



St. Joseph Preschool/Pre-K

6130 W. St. Joe Road
Evansville, IN 47720
(812) 963-3335

2017-2018 Handbook

Principal:	Mrs. Melba Wilderman	mwilderman@evdio.org
Pre-K Teacher:	Mrs. Sandra Sweeney	ssweeney@evdio.org
Preschool Teacher:	Mrs. Michelle Courtney	mcourtney@evdio.org
Childcare Provider:	Mrs. Tiffany Henderson	thenderson@evdio.org

Program Philosophy

St. Joseph Preschool and Pre-K programs are developmental programs that encourage the growth of the whole child. The primary goal is to help young children develop socially, emotionally, cognitively, physically, and spiritually.

Social/Emotional: Children will develop a positive self-concept and genuine concern for others.

Cognitive: Children will be able to acquire skills that lead to life long learning.

Physical: Children will acquire basic gross motor and fine motor skills.

Spiritually: Children will learn to follow Jesus' example in learning to get along with others and to remember that God's love is everlasting.

Children learn best from direct interactions with their environment where each child receives adequate amounts of structure time, individual time, and group time. The children will participate in a well-balanced atmosphere that allows for adequate freedom and choice. By structuring the classroom with appropriate learning materials, and providing choice and incorporating many teaching strategies in a safe and nurturing environment, children will have the opportunity to gain a sense of autonomy, confidence, and self-esteem.

Admissions Policy

While admissions are based on a first come first served basis, parish members will be given priority. Students enrolling for the Pre-K program and have completed the Preschool program will also be given priority.

Available Programs and Tuition

Tuition fees are based on the number of weeks the program is offered, regardless of the number of classes per week. Since our expenses are fixed, no refunds or credits will be given for your child's sickness, snow days, or family vacations. Tuition payments may be made monthly or paid in full at the beginning of the year. Statements will be sent home each month.

Childcare payments are due at the beginning of each week. Please make checks payable to St. Joseph School. If unpaid balances become excessive, the child will not be allowed at childcare. The child will be allowed to return to daycare upon settlement of fees.

Pre-School Program: For children who are 3 years old on or before August 1 and who are potty trained

Tuesdays and Thursdays
Morning class 7:15 am – 10:30 am
Afternoon class 11:15 am - 2:05 pm
Tuition: \$800/year

Childcare options for Preschool:

- Available before/after class and all day M-W-F

6:45 am – 2:05 pm	2 days (T-Th only)	\$28/week
	5 days (M-F)	\$100/week

Childcare is also available from 2:05-5:30pm. The cost is \$7/day per child.

Pre-Kindergarten Program: For children who are 4 years old on or before August 1

Mondays, Wednesdays, Fridays
Morning class 7:15 am – 10:30 am
Afternoon class 11:15 am - 2:05 pm
Tuition: \$1100/year

Childcare options for Pre-K:

- Available before/after class and all day T-Th

6:45 am – 2:05 pm	3 days (M-W-F)	\$42/week
	5 days (M-F)	\$90/week

Childcare is also available from 2:05-5:30pm. The cost is \$7/day per child.

Birthday Celebrations

Student birthdays are recognized in the classroom in a variety of ways. Because food allergies may be present in the classroom, students may only bring birthday treat bags for the class with non-edible items. To protect the feelings of the students, we ask that treat bags, invitations, etc. be given to all students if they are distributed at school.

Cafeteria/Food Services

Delicious and nutritious lunches are served in our school cafeteria. Milk is included with the lunch. A basic meal is prepared each day with several menu choices. School lunches are prepared by professional cooks working in cooperation with a registered dietician. Students are encouraged to take advantage of this service. The menu for the school lunches are determined

by our cooks. The menu is distributed through the red folders and posted on Sycamore so parents and students can decide whether they will purchase a lunch or bring their own. The lunch menu is also available in the rooms and cafeteria.

Students will have an opportunity to purchase a drink in the cafeteria for \$.50 during morning breaks. They will have an option of white milk, water, or a 100% juice product. If your child would like to eat lunch at school, the cost is \$2.85. Peanut butter & jelly sandwiches are an option for lunch on Mondays and Fridays. If your child wishes to have PB&J, please mark it on the sign-in sheet. Lunch money is to be turned in on Monday mornings. The money must be in a sealed envelope marked "Lunch Money" with the student's first and last name, grade and the amount of money enclosed. Each student has a lunch account. The money is then deposited into their account and as they purchase food items the cost is deducted from their account. Adult lunches can be purchased for \$3.45. If you plan to eat lunch with your child, please make reservations with the school by 8:00 a.m.

