

# ST. AUGUSTINE PRESCHOOL



## PARENT HANDBOOK 2008-2009

TRAIN UP A CHILD IN THE WAY HE SHOULD GO, AND  
WHEN HE IS OLD HE WILL NOT DEPART FROM IT.

PROVERBS 22:6

## Preschool Philosophy

St. Augustine Preschool offers children the opportunity to grow mentally, emotionally, physically, and spiritually in a safe, structured environment. Our goal is to help each child develop a positive self-image, improve learning skills, and foster an environment in which each child will grow socially. We promote Christian values through Christian songs, stories, activities, and self-discipline.

St. Augustine Preschool is an extension of St. Augustine Parish School. We continue the stated philosophy of our Christian community to assist parents and our school in educating our children in a Christian setting. We consistently teach our children to maintain a quality of respect for themselves as well as others.

With this in mind, we are committed to providing ample opportunities for all children to discover and learn about the world around them in a child-centered environment.

## **Objectives of St. Augustine Preschool**

### **Personal**

- Provide an opportunity for self-expression in areas such as art, movement, and dramatic play.
- Provide the experience of working under the direction of adults other than family members.
- Provide training in the use of large and small muscle groups.
- Provide experience in the acceptance and response to constructive criticism.

### **Social**

- Learn to share ideas and experiences with others.
- Learn to listen to others and respect their ideas and differences.
- Learn to become self-reliant and responsible.
- Learn to work and play as a member of a group.

### **Academic**

- Provide a background of experiences from which learning can develop.
- Prepare for the kindergarten experience.

### **In order to meet the objectives of the Preschool, your child will participate in a variety of activities such as:**

- Working with paints, clay, crayons, blocks and other manipulative materials.
- Enjoying stories, poetry, dramatization, films, and books.
- Learning to share, take turns, plan work, and play with others.
- Acquiring good health and grooming habits.

### **Planned activities will help your child learn:**

- To get along well with others.
- To understand the world in which we live.
- To have companionship with and guidance from understanding and knowledgeable adults.
- To use and share many different kinds of playthings, equipment, and materials.
- To accept limits.
- To communicate their knowledge and desires.
- To develop good work habits and accept routines.
- To find satisfaction in being accepted by others as an individual.
- To care for themselves and their belongings.
- To ask meaningful questions with an expectancy of receiving answers and respectful understanding.

**All of the materials and activities used at our preschool support a child's natural curiosity, creativity, movement, language, social skills and self-esteem.**

**Remember... Play is a child's work!!!**

### Hours of Operation/Arrival and Dismissal

The preschool classroom opens at 8:00am Monday thru Friday. Class begins at 8:30am. Please be conscious of the starting time and arrange for your child to arrive between 8:15 and 8:30. Your child will be counted tardy after 8:30am. Children must be accompanied into the classroom by an adult and signed in each day.

Dismissal is at 11:30am your child will be released only to those persons listed on the information form unless written word (dated and signed) has been received from a parent. No telephone permission can be accepted. An adult must sign out children each day. **PLEASE BE PROMPT!** A late fee may be assessed after 11:45am; payable at the time your child is signed out. Please note our dismissal procedure.

If your child will be absent, we ask that you notify the school between 8:00 and 8:15am. The telephone number is 270-692-2063.

We follow the Marion Co. Public School calendar. Please be aware of holidays, teacher in-service days, and snow days, etc. Closings, delays, and early dismissals will be announced on local radio and television stations. We will not have preschool if there is more than 1-hour delay. In case of a man-made disaster we will follow the directions of the Lebanon Police Department. Information for parents will be given by radio (WLBN/WLSK 100.9) Make-up information will be given to you as soon as possible.

### Payments/Fees

The tuition for St. Augustine Preschool is \$12.00 per day that school is in session. **Payments are due one week in advance by 8:30am on the last day of the preceding week.** A late fee of \$5.00 will be accessed after 9:00am. Payments may be made weekly or monthly except for the month of May when tuition will be collected for the month. Your child will be withdrawn from the program if payment does not become current within two weeks.

All children must pay a one time, non-refundable materials fee of \$50.00 payable at the time of registration. All children must pay a one time \$10.00 programs fee, payable when school begins. Each child must also pay \$.30 per day for milk, payable in \$6.00 increments.

Families will be responsible for furnishing snacks one week at a time on a rotating basis.

Families will be asked to help with one special occasion party (ex. Christmas, 100<sup>th</sup> day of school).

Field trip fees, if any, will vary according to destination.

### **Discipline**

The preschool teacher and staff use a positive approach to discipline. Praise, encouragement, smiles and hugs are predominant when interacting with your children. When a problem arises, the teacher will first talk to the child about the appropriate way to express his/her feelings. Hitting, biting, pushing, and hurtful words are not acceptable, and the children will be firmly reminded of this. If a child continues to exhibit inappropriate behavior, the behavior will be rejected, not the child. The child may be encouraged to go to another activity if the problem continues. We will use time-out if necessary. Often, removal from a favorite activity helps the children to realize that certain behaviors will not be tolerated. Physical punishment will never be used.

