

## **MISSION STATEMENT**

St. Bernard Preschool's mission is to provide our Preschool students with a safe and secure learning environment allowing each student room to grow socially, emotionally, cognitively and spiritually.

## **GOAL AND PHILOSOPHY**

St. Bernard Preschool provides an affirmative Catholic educational environment sensitive to the development of the whole child.

We are committed to working together with families to provide our students opportunities for individual growth.

## **ENROLLMENT**

We are an equal opportunity provider of children services. Application for enrollment is accepted without regard to race, religion, gender, or national origin. We reserve the right to refuse the enrollment of any child or to ask parents to make alternative arrangements for the care of a student enrolled in the program.

St. Bernard's is open 7:30am-5:30pm Monday through Friday. We offer a Fall Program that runs from August through June. And we offer a Summer Program June through August.

We are licensed for daily maximum of fifteen potty trained children ages 2 years 9 months to 5 years old.

Registration fee of \$100 is to be received before child attends school as well as necessary paperwork required by the State. Paperwork is available online at [saintbernards.us](http://saintbernards.us) or contact the Preschool Director. Completed paperwork may be emailed [gardner@saintbernards.us](mailto:gardner@saintbernards.us) or faxed 443-4723 or mailed 222 Dollison St. Once received, the student will be placed on a wait list until meeting can be arranged and spot becomes available.

Our Program charges \$5 per hour. We offer part time,  $\frac{3}{4}$  time and full time spots. Latest contracted drop off time is 8:30 a.m. Earliest contracted pick up time is 12:30 p.m. Both full time and  $\frac{3}{4}$  time pick up can be anytime between 3-5:30 p.m.

Billing will be placed in your child's folder on the 20th of the prior month of service. Payment is due by the 1<sup>st</sup> of the month. A late charge of \$25 will be charged for payments received after the 10<sup>th</sup>. Students may not attend school if payments are behind more than one month.

Make checks payable to St. Bernard's Academy and place in your student's folder or you may mail payments to 222 Dollison St.

Billing is based on contracted hours as well as any additional hours. Contracts are mutually agreed upon legal documents signed by student's guardian and Preschool Director. Additional charges will be due if student goes over contracted hours and/or contract will be under review. Contracts are binding for current month. Changes to contract must be made prior to month of service unless approved by Director. There is no financial credit for vacation. There is no charge for Preschool closure dates. All students allowed one sick day a month.

## **COMMUNICATION**

Weekly plans will be posted in the classroom. These plans outline the daily activities designed to provide students with opportunities to develop skills in all domains. Appointments are needed if there are any questions or concerns in regards to the plans.

Please check your student's folder located at sign in/out table daily.

Monthly newsletter will be posted, put in your student's folder and emailed.

Parents are welcome and encouraged to speak with your student's teacher at any time with regard to the demands of the teacher at the time. If more time is needed than drop off/pick up time allow or your student or others overhear sensitive material, an appointment should be scheduled by either leaving a note in your student's folder, email [gardner@saintbernards.us](mailto:gardner@saintbernards.us) or call 443-7705 to schedule.

## **Sign in/ Sign out**

Entrance to the Preschool is at Gate #4 on Dollison St. The nearest cross street is C Street. Students must be signed in and out each day with a legible full name signature and the correct time the child arrives and departs. Students may not attend school before or leave after contracted times unless approved by the Director in advance. All parents must escort their student to their classroom or playground and notify a teacher of your child's presence.

Sign-in sheets are legal documents. Students are not permitted to sign or draw on. Students will not be released to anyone without a parent's written authorization and identification will be checked. If custody is an issue, please provide the Director with a notarized court order outlining the custody arrangement. Must be 18 years or older to sign student in or out.

## **CONFIDENTIALITY**

St. Bernard's respects the rights of each family to privacy and confidentiality regarding all health, behavioral, and developmental records and information concerning their student. We will not discuss or release any information to anyone without your written consent.

## **LATE PICK-UP POLICY**

Every possible effort needs to be made to pick up students on time. The agreed upon contract pick up time is the latest the student may be in school. Teacher/student ratio is critical. Teachers are not allowed to take a student home with them or to make other child care arrangements.

