



Parent Handbook

2012-2013

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ABSENCE FROM SCHOOL

If your child will be absent from school, parents are asked to call the office at 281-391-4758 by 9 am to report the absence and the reason for the absence. The school will call parents if an absence call is not received.

There will be no make-up days due to illness or for any other reason. We encourage parents to bring their child to school each day, unless they are ill. Children need the routine of attending school regularly and on time. This will assure that they don't miss any of the important learning and fun happening in the classroom.

ABUSE/NEGLECT

The staff at St. Bartholomew's Preschool must report suspicion of any form of child abuse. This includes sexual abuse, physical abuse, emotional abuse or neglect. The school does not condone, hide or tolerate any type of child abuse. Our foremost responsibility is to ensure the health, safety and welfare of all children.

ADMISSIONS

Preference in preschool admission is given first to currently enrolled students, then to parish members, Catholics from other parishes, and, space permitting, to all others. A waiting list will be maintained and openings will be filled in the order applications are received.

Admission to our preschool is open to children of all races, nationalities, and economic backgrounds. Our curriculum is based on our Catholic beliefs and traditions and we do not modify classes to accommodate other religious beliefs.

ALLERGIES

It is the parent's responsibility to notify the school and teacher of a child's allergies to food, insects or other substances.

AUTHORIZED PERSONS TO PICK UP YOUR CHILD

Parents must provide the school with the names of persons authorized to pick up their children and the names of person(s) NOT authorized. IT IS THE PARENT (S) OR GUARDIAN'S RESPONSIBILITY TO INFORM THE SCHOOL OF ANY CHANGES IN THE NAMES OF PERSONS AUTHORIZED OR NOT SO AUTHORIZED.

In parent separation cases, copies of court orders must be provided to the school before any staff person can prevent a child from being picked up by a non-custodial parent.

The school will release children to authorized persons only. Prior to the child being released, the school will request photo identification or other identification.

ARRIVAL & DISMISSAL

Children should arrive in sufficient time so as to be in the classroom promptly by 9:05 am. Please do not bring your child to class before 9:00, as that is the teacher's time to prepare activities for the day and they are not free to supervise children. Parents should bring their child to class and sign them in on the child's log sheet. If your child is later than 45 minutes to school please sign them in at the preschool office.

If you need to speak with the teacher or director, call and we will be happy to set aside a time to speak with you that will not interfere with your child's class time.

Afternoon dismissal is at 1:50 pm. Teachers will provide you with a sign with your child's name written on it, to be displayed on your car's windshield or window. Carpool pick-up lines are on the North side of the building for the 3-5 year olds. Carpool pick-up on the South end of the building (in front of the Parish Hall) is for 18 month and 2 year olds and their older siblings. (See attached map.)

Please do not leave your car – a staff member will bring your child to your car and help them in. This helps to speed up the pick up process. You must move to a parking spot to buckle them into their car seat as it is the parent's responsibility to ensure that the child is properly restrained. We appreciate your patience and cooperation.

If you choose to park and walk up to get your child, park in the parking lot alongside the preschool so you are not walking across any car pick up lines. Please do not leave with your child without informing a staff member so that we can ensure that all children are accounted for.

Please, do not establish conversations with the teachers at this time, as it delays the pick up time for other parents.

BACKPACKS

Backpacks should be "normal" size (approximately 12" x 16"). No mini packs or backpacks with wheels are allowed.

CALENDAR

School will begin the Tuesday after Labor Day. A specific Preschool calendar will be handed out at the beginning of the year but in general, the preschool follows the Katy ISD calendar.

CLOTHING

Children should be dressed comfortably in play clothes. At registration, you are provided with a preschool t-shirt and we encourage that all students wear a preschool t-shirt on a daily basis. There are additional t-shirts available for purchase.

St. Bartholomew's Preschool is designed to be a "hands on" experience for children so clothing may get dirty or stained. Students should be dressed comfortably in play clothes that they can easily manipulate in the bathroom. For safety reasons, we encourage closed toe shoes.

Please pack an extra set of clothes in your child's backpack including undergarments and socks. For cooler weather, please pack a jacket or sweater for your child in their backpack.

COMMUNICATION

In addition to communication from your child's classroom teacher, a number of other communication methods are utilized by the preschool including a monthly newsletter and weekly email. You can visit the preschool's website (*found at www.st-bart.org, under the "Preschool Program" tab*) at any time to review this information.

CONTACT INFORMATION

Family home and work addresses and phone numbers, emergency contacts, and authorized care information must be kept current. Parents are responsible to inform the school office of changes to any of these.

