



St. Bernard Preschool Handbook

2016-2017

PHILOSOPHY

As a church ministry, we affirm the God-given uniqueness and potential of each child and take a Christian approach to the nurturing and guidance of the preschool age child.

At Saint Bernard Preschool, we will endeavor to provide a creative learning and play program. Children will have the opportunity to discover knowledge through hands-on experiences that challenge and stimulate creativity, thinking, learning, and social interaction in an age appropriate manner.

PROGRAM

Saint Bernard Preschool is designed for the three and four year old child. However, if at any time the program does not benefit the child then other options will be explored. The welfare of the child is our primary concern. The school's atmosphere is warm, loving, and supportive and is built on these positive features.

We strive to provide a basic curriculum with a strong emphasis on "play". Our curriculum addresses religious, emotional, social, physical, and intellectual areas of learning. Preschool strives to stimulate the child in a school environment and be a supplement to the home environment.

PRESCHOOL STAFF

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| Director of Preschool/ After School Care | Donna Bruno Phone: 239-5178 Ext.117 E-mail:dbruno@stbernardlou.com Fax: 239-9025 |
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| Preschool Teachers: Four Year Old Classes | Phone: 239-5178 Ext. 132 4A – Beth Fouts |
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Barbara Cannon
4B - Gemma Howard

4C - Donna Brodt
Donna Brohm

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| Preschool Teachers: Three Year Old Classes | 3 - Molly Williams Lynda Hook Lu Ann Dobson(T-Th) |
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Mary Jean Huelsman(MWF)

FEES

Tuition payments - FACTS Program - 9 months, Aug. thru April

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|------------------------|----------------------------|
| 5 Days 8:00-11:45 | \$3375/year \$375/month |
| 5 Days 8:00-2:30 | \$4275/year \$475/month |
| Preschool Registration | \$100.00 (non-refundable) |

SCHEDULE

Saint Bernard Preschool operates on the same schedule as Saint Bernard Elementary School. When Saint Bernard Elementary School is closed, Saint Bernard Preschool is closed.

LICENSING

Saint Bernard Preschool operates under the guidelines and regulations of the Kentucky Cabinet for Health Services, Division of Licensed Child Care. Our License is renewed annually after an inspection by a CHS Representative. We are reviewed in general, administrative and records, staff qualifications, equipment, physical facilities, and health and safety regulations.

NOTICE OF NON-DISCRIMINATORY POLICIES

Saint Bernard Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies, scholarship, or other parish administered programs.

PRESCHOOL AGE REQUIREMENTS

For the school year 2016-17, children must be three years old by August 1st to enter the three year old program. To enter the four year old program children must be 4 by August 1st. Children must be potty trained and able to handle their toileting needs.

CHILD ABUSE POLICY

Kentucky Law requires that Child Caregivers report any and all suspected child abuse to the appropriate authorities. Preschool staff will accept this responsibility and act accordingly.

DISCIPLINE

The primary purpose of discipline is to help children develop self-control and assume responsibility for his/her own actions. Praise and rewards are used for behavior management. If a child is treating another unfairly, he/she may be placed in a "solo" area within the classroom. Positive redirection is the primary discipline technique used by our teachers. The staff and children will discuss any problems which arise and come to an agreeable solution. We also incorporate the Peace Builder Program.

PEACE BUILDER PROGRAM

The Peace Builder Program is a positive, proactive approach that changes the climate of the entire school community. The goal of the program is to develop a common, simple vocabulary that is free of 'put downs' and emphasizes respect for everyone.

“The Peace-Builder Pledge”

1. Praise People
2. Give up Put-downs
3. Seek Wise People
4. Notice Hurts
5. Right Wrongs
6. Help Others

BIRTHDAYS and SPECIAL OCCASIONS

Your child's teacher will contact you about birthdays. Your child may bring a special store bought or gently prepared from home snack for his/her class to celebrate their birthday. Parents are invited to spend time in the classroom during snack and/or visit at lunch on this special day. Summer birthday celebrations will be scheduled by the individual teachers. All snacks brought in for birthdays or special occasions should be low in sugar and nutritional. We suggest goldfish, fruit or vegetables, yogurt, cheese sticks, muffins, trail mix, salsa and chips, hummus, rice cakes etc. Please do not include anything with nuts or peanut butter due to allergies. You may send in napkins or other items if you would like.

CONFERENCES

Conferences may be scheduled as requested by the teacher or parent at any time throughout the school year. Contact the teacher or director for an appointment. Evaluations will be completed in October (fours only) and February. Parents/guardians and child will attend a conference in February to discuss accomplishments and address any concerns.

PRESCHOOL ATTIRE

Preschool children do not wear uniforms. Dress children in play clothes appropriate for the weather and tennis shoes. Keep an extra set of clothes in the child's backpack.

PRESCHOOL ABSENCES

Children who have conjunctivitis (pink eye), head lice, or other contagious infections will be excluded from preschool until the infection is cleared up. This usually takes at least 24 hours and a doctor's note may be required. Parents are asked to keep a child home if she/he is running a temperature, has chills, diarrhea, skin rash, or nausea. A child with temperature needs to be fever free for 24 hours before returning to preschool.

When it is necessary for your child to be absent, please call the SCHOOL at 239-5178 Ext.132 before 8:30 a.m. Phone is equipped with voice mail.

