

**St. Bernard's Preschool**  
**Lic.# 125402277**  
**115 Henderson St. Building #4**  
**222 Dollison St. (mailing address)**  
**Eureka, CA 95501**  
**(707) 443-7705**  
[gardner@saintbernards.us](mailto:gardner@saintbernards.us)

## **Mission Statement**

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

## **Goal and Philosophy**

St. Bernard's 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 terminate enrollment if we are unable to meet the physical, social, and emotional needs of the child or the child is a danger to her or himself and/or others.

Preschool is licensed from 7:30 a.m. to 5:30 p.m. Monday through Friday. We currently offer a Fall Program 8:00 a.m. to 3:30 p.m. from August through June with a \$150 registration fee as well as a Summer Program from June through August with a \$50 registration fee. Extended hours available at additional cost.

We are licensed for a daily maximum of fifteen two to five years.

Required paperwork is available online at [saintbernards.us](http://saintbernards.us) or contact the Preschool Director, Katie Gardner. Completed paperwork may be emailed [gardner@saintbernards.us](mailto:gardner@saintbernards.us), faxed 443-4723 or mailed to 222 Dollison St. Once registration fee and paperwork are received the student will be placed on the waitlist and contacted by the Director to schedule a site visit. Physician's Report must be signed by the doctor's office and faxed to the Director before the student is allowed to attend.

St. Bernard's Preschool currently offers a part time contract between 8:00 a.m. and 1:00 p.m. at a rate of \$38.50 per day or full time contract between 8:00 a.m. and 3:30 p.m. at a rate of \$49.50 per day. Drop off is between 8:00-9:00 and pickup is between 12:30-1:00 or 2:30-3:30.

Invoices will be emailed. Tuition is due on the 1st of the month prior to service.

Make checks payable to St. Bernard's Preschool, put in the mailbox outside the classroom door, mail payments to 222 Dollsion St or call 443-2735 to set up credit card payments. A late fee of \$25.00 will be charged for payments received after the 10th and a \$5.00 charge will occur each day until payment is received. Students may not return to school with an outstanding balance of 30 days or more until payment has been received.

Contracts are mutually agreed upon legal documents signed by the student's parent/representative and Preschool Director. Additional charges will be due if the student goes over contracted hours and/or the contract will be under review. Contracts are binding for the current month. Changes to the contract must be made at least a month in advance of service unless approved by the Director.

There is no financial credit for vacation, illness or emergency closures. Preschool closure dates charged are as follows: New Years Day, Martin Luther King Jr. Day, Presidents Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. Holidays that fall on a weekend will not be charged. Families will only be charged for the above holidays if your student is enrolled on the specific closure day. Refer to the monthly newsletter for further closures that will not be charged.

All fees are to be paid in advance of services, unless they are being paid by an outside agency and have been arranged by the Director and parent/representative. You will be responsible for any fees not covered by the voucher program. These fees will be reflected in the following month's billing.

Thirty day notice of rate changes will be given.

## **Communication**

Weekly curriculum 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 curriculum. Monthly newsletter will be posted and emailed.

## **Sign in/Sign out**

Entrance to the Preschool is at Gate #4 on Dollison St. between B and C Street. Teachers will sign students in and out each day. Students may not attend school before or leave after contracted times unless approved by the Director in advance.

Students will not be released to anyone without a parent's written authorization and identification will be checked. If courts are involved, please provide the Director with a notarized court order outlining agreement.

## **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 Pickup Policy**

The agreed upon contract pick up time is the latest the student may be in school. Teachers are not allowed to take a student home with them or to make other child care arrangements.

If an emergency occurs and you are going to be late you must call and notify the school 443-7705. Extra fee 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 the contract will be revised or terminated. If a child is left at the school after closing and you cannot be contacted the school will try to contact you by phone and call your emergency contacts.

## **Safety**

Students and children are not to be left unattended in the car, building or playground. Any child not enrolled and attending field trips, pickup or dropoff is the responsibility of the parents/representative. All must follow the rules of the center.

## **Emergency**

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

If the electricity goes out, students are to be picked up immediately. Parents/representatives that are in the school building during an emergency are required to follow our emergency procedures along with children. If there is no electricity or water minimum of two hours before Preschool is scheduled to open, the Preschool will be closed for the duration of the day. If the electricity or water goes out during Preschool hours, parents or emergency contacts will be contacted to pick up and the Preschool will remain closed for the remainder of the school day.