CURRICULUM

Our preschool curriculum is designed to promote an awareness of God's love through our Catholic Traditions and prepare students to be life-long learners. The following skills lay the foundation for this preparation:

FAITH FORMATION: At a level appropriate for the age, students will learn about and practice the Catholic faith. As the school recognizes parents to be the primary educators of their children, parents must realize their critical role as Catholic faith teachers by practicing our faith at home (regular Mass attendance on Sundays and holy days, regularly participating in the sacraments, praying at home as a family, etc.) In class students will participate in a variety of activities introducing them to the Catholic faith and providing a foundation for the future reception of the sacraments.

PHYSICAL DEVELOPMENT utilizes cross-curriculum activities that suit the child's physical development of large and small motor (muscle) skills. This is achieved through an environment that provides freedom of expression, challenges, and the opportunity for frequent repetition. The ability to have control over one's own body provides satisfaction, pride, and positive self-awareness.

DRAMATIC PLAY is child-centered activity. Children engage in pretending, role-playing, and imaginative play. These activities enhance a child's intellectual, physical, creative, and social emotional development. By providing a variety of materials and situations, children are able to integrate what they learn and experience into reality. By practicing social and communication skills, they learn to resolve conflicts, express their individuality, and realize their creativity.

MATH AND SCIENCE activities are designed for exploration and discovery. Through hands-on experiences, children will experiment using a variety of math and science techniques. These concrete

experiences allow the children to gradually comprehend math and science. By providing opportunities to explore and develop a sense of stewardship for God's earth, children will begin to gain respect and appreciation for our natural environment.

LANGUAGE DEVELOPMENT includes reading, writing, listening, and speaking skills. Children are involved with quality literature in diverse settings. Children are encouraged to explore a variety of writing materials used in ways that are interesting, meaningful, and fun. Children are encouraged to express themselves and listen to others in a variety of situations. By integrating these opportunities throughout the day, the children practice effective communication skills.

MUSIC. Children will have opportunities to experience music from a variety of genres and cultures. Instruments and singing allow the children to express themselves emotionally and creatively, as well as experience musical elements. Music and movement are integrated as enjoyable parts of the curriculum, which encourage children to take risks and overcome inhibitions.

OUTDOOR PLAY is an extension of the classroom. The goal is to provide an enriched environment for physical exploration of each child's abilities, which stimulates sensory and physical play. The outdoor experience broadens a child's perspective of the world through freedom of expression and movement.

CUSTODY

All parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent be denied access to such information. It is the responsibility of the custodial parent to provide a copy of the court order to the Preschool office staff.

DAYS AND HOURS OF OPERATION

Monday through Friday, St. Bartholomew's Preschool begins at 9:00am and ends at 1:50pm. We offer 2 day, 3 day, and 5 day programs.

DISCIPLINE

Learning to live in the gentleness of truth and walk in the light of Christ is God's educational goal for everyone. Such a goal is the highest calling of a Catholic school. Teaching each student to conduct themselves to act in loving and responsible ways is a lasting gift to each student. Discipline and guidance shall be consistent and based on an understanding of each child's needs and development. The school shall promote self-discipline and acceptable behavior in the classroom and during our chapel time in church.

We believe that discipline is a positive ongoing process that teaches children how to effectively relate to others. We encourage the use of self-control, redirection, problem solving, and cooperation. These methods are utilized to teach the children how to be responsive and accountable for their own behavior. By targeting the child's behavior as opposed to the child, we believe the end result is more positive self-esteem.

We encourage independent thinking and learning. However, we must maintain control of the classroom. No child shall ever be spanked, shaken, hit, or belittled. Our teachers use a variety of methods to encourage positive behavior. If a discipline problem arises we have the following procedure for our 3 - 5 year olds: The child will receive a warning from the teacher. If a second warning is needed, the child will receive a note in their folder from the teacher. If a 3rd warning occurs, the student will be sent to the Director's office for a talk. A note will be sent home from the Director. If any further problems occur the parent will be asked to come in for a conference. Your child's teacher will have more information about their specific classroom management techniques posted in the classroom.

The Director maintains the right to use suspension and expulsion as disciplinary measures of last recourse - when repeated measures have failed to impact a child's negative behavior and/or the infraction(s) is so serious that it puts the child, the staff, or other children at risk.

EARLY OR LATE PICK UP PROCEDURES

EARLY PICK UP: If you are picking your child up any time before 1: 15 pm, you must stop by the Preschool office and sign your child out. If possible, please inform the teacher ahead of time so we can have your child's belongings ready to go when you arrive. Be prepared to show identification.

LATE PICK UP: If your child is not picked up by 2:00 pm, he or she will be moved to the office and you will be billed \$1.00 per minute late. If you have an emergency please call the church office, (281) 391-4758 and let us know so that we can assure your child that you will arrive as soon as possible.