For complete Procedures for Student Lunch/Meal Accounts, see the K-8 Student Handbook posted online. Application forms for free and reduced lunches are available in the school office.

Classroom Discipline Policy

Appropriate measures will be used to address misbehaviors in the classroom. If a student's behavior becomes a problem or issue, the teacher will communicate such concerns to the parents in a timely fashion.

Closings due to Weather Conditions

- If Evansville Vanderburgh public schools are closed, St. Joseph Preschool/Pre-K/Childcare will be closed.
- If Evansville Vanderburgh public schools are on a 1 hour delay, St. Joseph Preschool/Pre-K/Childcare will be on a 1 hour delay. Childcare will be available starting at 7:45 a.m.
- If Evansville Vanderburgh public schools are on a two hour delay, St. Joseph AM classes for Preschool and Pre-K will be closed, but childcare will be available starting at 8:45 a.m.

Clothing

Please dress your child in something that is comfortable, easy for him/her to manage, and is washable. Tennis shoes and socks are required; **flip-flop type shoes are not permitted.** Remember that children learn through play (and play gets messy). The children will participate in activities that involve cutting, pasting, painting, clay, play dough, sand, water, and outdoor play. Please label all extra clothing such as hats, gloves, coats, and spare clothing.

Drop-Off Procedures

Morning:

The childcare room will open at 6:45 a.m. each day. The classroom will open at 7:10 a.m. Parents are asked to walk their children to the classroom or childcare room each day and to sign them in. Children who arrive for the morning class before 7:10 a.m. are to be dropped off at the childcare room.

When dropping off please enter the drive by the cemetery off St. Joe Road and exit to St. Wendel Road toward the Mini-Mart. Only door #3 (gym) will be open for morning drop off. You may park in the spaces across from door #3, but never in the spaces next to the building. Extra care should be taken as parents and students cross the line of traffic.

Afternoon:

Please enter the drive by the cemetery off St. Joe Road and park in the spaces by the black, preschool fence. **Please note that lunch recesses will be occurring at these times and you will need to leave by way of the cemetery road.** If you must drop your child off a few minutes before 11:15, then you should come to the front doors of school. Someone will buzz you in; after which, you may go down the stairs, through the cafeteria and leave your child with the preschool teacher or childcare provider. They will be in the cafeteria supervising the preschoolers at lunch.

Lunch is also offered for afternoon students; however, you must call the school by 8am if you wish to purchase a lunch. If you would like to bring your child for lunch, please bring them to the cafeteria by 10:45am.

Emergency Drills

The school and preschool program is prepared for a variety of emergency situations. Fire drills are conducted once a month and severe weather/earthquake drills are conducted periodically. Detailed escape plans are posted near the door of each classroom. A detailed emergency plan is available in the school office. An emergency bag is provided in each classroom.

Emergency Information

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date addresses and email addresses
3. Home phone numbers and parents' work numbers
4. Emergency phone numbers of a friend or relative
5. Physician's name and phone number
6. Medical alert information
7. Hospital choice

It is the responsibility of the parents to notify the school and teacher if you have any changes to the above information.

Evaluation Reports

The three year old class will have an evaluation report in January and again in May. The four and five year olds will have one in November and April. This is not a report card, and should not be viewed as such. This will show you what your child is working on and what we will be working on in the future. The four and five year olds evaluation will be more extensive to prepare them for Kindergarten. **The most important thing you can do to assure your child's success in future grades is to read to them and support your school in reading programs. It is never too early to start reading.**

Field Trips

Field trips to special events and to nearby points of interest are scheduled by classroom teachers and staff. These trips are designed to supplement classroom learning and to introduce the students to resources available in the community. Parents will receive notices of field trips well before the scheduled trip date and will be required to sign a permission form. No student will be allowed to travel on a school sponsored trip without an original signed permission slip. Written forms or verbal authorization will not be accepted, you will be called to pick up your child while the class is on the trip. Often parent chaperones are necessary to provide adequate supervision. On other occasions, parents are invited to join as guests, and may be required to ride in their own vehicles due to limited seating on the bus. Please check each form before making plans.