If an emergency happens and you are going to be late you must call and notify the school. Extra hourly fee of \$5 will be assessed for late pick-ups and early drop offs.

Any student who either shows up before contracted time or after contracted time three or more times in a month will have contract revised.

If a child is left at the school after closing and you cannot be contacted the school will:

- Try to contact you by phone.
- Try to call your emergency contacts.

There is a \$10.00 fee for every **five** minutes after center is closed.

## **SAFETY**

Never leave a student, or a child you brought with you, unattended in the car, building or playground. Anyone you brought with you during drop off, pickup or fieldtrips is the responsibility of the parents. All must follow the rules of the center.

## **EMERGENCY**

Should an emergency occur which requires evacuation of the school; parents will be notified as soon as possible. If the emergency is expected to last a significant length of time, parents will be asked to pick up their student.

If the electricity goes out, state law requires the students to be picked up immediately. Parents that are in the school building during an emergency are required to follow our emergency procedures along with children.

For safety reasons if there is no electricity or water at the preschool by law we cannot accept students. If the electricity or water goes out during Preschool hours, parents or emergency contacts must pick up the student when called.

## **EARTHQUAKE OR WEATHER EMERGENCIES**

In the event of an earthquake or severe weather conditions that may prevent the school from opening, we ask that parents please call ahead to make sure staff has arrived and that there are no prohibitive problems.

If earthquake occurs during school hours we will follow our earthquake preparedness checklist. Likewise, should an earthquake or severe weather conditions make it necessary to close the school early; parents will be notified by the school so that you can make appropriate arrangements for picking up your child.

If we have to leave our building we will go to the corner of B and Dollison. If cover is needed and building is clear we will go to main campus at 222 Dollison St.

## **IN CASE OF INJURY**

In case of injuries (i.e. minor scrapes or bruises) first aid is applied, and parents will be notified in writing.

If a student suffers a more severe injury, but it is not an emergency, parents will be called and asked to pick up their student. At that time parents can determine if their student requires medical attention.

For a serious injury the staff will notify parents immediately. If the student is transported to the hospital the Preschool Director or Teacher will accompany him or her and stay until parents arrive. If the student requires medical attention the parents will be financially responsible for the cost of treatment.

## **BEHAVIOR**

The teachers and staff at St. Bernard's are responsible for providing a safe and secure learning environment for our students. We ask that each and every student respect themselves, their peers and their teachers.

If a student is disrespectful in a way that does not threaten the safety and security of the other students environment (ex: age appropriate defiance such as saying no or not cooperating) the teacher's will calmly talk with and help student incorporate a replacement behavior. If a student still does not comply, teacher may ask student to sit out to think about their choices. If student continues to not comply parent may be notified.

If a student is using excessive language or actions the teacher will talk with student about the severity of their words/actions and the impact they have on others. The teacher will then try to guide the student to make a better choice. Parents will be informed of incident. If issue persists then a meeting may take place. If issue still persists student may be asked to take a leave from school until developmentally ready to participate appropriately.

If a student is physically aggressive with another child or teacher, the teacher will talk with the student to explain that the behavior is inappropriate and the correct behavior will be explained to the student and a written note will be sent home stating the specific behavior. A meeting with the parents, the Director, and teacher may be necessary to find a solution.

If a solution is not found and the behavior continues or if the safety and/or learning environment of other students are at risk the student may be dismissed and asked not to return to the school until behavior subsides.

Biting will not be accepted and students will be sent home if they bite their peers or teacher until they can refrain from biting.

## **ILLNESS**

Students need to remain at home if the child displays one or more of the following illness related symptoms:

- Difficulty or rapid breathing
- Unusually cranky
- Unable to participate
- Extremely tired or sleepy
- Fever registering to 100 within last 24 hours without medicine
- Yellowish skin, nails or eyes
- Any type of airborne illness
- Sore throat or trouble swallowing
- Tea colored urine
- Grey, white, red stool
- Loss of appetite
- Vomiting
- Diarrhea
- Head lice
- Repetitive cough
- Headache
- Stomach pain
- Abnormal fatigue
- Non-allergy related skin rashes or skin irritations
- Pink eye (tears, redness of eyelids, with discharge)

Do not bring a student to school if he/she has a contagious disease or virus. Students that are sent to school ill will be sent home and parents will be charged for the day.

