2020. Tuition is collected over a 10 month period beginning in July and ending in May. Parents must set up an account with the FACTS Management Tuition System to manage their payments. Information about FACTS is found on the website www.st.joseph.coldspring.com.

Attendance

Please call the office at 859-441-2025 if your child will be absent. Missed classes cannot be made up, and there will be no tuition credit for absences.

Arrival and Departure

Our day begins at:

- 8:30 a.m. and ends at 11:30 a.m. for the morning classes
- 12:20 p.m. and ends at 3:05 p.m. for the afternoon classes

Preschool cars will be given a car pass that will identify that they can drive down the driveway leading to the preschool building. Parents are to park and walk their child into the preschool. Parents must sign their child in upon arrival, and note who will be picking their child up during pick-up. If someone other than the persons on the “Authorized Pick-Up List” is to pick up the child, a written, signed note must be provided to the teachers at arrival time. That person will have to show identification when picking up the child.

Please try to have your child to school on time each day, so he/she may take full advantage of the entire preschool program and so that he/she does not take away from the learning experience of others by disrupting the class when arriving late.

Students that attend a morning class may be signed in beginning at 8:05 a.m. The day begins at 8:30 a.m. All morning students should be signed in and ready to begin the day before 8:30 a.m. The morning preschool class students will be ready for pick up at 11:30 a.m. Students who attend

the afternoon class may be signed in beginning at 12:20 p.m and class will begin as soon as students arrive for the day. The afternoon class concludes at 3:05 p.m.

Due to safety concerns and respect for parishioners attending church, the children will not be permitted to play on the hillside outside the preschool classroom. We ask that you keep your child with you when entering and exiting the preschool classroom. Please go directly to your car.

Health and Safety

The health records of each child attending St. Joseph Preschool will be maintained by the school nurse. Kentucky state law requires that a current Kentucky immunization certificate and physical examination form shall be on file within two weeks of the child's attendance. This form must be completed by your physician. Students will not be permitted to Ed continue preschool without the completed Immunization Certificate on file.

An emergency file card is kept on each student for the sole purpose that the school can reach someone in the event of injury or illness. Parents are responsible for supplying information on this card and keeping the information up-to-date. Hospitals will not treat children without parental permission, and it is important for school personnel to be able to reach parent/s or guardian in case of emergency.

St. Joseph Preschool strives to maintain a healthy environment for all children. If your child becomes ill or has an accident, the parent/s or emergency contact will be called. If your child has been sent home due to illness or is ill, he/she cannot return to preschool until he/she has been symptom free for 24 hours. This is to allow ample time to recover and stop the spread of illness to other children. Symptoms include but are not limited to:

- Fever
- Vomiting
- Diarrhea
- Communicable disease
- Unknown rash
- Persistent pain or discomfort

Parents of children with food allergies are asked to work with the school personnel to develop a safe plan of action. Parents may provide alternative snacks for students whose allergies prevent them from eating snacks provided at the preschool.

Staff members are required by law to report any suspected child abuse or neglect. All staff members and volunteers fulfill all the requirements of the Diocese of Covington regarding the safety and protection of children. This includes remaining Virtus compliant and completing a background check.

Custody

A copy of the custody agreement must be on file in the school office.

Emergency Procedures

Emergency drills are conducted on a regular basis. The evacuation plans are posted in the classroom. Personnel are trained in CPR and First Aid.

Medication Administration at School

- A. No medication will be administered to any student at St. Joseph Preschool without written permission from the parent/guardian and the prescribing physician.
- B. Only doses that cannot be administered at home will be given at school.
- C. The school will supply no medication.
- D. Any student requiring medication during regular school hours shall comply with the following:
 - 1. All medication shall be brought to school in the original container that is labeled with the following information:
 - a. Name of student
 - b. Name of medication
 - c. Dosage of medication
 - d. Time medication is to be given.
 - 2. Non-prescription medication will only be given with written advice of a physician.
 - 3. Medication should be sent in the form that it is to be given. School staff will not divide tablets. All tablets must be divided by parent/guardian.
 - 4. Self-managed medication such as insulin, asthma inhalers, and epinephrine must be evaluated by the student's parent/guardian and school staff on an individual basis.
 - 5. A school release form shall be completed and signed by the parent/guardian for dispensing medication by the school staff.
- E. School personnel responsible for administration of medications will refuse to administer medication if the above guidelines are not followed. In such situations, the parent/guardian will be notified.

Snacks

The parents will provide a healthy snack for their child each day. Fresh fruit and vegetables are encouraged. Our preschool is peanut-free. You may send your child with a snack that is chosen

from our safe foods list. We will provide water for your child to drink. Juice will be served as a treat on party days only.

Safe Snack List

Please remember that the school maintains a nut free campus, if choosing a food not specifically listed below it should be labeled as peanut and tree nut free.

Pretzels:

whole grain pretzels

sun butter filled pretzels

Chips:

Sun Chips, Apple Chips, Banana Chips, Coconut Chips, Pineapple Chips, Carrot Chips, Beet Chips (any additional fruit or vegetable chip, specific brand recommendation includes Bare) Pita Chips, Bagel Chips, Plantain chips

Cheese snacks:

Cheese stick

mini cheese wheels (ie Baybel)

Cheese snack (individually wrapped cheese)

Fruit Snacks:

Fresh fruit including but not limited to apples, pears, plums, grapes, apricots, peaches, berries

100% fruit ropes or leathers

freeze dried fruit

dried fruit including but not limited to raisins, figs, dates, tropical fruit mixes, mango, pineapple, banana, etc

100% fruit pouches

Vegetable Snacks:

Fresh vegetables including but not limited to carrots, cherry or grape tomatoes, cucumber, sweet peppers/bell peppers, broccoli, cauliflower, celery, etc

Crackers:

whole grain crackers (i.e Triscuits and wheat thins)

Whole wheat goldfish

Dips:

hummus, sun butter, guacamole

Other: popcorn (pre popped, non-sweetened, brand recommendations include smart pop and boom chicka pop), rice cakes

Birthday Celebrations

We will celebrate each child's birthday. We will sing to them and have a small gift to celebrate their special day. Summer birthdays will be celebrated in August and May. Parents are permitted to send in a non-food treat for the number of children in the class to celebrate their child's birthday.

Clothing

Children should dress comfortably, simply, and suitably for the weather. Students should wear tennis shoes every day that they come to school for safety reasons. We are very active so clothes can get dirty. We do not want to inhibit the children so send them to school in something that you are comfortable having them play in and possibly get "dirty" in. Please do your best to label any clothing your child may remove at school (coats, sweater, etc.)

Personal Hygiene

All children must be toilet-trained and able to take care of themselves in the restroom before entering St. Joseph Preschool. No pacifiers may be brought to school. In the event that your child has an accident, you will be informed and asked to pick them up from school.

School Supplies

A school supply list will be distributed to each family. Please make sure to bring supplies on the first day of class. All supplies are for community use. Please do not send any toys or valuables to school.

Days Closed

St. Joseph Preschool will be closed when St. Joseph School is closed. A school calendar is provided for your assistance. When school is canceled or delayed due to bad weather you will receive a phone call through our emergency notification system. The same information will also be available on local radio and television stations. If St. Joseph School is on an hour delay, St. Joseph Preschool is also on an hour delay. It is a parental decision whether to bring your child to school or not.