Please note: For the 2017-2018 school year, only a fall field trip will be possible. Starting January 1, 2018, Indiana law mandates that all preschool riders be required to be transported in an appropriate child safety restraint system. The busses utilized by St. Joseph School for field trips are not equipped at this time to satisfy the mandate.

Food Allergies

St. Joseph School recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training:

In order to minimize the incidence of life threatening allergic reactions, St. Joseph School will provide training and education for all school staff members. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.

Notifications:

The school office will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Classrooms:

St. Joseph School is working to reduce allergens in our school; however, parents must be aware that no environment will be 100% allergen-free.

- In an effort to promote a healthy and safe environment for all students, no snacks will be served during the day. Milk or juice is an option for the morning students.
- Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.
- In the event of a suspected allergic reaction (where there is no known allergic history), the principal will be notified and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.
- Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.
- All teachers will be educated about the risk of food allergies.
- A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips:

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Fundraising

Fundraising is a vital and necessary source for our school. Classroom and club fundraising projects must be approved by the principal. Parental and student support is necessary for each project's success. Families are encouraged to read promotional information carefully and follow directions concerning turn-in dates, methods of payment, and return procedures.

Immunization recommendations for students ages 3 to 5:

- 3 Hep B (Hepatitis B)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

Insurance

It is to be understood and acknowledged by parent(s) and guardian(s) that neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Lunch

If your child is enrolled in an all day program they may bring their lunch in a lunch box that is able to keep food at a cool temperature. No food items will be able to be heated up, so please pack cool items only. Soft drinks are not allowed in any lunches.

Medication

All medications must be given to and picked up from the school office. Medicine will be administered if this is the **only time** it can be given and the provided medication:

- * has been ordered by a physician and the parent has given written consent.
- * is in the original container with the pharmacy label, and the physician's name.
- * has the child's name, date filled, and directions for use on the bottle.

Pick-Up Procedures

Morning:

If your child isn't staying for daycare, you will need to line your vehicle up along the concrete sidewalk by the black preschool fence. Please enter the drive by the cemetery off St. Joe Road and exit to St. Wendel Road toward the Mini-Mart. (Please be mindful that students will be entering the playground areas beginning at 10:45am. Extreme caution is advised!)

Afternoon:

If your child is being picked up from the afternoon class, parents will need to enter the drive by the cemetery off St. Joe Road and line up with the other cars. You may retrieve your child from the sidewalk once the children have exited the building.

Sick Policy

A child should not be in attendance if they have any of the following symptoms listed below, or have had them in the past 24 hours:

- Fever of 100 degrees or more
- Vomiting
- Diarrhea
- Unexplained skin rash
- Chills
- Anything contagious (strep throat, pink eye, chicken pox, head lice, or etc.)
- Sore red throat
- Earache
- Stomachache or nausea
- Swollen glands

Should your child become ill or develop a fever during school hours, you will be called to come pick them up.

Lice

St. Joseph School follows the guidelines set forth by both the American Academy of Pediatrics (AAP) and the National Association of School Nurses (NASN) regarding head lice. Students diagnosed with live head lice will not be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Student Records & Release of Records

Academic records, health records, and test scores are recorded for each student. Parents may call the school and request an appointment with the teacher to review their child's records. Information included in these records may not be released without written parental consent.

Student Services

Many testing and evaluation services are available to our students. This includes speech therapy and learning disability services provided through the EVSC. A Youth First Counselor is also available.

Sycamore©

All families will be given access to Sycamore, the school's information system. On this site, parents can view lunch and daycare accounts, as well as have access to pertinent school information, such as the weekly Red Folder News and the school's calendar.

Visitors

Parents are welcomed and encouraged to visit at anytime. We ask that you use the main entrance of the school between the hours of 7:15 am and 3:00 pm. All visitors are required to report to the school office upon entering and leaving the building.

Withdrawals

If a decision is made to withdraw your child from the program during the school year, the parents should notify the principal as soon as possible. Teachers and staff will summarize the child's progress and prepare the child's records, which will be forwarded to a new school or program. Parents should make sure all school materials are returned. Any outstanding fees will be required to be paid in full before releasing student records.

Right To Amend

St. Joseph School reserves the right to amend this Handbook at any time. Notice of amendments will be sent to parents via the Red Folder News or through e-mail communication.