Parents are asked to make arrangements to pick up their sick student when called to do so.

For the protection of students and staff, we ask that we are notified as soon as possible if your student or someone in your household develops a communicable disease. We will then post a health alert and will make every attempt to avoid additional exposures.

Students are allowed one sick unpaid day a month not to accrue.

## **IMMUNIZATIONS**

Students are required to have their immunizations updated. St. Bernard's is required to have a copy of all immunization records on file according to the schedule recommended by the American Academy of Pediatrics.

## **REST TIME**

Students rest on an assigned mat provided by the school with blanket from home. Students individual blankets must go home every Friday to be laundered and returned the following Monday.

Students may bring one small quiet item such as a stuffed animal, blanket or book to rest with if desired. This item must remain in the student's cubby until rest time.

## **TOYS OR ITEMS FROM HOME**

Students are not to bring any item from home unless for naptime as stated above or during special days such as "share day". Please check your child's pockets before and after school. St. Bernard's is not responsible for any items that get lost or broken.

At no time are the following items allowed at school:

- Guns or Shooting Objects
- Sharp Objects
- Aggressive Toys

## **FOOD**

Students are to sign up twice a month to provide a nutritious snack from two different food groups for fifteen students or Costco size supply of 5oz cups, spoons, napkins or paper plates. Specific snacks served and items needed, will be posted on the snack calendar by classroom door.

Students are to provide their own cold lunch. We cannot heat student's lunch. We will inform you of any hot lunch options for purchase as they become available.

## **BIRTHDAYS**

Parents are encouraged to bring in a treat to share for your student's birthday (ex: cookies, cupcakes, donut holes etc.) Classroom teacher will distribute treats after lunch. Student's family is welcome to join.

## **CLOTHING**

Students are to be dressed comfortably

### REQUIRED:

- Navy blue Preschool T-shirt\*
- Navy blue pants (no jeans, no holes, no shorts)
- Navy skirts with navy blue/black or white tights/leggings
- Elastic waist for independent use (other if student can manage independently)
- Tennis shoes or comfortable shoes (no open shoes, pointed or dress shoes).
- Free dress and pajama day will be announced. Dress clothes are not encouraged unless specified by a special event. We are not responsible for stained or dirty clothing. Students will not be allowed to wear any clothing with holes, aggressive or scary creatures.
- Extra set of comfortable clothing (to be left in cubby in gallon size bag)
- Sweatshirt/Coat

\*T-shirts are available in classroom for \$10. At times we have used T-shirts, skirts and/or pants available for \$5 as well.

## **FIELDTRIPS**

Several fieldtrips will be scheduled throughout the year. Fieldtrips or outdoor school is an extension of our students' school day.

The Director will carry cell phone, water, snack if needed, emergency cards with student information and post detailed sign on the classroom door.

Fieldtrips that are within walking distance may require volunteers to help safely walk students to destination (ex: Henderson center: pet store, post office, ice cream shop, barber shop, toy store, park). A teacher will lead students in a 2 by 2,

hand to hand, walk with another teacher at the back of the line and volunteers and/or aids in the middle of the line if needed.

Some fieldtrips will be across the street at our licensee school, St. Bernard's Academy at 222 Dollison Ave.

Preschool students will only use and participate in age approved materials. Students will be with preschool staff at all times. If student needs to use the bathroom, teacher and volunteer/aid (if necessary) will take them (and others if necessary to maintain ratio) back to the preschool.

Fieldtrips that require transportation will need parents/guardians to drive child out to the fieldtrip and stay with them. Parents will be responsible for their child's safety and follow classroom rules as the teacher guides the field trip.

Siblings of a student or family members are often encouraged to join in on our fieldtrips but are the responsibility of the parents at all times.

All fieldtrips, with exception of St. Bernard's Academy will be announced in advance. Additional paperwork will be needed for some fieldtrips.

Another extension of school is movie night. Movie night is after hours. Days and times will be announced. The rate remains the same at \$5/hour. The preschool will show an age appropriate movie of choice, enjoy a special snack and play games.

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