ENROLLMENT PREREQUISITES

To enroll your child at St. Bartholomew's Preschool, the following documents must be on file:

- Official Enrollment Form/ Immunization Record (*Must be notarized*)
- Child Information Form
- Authorization for Medical Treatment Form
- Photo Authorization Form
- Handbook Read Form

Any child enrolling in a 3's, 4's or Transition class must be fully potty trained. Please see "Toilet Training" section for more details.

EXTRACURRICULAR ACTIVITIES

Our Preschool strives to expose our children to multiple learning opportunities. Throughout the week, children will participate in the following extracurricular activities: Cooking, Church Visits, Dance and Movement, Music, and Spanish.

FOOD ITEMS

ALLERGIES: Each school year it is the parent's responsibility to notify the school and teacher of a child's allergies to food, insects or other substances.

LUNCHES: St. Bartholomew's Preschool does not have a cafeteria and does not prepare food for lunch. We are not able to refrigerate or heat lunches. Students must bring their own lunch every day. When packing their lunch please keep in mind that your child will be feeding himself/herself. We encourage independence so please include finger foods that your child can eat without assistance. Items that need to be cut up should be cut up at home. Children are not allowed to bring glass containers to school. Please make sure your child's lunch is marked with his/her name and includes plastic utensil, if required. On occasion students will eat together as a school and learn about using good table manners.

We encourage healthy eating habits so please pack nutritious items for lunch. Do not send too many unhealthy items such as sugary drinks, chips, cookies or candy. If you have any questions about what to pack, be sure to ask your child's teacher. We ask that you send a clearly labeled water bottle to school with your child daily. We will refill as necessary.

SNACKS: Please pack a healthy snack in a separate container that will be served mid-morning. Teachers may occasionally request parents to bring something special for a specific theme during the year. We encourage healthy choices but allow the parent and their child to choose their snack. Our program is not responsible for the nutritional value of these snacks but some examples of healthy snacks are fruit, raisins, rollups, cheese, crackers, etc.

GUM is not allowed.

GOALS OF THE PRESCHOOL PROGRAM

1. To nurture Catholic faith development in each child and in each child's family.
2. To teach students about prayer and to respect the world around them.
3. To allow opportunities for young children to learn socialization skills.
4. To encourage self-esteem while teaching acceptable behavior.
5. To provide a low teacher-child ratio with caring, experienced staff.
6. To offer a curriculum that will help prepare our students for Kindergarten.
7. To foster an appreciation of others through charitable acts of kindness.

HEALTH & SAFETY

A medical report/shot record form is provided to you. It must be filled out and signed by the child's physician and returned to the school office before your child is allowed to start school. All shots must be up to date as listed on the Texas Department of Health website: www.tdh.state.tx.us/immunize. Parents will be responsible for having their child's vision and hearing screened at their four year check-up. The results of these tests need to be reported to the director in written form as soon as performed.

In the event of an accident or illness at school, parents will be contacted immediately.

If there is an emergency, 911 will be called and they will most likely transport your child to the nearest emergency center. Currently, this center would be Memorial Herman Katy Hospital located at 23900 Katy Freeway, Katy, Texas, 77494, 281-644-7000.

HOLY DAYS

In order for our staff to attend Mass, Preschool classes will begin after Mass at approximately 9:15 am on Holy Days of Obligation. We encourage parents to join us and attend Mass with their child at 8:30 am. The Holy Days of Obligation that fall within our school days during the 2012-2013 school year are All Saints Day on Thursday, November 1st, and the Immaculate Conception on Thursday, December 8th. We also invite parents to attend Mass with their child on Ash Wednesday, February 13th, as school will not begin until after the 8:30am Mass.

ILLNESS

St. Bartholomew Preschool has the right to send home or deny entry into the school if we believe your child has an illness that may put the other children's health in danger. A child exhibiting any of the following symptoms should be kept home:

- Fever of 99.6 or higher (fever should be gone for 24 hours before returning to school)
- Nausea or vomiting (students should be symptom-free for 24 hours before returning to school)
- Skin rash or sores
- Inflamed or swollen eyes, such as pink eye
- Diarrhea
- Headache
- Sore throat

COLDS, COUGHS, EAR INFECTIONS: We prefer that the child remain at home when suffering from these problems. They don't feel well and won't be able to concentrate or enjoy their day, and/or they could infect their classmates and teacher. Consideration for others is crucial to controlling the spread of colds and flu at school.

GOOD HYGIENE: Hand washing before eating and after bathroom visits, after wiping runny noses, and discouraging thumb sucking and mouthing of other objects (and cleaning and disinfecting these objects) can help keep you and your child healthy.

