



## St. Bartholomew Preschool Program Handbook

### *DAYS AND HOURS OF OPERATION*

St. Bart's begins at 9:00 and ends at 1:50 and offers several options for school days:

2 days-Mon/Wed

2 days - Tues/Thurs

3 days - Tues / Wed / Thurs

4 days - Mon / Tues / Wed / Thurs

- To be enrolled in the 3, 4, or 5 year old class a student must be potty trained.



### **Our MEET YOUR TEACHER DAY will be held in September**

- The first day of school will be the Tuesday after Labor Day.

St. Bart's will follow the KISD calendar, with the exception of Thanksgiving which we will be closed the entire week.

- If KISD closes due to inclement weather, we will likewise close.

Please consult your local radio and television for official word regarding closing.

**It is vitally important to keep us current with changing contact information.  
Please let us know any time your address or phone numbers change.**

### *PARENT INVOLVEMENT*

St. Bart's encourages parental involvement within the program. There are many opportunities for you to take part in this program, including "Lunch for Loved Ones" in September, a trip to the Dewberry Farm in October, and all classroom parties. Special events like our Halloween Parade and our Christmas Program are ways to cherish and have fun with your children. A calendar will be sent home each month outlining the events for that month. Our doors are always "OPEN" for parents and relatives.

### *REGISTRATION AND FEES*

A registration fee is due and payable at the time of registration. This fee will hold your child's place in class. There is also a Supply fee; this fee is divided into two payments. The first payment is due by Sept.7 and the second is due Jan. 6, 2011 – you may pay this fee along with registration if you wish. Fees are "non-refundable".

St. Bart'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 5<sup>th</sup> of every month and credit is NOT given for a child's absence. This includes illness, family vacations, holidays, and short months. **A \$10.00 late fee will be charged for fees not received by the 10<sup>th</sup> of the month.** No student will be allowed to attend school if their account falls more than 1 month, (4 weeks) behind. If you ever have a problem 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 will be made in cash, cashiers checks or money order.

### *ATTENDANCE POLICIES*

Please contact the school office at (281) 391-4758 if your child is unable to attend class. There are 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 routine and the patterns you are setting will help them the rest of their lives.

### ***ENROLLMENT AND ENTRANCE REQUIREMENTS***

Preference for enrollment is given to the parishioners of St. Bartholomew Catholic Church and families previously enrolled in the program. A waiting list will be maintained and openings will be filled in the order applications are taken. **All required forms are to be on file with the Director prior to each child attending class.** A parent orientation, (MEET YOUR TEACHER DAY ) will be scheduled before school begins to provide parents with specific information regarding our programs. Your child will have an opportunity to meet with his/her teacher and familiarize themselves with the school. All of our Licensing inspection reports and a copy of the minimum standards are in the office and available for review.

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 will not modify classes to accommodate other religious beliefs. Classes are filled in the order applications are received beginning on registration day.

### ***ARRIVALS AND DISMISSALS***

Classes begin promptly at 9:00 a.m. Please do not bring your child to class before 9:00 as that is the staff'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. Please do not stop to visit in the classroom, this prolonged "good-bye" time can be difficult for some children. **If you need to speak with the teacher or director, call and we will be happy to set aside some time to speak with you when it will not interfere with your child's class time.** Any concerns should be brought to the attention of the director as soon as possible. We are here to help.

Afternoon dismissal is at 1:50 p.m. 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 is for siblings and the 18 months - 2 year olds. (See Map on page 5)

Please do not leave your car – the teachers, aides, or Director will bring your child to your car and help them in. You must pull to a parking spot to buckle them into their car seat. Some teachers send home signs at the beginning of the year on which your child's name can be written. This sign can be placed in your car window; this facilitates putting students into cars. We appreciate your patience and cooperation. Do not walk across the parking lot to get your child; this is a dangerous situation.

### ***EARLY PICK UP PROCEDURES***

If you are picking your child up early (before 1:15 pm) you must stop by the Preschool Office and sign your child out. Please send a note to the teacher so we can have your child's things ready to go when you arrive. Be prepared to show identification.

-- We have found that if one parent shows up at the door – the rest of the children think that it's time for them to go home too!

### ***PICK UP BY AN ALTERNATE PERSON***

**Parents are expected to pick up their child on time.**

Should it be necessary for someone other than a parent or designated driver to pick up your child, **written notification stating the persons name and driver's license number must be given to the Director or the child's teacher before the child is left in the morning.**

**For your child's safety we will not release your child unless we have the proper documentation.**

### ***LATE FEES for Tardy Pick Up***

Our staff would much rather you are 5 minutes early than 5 minutes late. Your child's teacher has had a full day and is ready to leave. If your child is moved to the office 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.