### **Steps for correcting behavior:**

1. Adult will confer with the child to seek an understanding of the inappropriate
2. Consequences such as time-out or the loss of privileges might be set up.
3. Parents will be notified of the situation and asked to confer with the child's teacher.
4. If the behavior persists, the teacher will notify the school principal to decide on a conference or possible suspension from the preschool.
5. Continued inappropriate behavior will result in the child being permanently removed from the preschool program.

### **Clothing**

Your child should have a full set of clothing at school for use in case of accidents. This includes top, bottom, underpants, and socks. You will be provided with a zip-lock bag for this purpose. Please label all clothes, place them in the bag, and return them to school on the first day. Please send clothes that can be worn in all types of weather so that we don't have to switch at mid-year.

Your child should wear comfortable play clothes appropriate for hands on learning. Socks and closed-toe, closed-heel shoes are required (no sandals, clogs, etc.)

### **Toys**

Please do not allow your child to bring toys to school except on specified show and tell days. We may ask that the item be a certain color, shape, begin with a particular sound, etc. Expensive or irreplaceable items should never be brought to school. Staff will not be responsible for lost toys, books, clothing, games, etc.

No guns, knives, war toys, or other toys of destruction will be allowed in the classroom at any time.

### **Snacks and Parties**

Each child will be scheduled to bring in a snack for a week on a rotating basis to share with the class. Our nutritional guidelines from the state will be shared with you at the first parent-teacher meeting. Snacks should be purchased and/or prepackaged.

Each child will need \$.30 a day for milk, payable in \$6.00 increments.

Children may celebrate their birthdays during the school year or their "unbirthdays" if their birthday is during the summer. Parents may bring a special snack for the class on that day. Please contact the teacher about arranging a birthday celebration for your child.

During the year there will be several special parties which will need your support. You will be asked to make a donation for at least one of these events (ex. Cookies, punch, paper products, etc.)

### **Policy Concerning Child Abuse or Neglect**

The law states that it is the duty of anyone who has reasonable cause to believe that a child is abused or neglected to report this information.

Cabinet for Health Services      606-878-7827

Department of Social Services    270-692-3135

Child Abuse Hotline                800-752-6200

Each staff person connected with the school will have a criminal records check on file in the school office.

### **Staff Qualifications and Training**

Though differences exist in staff qualifications, the preschool looks for a warm, outgoing, flexible person who enjoys and respects children and interacts with them as individuals in developmentally appropriate ways. The minimum qualifications would include a high school education and some training and/or experience in caring for children. The staff receives continuous training through on the job guidance, periodical evaluations, and attendance at workshops and conferences throughout the year. 12 hours certified training annually is required by state licensing for each person on staff. One staff person on duty will be certified in CPR, Rescue Breathing, and Pediatric First Aid. Each staff person is familiarized with state regulations, and the program is inspected and reviewed by state representatives on a yearly basis.

We are licensed through the Kentucky State Cabinet for Families and Children. Any inquiries may be made through the licensing and regulations office, 606-878-7827

### **Records/Admittance Policy/Withdrawals**

The preschool maintains records of attendance, health, identification, development and notified discipline of each child. It is imperative that all records are complete with full details. The school must be notified immediately of any changes in these records.

Every child must have the following records completed and on file **before** the first day of school:

- Current immunization certificate
- Completed information sheet including social security number
- Current medical exam
- Certified copy of birth certificate
- Completed Medical emergency form
- Copy of medical insurance card

A school entry vision exam is required by January 1 of the school year that your child is enrolled at St. Augustine Preschool.

A child must be 4 years old on or before October 1 of the current school year to be eligible for enrollment. Children must be fully potty trained. St. Augustine Preschool is open to all children regardless of race, sex, or religion.

If your child must withdraw from the program, we ask that you give two weeks written notice.

### **Medical Procedures**

Do not send your child to school if he/she has had a fever within the previous 24 hours.

Only well children will be accepted. We are depending on you to help us maintain this policy. If symptoms of illness are observed upon arrival, you will be asked to take your child home.

Children who are vomiting, have diarrhea, a fever, a rash, chronic cough, sore throat, earache, or who have suspected head lice will be immediately isolated, and the parent will be called to pick them up. **Please keep your emergency numbers current** so that we can contact someone to pick up your child in your absence.

Notify the teacher at once if your child has a communicable disease. These include but are not limited to: diphtheria, measles, rubella, mumps, smallpox, chickenpox, influenza, meningitis, infectious hepatitis, poliomyelitis, typhoid fever, whooping cough, tuberculosis, or roseola infantum.

In case of accidental injury or serious illness, we will make an immediate attempt to contact those people listed on your emergency information sheet. If those people cannot be reached we will call your child's physician and follow his/her instructions. In some instances the decision will be made to call EMS before any of the above calls. The teacher will make all decisions about the care of your child. You will be expected to assume responsibility for these expenses related to your child's welfare.

Only medication needed for an emergency situation can be administered at school (ex. seizures). Medication includes: Tylenol, cough drops, chapstick, etc.