LICE: At St. Bartholomew's preschool we have a NO-NIT policy. In order to protect your child we will send home any child that is found to have either lice or nits. Before they are allowed to return to school they must be completely free of nits. The parent should bring the child to the office for a head check. If they are found completely free of nits they will be permitted to go to class. If there are still nits in the hair they must return home and treat the scalp again.

All children, when first exposed to a large group of children, will be exposed to a greater number of bacteria and viruses. This naturally will result in more illnesses during the first three to six months.

Having an alternate form of care arranged when your child is too ill to attend school is highly recommended.

MEDICATION & SKIN CARE

The Preschool staff will not administer medication to your child. If the child is on regular doses of a medicine and the time for him/her to take it falls during our school day we ask that the parent come and give the child their medicine. We can bring the child to our office and you can meet them there. Thank you for your understanding.

Licensing policy does not allow us to apply sunscreen, insect repellent, or diaper rash ointment to your child. Any concerned parents are encouraged to apply these items before your child gets to school. Please do not pack these items in your child's backpack. And although teachers are allowed to use hand sanitizers with the children, they are kept out of reach. Please do not pack any hand sanitizer in your child's backpack.

NAP & REST TIME

According to childcare licensing, children age 3 and older are developmentally past the need to nap. Only children 2 and under will be offered naptime.

PARENT INVOLVEMENT/VOLUNTEERISM

Any parent involvement at field trips and special events is highly encouraged at St. Bartholomew's Preschool.

Once classes are settled into a routine for the school year, parents are welcome to volunteer in the classrooms and for all school activities. If you would like to volunteer, or if you have a special skill, talent, or interest that you are willing to share, please let your child's teacher know.

Volunteers coming into contact with children must meet the state licensing requirement of fingerprinting and background check along with diocesan requirements including attendance at Protecting God's Children workshops (VIRTUS training). These requirements must be met before volunteerism can begin.

Any person entering a classroom must sign in at the office first (no matter how short or long the visit).

If you would like to become involved in volunteering for the Preschool outside of the classroom (fundraising, planning special events, etc.) please contact the Preschool Advisory Board at psadvisoryboard@st-bart.org.

PARENT ORIENTATION

You will be notified of your teacher's name, classroom number, and the date and time of our Parent Orientation. At the Orientation, your child will have the opportunity to meet with his/her teacher and familiarize themselves with the school.

PARTIES, BIRTHDAY

Celebration is important and your child's birthday is a reason to celebrate. If you are planning for your child to celebrate his/her birthday at school, please give us advance notice. A special birthday snack may be brought to school on that day. Cupcakes are fine but no whole cakes, please. Take note of any allergies that may be in your child's class. Thank you.

RELEASE OF INFORMATION

It is our policy not to release information about our students to anyone but their parents, unless we have written permission to do so. This information may include daily reports about habits and discipline. If your designated pick-up person may receive (either vocal or written) information about your child please indicate that on the last page of this handbook.

RIGHT TO AMEND

The Preschool Director retains the right to amend the handbook for just cause. Parents will be notified if changes are made.

TOILET TRAINING

All children in the 3-5 year old classes must be completely potty trained. This means that the children should be able to attend to their own personal needs while in the bathroom. Please talk with your child before sending them to school and make sure they understand they need to tell their teacher when they need to go to the bathroom. It is helpful if you would dress them in clothes they can manage by themselves. The Director will evaluate any potty training situations that arise.

TOYS

Toys and stuffed animals should remain at home. The school does not assume responsibility for toys or other items brought from home. When in doubt, please ask your child's teacher.

TUITION & FEES

Number of Days per week	Registration Fee	Monthly Tuition	Supply Fee
2	\$80.00	\$180.00	\$60.00
3	\$90.00	\$265.00	\$60.00
5	\$100.00	\$400.00	\$60.00

Registration fees are due and payable at the time of registration. Supply fees will be collected during the first week of school. Both registration and supply fees are nonrefundable.

Registration fees for families registering multiple children will be discounted \$10.00 per child.

St. Bartholomew's Preschool is intended to be a nine-month commitment – September through May. Because our staff is salaried and have been employed for a nine-month contract our income must have continuity. Tuition is due by the 5th of every month and is a **\$10.00 late fee will be charged for fees not received by the 10th of the month**. No student will be allowed to attend school if their account falls more than one month (4 weeks) behind. If you ever have a situation that prevents you from making your payment on time, please speak with the Director. Payment plans can be arranged. There will be a **\$20.00 finance charge on all returned checks**. If a check is returned all future payments must be made cash, cashier's checks or money order.

No tuition credit will be given; this includes any child's absence, illness, family vacation, or short months.

WITHDRAWAL FROM SCHOOL

One-month notification to the Preschool office is required in the event of withdrawing a child from the preschool.