MEDICATION

Prescription medication needs to be brought to the preschool room by the parent/guardian where a form must be completed and signed. This form must be completed **each day** the child is to receive medication. Prescriptions must be in the original prescription bottle and clearly labeled with the child's name and drug identity. Medication such as inhalers or epi pens that are dispensed on an emergency basis will need a form filled out by a physician. Refrigeration is available. Non-prescription (over the counter) medicine cannot be dispensed.

ACCIDENT REPORT

When a child becomes injured, care will be given. An accident report will be sent home to be signed and returned. If the situation warrants, the parent/guardian will be contacted to discuss appropriate action. When the parent/guardian cannot be reached, the emergency numbers listed on the registration form will be contacted. In the event of a serious emergency, EMS will be called at once so that immediate medical care can be given.

SAINT BERNARD AFTER SCHOOL CARE

Saint Bernard After School Care Program will operate 2:30p.m.-6:00p.m. Saint Bernard ASC follows the Saint Bernard School calendar. When Saint Bernard is open, ASC will be open and when Saint Bernard is closed ASC will be closed. Our services are strictly After School Care, not full childcare.

CAFETERIA/FOOD SERVICES

A hot lunch is served daily at a cost of **\$2.60** per meal. A basic meal is prepared each day working in cooperation with the Federal School Lunch Program. This meal includes milk. Menus are sent home monthly and students are encouraged to take advantage of this service. Preschoolers receive exactly what is on the menu. No substitutions or extras are allowed for preschoolers.

Meals are purchased through a computerized Café Terminal lunch system. Students can access accounts by using their assigned PIN number. Preschool teachers will assist in this process. Preschool parents will deposit lunch account money in a pre-paid lunch account that allows the children to purchase lunches or milk only.

If child is bringing lunch, the guidelines set by the Cabinet of Families and Children must be followed. Child must bring milk, protein, bread, 2 fruits and/or vegetables.

Milk may be purchased separately at a cost of **\$.45** per carton. This amount will be deducted from account or cash may be used to purchase milk. **Milk** is the only beverage permitted during lunchtime.

Preschool parents/relatives may eat with their child. The cost of a lunch for an adult is **\$4.10** per meal. The parent must send a note stating who is eating with the child and what they would like ordered from the cafeteria.

Restaurant food may not be brought to the cafeteria for lunch.

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STUDENT RECORDS

Notify preschool **at once** when information given on registration forms change. Such information includes changes in address, telephone numbers, employment, emergency numbers, etc...Each child must have a current immunization, physical form, entry into school eye exam, and information sheet on file.

ARRIVAL/DISMISSAL

Saint Bernard strives to assure that each student is supervised and safe while on school grounds. To meet the responsibilities of school safety, Saint Bernard has several mandatory policies, explained below.

ARRIVAL – All Saint Bernard Preschool children (3's and 4's) will be dropped off at the Preschool ramp entrance at the front of the Preschool Building. Cars entering from Glaser will follow road to drive between ball field and playground and then turn right to drive thru between garage and parish house where they will drop off at Preschool entrance. If entering from Lorenzo, move directly to drive thru to Preschool. After dropping child off, turn left and exit by Tangelo Drive. Do not enter by Tangelo Drive.

DISMISSAL – All Saint Bernard Preschool children (3's and 4's) will be dismissed from the Preschool ramp entrance.

11:45 A.M. – Parents or designated adult will drive car to Preschool ramp entrance and pick up their child.

2:30 P.M. - Parents or designated adult picking up preschool child will park in the parking spaces near the front of the Parish Annex or on side of Preschool building and walk to area by Preschool entrance. To insure the safety of children, please do not park or drive through in front of the preschool building at dismissal. Children will be released when the 2:30 bell rings, not before. You may walk to pick up older children before or after your preschooler. Vehicles parked should not move until cars in main school lot are signaled to move.

No child will be dismissed to anyone other than person designated through the arrangement made by the parent and preschool teacher. The Preschool teacher must receive a dated note if these arrangements are altered in any way. Identification is required of person designated to pick up your child and no child will be dismissed to anyone under 16. In an emergency situation where a change in transportation is required, the parent must contact the preschool and fax written authorization to the school office at (502) 239-9025.

TAX I.D. NUMBER

The Preschool Tax I.D. Number is **61-0644954**

SCHOOL HOURS

For children attending full day preschool, our school day begins at **7:50** a.m. and ends at **2:30** p.m. For half-day children, the school day begins at **7:50** a.m. and ends at **11:45** p.m. Children may begin arriving at 7:00 a.m., if needed.

Early dismissal requires written notification and the child must be picked up at his/her preschool classroom. If a parent/guardian should have an emergency situation regarding dismissal, call the preschool at 239-5178 ext.132.

FIRE AND SAFETY REGULATIONS

Fire drills will be conducted each month so the children will be ready to evacuate the building. We respond to all weather watches and warnings. During a tornado drill, the children will be taken to the main hallway where they will kneel on the floor facing the wall and cover their heads with their hands. For an earthquake, children will move away from the windows and take shelter under the tables. In the case of a man-made disaster where evacuation is required, arrangements will be made to transport the children to a "safe" place. Other man-made disasters may require the children to remain in the building or exit the building to a safe place on the school grounds. Parents will be notified as soon as possible.