## **Earthquake/Weather/Fire Emergencies**

Parents/representatives will be informed in the event of an earthquake or severe weather conditions that may prevent the school from opening.

If an 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/representatives will be notified by the school so that you can make appropriate arrangements to pick up the student.

In case of a fire or smoke, we will exit the building following monthly fire drills.

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

### **In Case of Injury**

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

If a student suffers a more severe injury but it is not an emergency, parents/representatives will be called and asked to pick up the student so they can determine if their student requires medical attention.

For a serious injury the staff will notify parents/representatives immediately. If the student is transported to the hospital the Preschool Director or Teacher will accompany him or her and stay until parents/representatives arrive and if the student requires medical attention parent/representative 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 all 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 student's environment, the teacher will calmly talk with and help the student incorporate a replacement behavior. If a student continues to not comply, parents/representatives may be notified.

If a student is using excessive language or actions the teacher will talk with the 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/representatives will be informed of the incident. If the issue persists then a meeting may take place. If the issue still persists, the 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/representatives, 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 or teachers 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 immediately 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
- Gray, 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. Parents/representatives are asked to make arrangements to pick up the 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. A health alert will be posted and we will make every attempt to avoid additional exposures.

## **Immunizations**

Students are required to have their immunizations updated. St. Bernard's

Preschool is required to have a copy of all immunization records on file according to the schedule recommended by the American Academy of Pediatrics.

### **Toilet Use/Training**

Students have a low, age appropriate flushable toilet available for use at all times. A padded surface of over one-inch thick and three inch high washable vinyl is available within arms reach of the bathroom sink when needed to change diapers or clothing and will be disinfected after each use.

As part of the toilet training plan, students are frequently asked to try to use the toilet, wipe, flush and wash hands. Students who are toilet training may wear underwear or pull ups but must have sufficient changes of clothing and pull ups available in order to be clean and dry at all times.

Soiled or wet clothing will be placed in an airtight container and returned to the parent/representative at the end of each day. Soiled disposable pull ups will be placed in an airtight container for daily disposal outside of the center.

### **Rest Time**

Students rest on an assigned mat and blanket provided by the school. Please launder your student's blanket weekly.

Students may bring one small quiet item such as a stuffed animal but must remain in the student's cubby until rest time.

### **Items from Home**

Students are not to bring any item from home unless for naptime as stated above or during special days. St. Bernard's Preschool is not responsible for any items that get lost or broken. At no time are guns, sharp objects or aggressive toys allowed at school.

### **Food**

Students are to provide their own lunch, two extra snacks and an individual water bottle to be refilled at home or with bottled water at school.

### **Birthdays**

Parents/representatives are encouraged to bring a treat to share for your student's birthday to be passed out after lunch.

### **Clothing**

Students are to be dressed comfortably with closed toe shoes with socks and sweatshirt available. Easy on/off pants, shorts and skirts encouraged.

## **Class Schedule**

8:00 - 9:30	Drop Off/Open Centers
9:30 - 9:50	Circle
9:50 - 10:15	Potty/Wash/Snack/Books/Puzzles
10:15 - 10:45	Outside
10:45 - 11:30	Table Time/Curriculum/Open Center
11:30 - 11:45	Circle
11:45 - 12:15	Potty/Wash/Lunch/Books/Puzzles
12:15 - 12:45	Outside/Pick Up
12:45 - 2:30	Table Games/Books/Rest
2:30 - 3:30	Potty/Wash/Snack/Outside/Pick up

\*extended hours available upon approval

## **Preschool Supply List**

Please write name on following items:

- Easy on/off sweatshirt (to be kept in cubby)
- Extra set of clothes in gallon plastic bag and pull ups if used (to be kept in cubby)
- Lunch box (provide own lunch and two extra snacks daily )
- Water bottle or thermos (age appropriate size)
- Pencil box filled with thin and thick Crayola markers washable, glue stick and scissors (to be kept in cubby)

revised 7/24 ksg

# St. Bernard's Preschool Signature

115 Henderson St.

Building #4

222 Dollison Street (mailing)

Eureka, Ca 95501

(707) 443-7705

License #125402277

Please Print Student's Name: \_\_\_\_\_

Please Print Guardian's Name: \_\_\_\_\_

Please Sign: \_\_\_\_\_ Date: \_\_\_\_\_

I agree with the terms and conditions of St. Bernard's Preschool Parent Handbook.