### ***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 indicated that on the last page of this handbook.**



### ***LUNCH***

St. Bart's does not have a cafeteria and does not prepare food for lunch; 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 at lunch. Include finger foods that your child can eat without assistance. **We are not able to heat lunches.** Items that need to be cut up should be cut up at home. Children are not allowed to bring GLASS containers to school with them. Please make sure your child's lunch is marked with his/her name. On occasion students will eat together as a school and learn about using good table manners.

We encourage healthy eating habits so please pack nutritional items in the lunch.

Do not send too many sweets: sugar drinks + candy + chips + cookies do not make up a healthy lunch. If you have any questions about what to pack, be sure to ask your child's teacher. We ask that you send a water bottle to school with your child daily. We will refill as necessary. Please be sure it is labeled with their name.

### ***CLOTHING***

St. Bart's is designed to be a "hands on" experience for children. Please let your child come to school dressed comfortably so they can participate in all our activities. Clothing needs to be simple so that your child can easily manipulate in the bathroom. Please pack an extra set of clothes in your child's backpack including undergarments and socks. We go outside and sometimes it is cool. Please pack a jacket or sweater for your child in the backpack; **DON'T FORGET TO MARK IT WITH YOUR CHILD'S NAME.** At certain times of the year **YOU** will need to apply suntan lotion, and/or bug repellent to your child before coming to school. We are not permitted to do this. We will send reminders home as the weather changes. (SEE FURTHER INFO UNDER - PROCEDURE FOR INSECT REPELLANT DURING SCHOOL HOURS)

**PLEASE WRITE YOUR CHILD'S NAME ON EVERYTHING.**

### ***TOLIET TRAINING***

**All children in the 3 – 5 year old classes must be self-reliant in the bathroom.** This means that the children should be able to attend to their own personal needs while in the toilet. 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 will dress them in clothes they can pull on/off/snap/button, etc. themselves.

### ***SNACKS***

We will serve a mid-morning snack to the children, please send a reusable water bottle daily with your child. Please notify the teacher or director if your child experiences any food allergies. Teachers may occasionally request parents bring something special for a specific unit during the year. There will be a rotation in each classroom for snacks to be brought from home on Thursday. **These snacks must be store bought and in their original packaging. Due to health and safety regulations, home made food items are no longer permissible.** We encourage healthy choices but allow the parent and their child to choose the snack for their class. Our program is not responsible for the nutritional value of these snacks. Children with food related allergies may provide their own snacks.

Some examples of Healthy Snacks are: Yogurt; Fruit; Raisins; Pudding Cups; Rollups; Cut-Up Fruit; Cheese & Crackers. Your teacher will send home a note when it is your child's turn to bring snacks.



### ***BIRTHDAYS***

Children's birthdays are reasons to celebrate. If you are planning for your child to celebrate their birthday at school please give us advance notice. A special birthday snack may be brought to school on that day. These snacks must be store bought. Cupcakes are fine but **no cakes** please. Take note of any allergies that may be in your child's class. Thank you.

### ***HEALTH AND SAFETY***

A medical report/shot record 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 Dept. of Health website [www.tdh.state.tx.us/immunize](http://www.tdh.state.tx.us/immunize). Parents will be notified for dates of Vision and Hearing screening.

- If there is an emergency and we need to transport your child to a hospital we will take them to the nearest emergency center. Currently this is Memorial Herman Katy Hospital located at 23900 Katy Freeway Katy, Texas 77494 (281) 644 - 7000
- **St. Bartholomew Preschool has the right to deny entry into the school until all required documents and immunization records are returned and completely filled out.**
- **St. Bartholomew Preschool has the right to send home or deny entry into the school if we believe your child is contagious to the other children. No child will be allowed to attend with fever.**

### ***ILLNESS***

St. Bartholomew's Preschool will take necessary precautions to provide your child with a safe and healthy environment. Sick children will be brought to the office for isolation from other children. You will be notified immediately if your child becomes ill. **Please keep your child home if:**

- **they have experienced a fever within the past 24 hours**
- **they have had vomiting or diarrhea within the last 24 hours**
- any symptoms of the usual childhood contagious diseases  
(Chicken pox, German measles, etc.)
- common cold
- sore throat
- rash
- pink eye or any other eye infections
- head lice or if your older children have been sent home from school with a case of "bugs"

**Head lice are becoming a very big problem at the elementary schools. At St. Bart'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.

**The Director 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. We want to make every child feel comfortable at school and if they are in need of medicine then they may need to be at home. Thank you for your understanding.

### ***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 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 but 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 3<sup>rd</sup> 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 ways to encourage appropriate behavior.

The Director maintains the right to use suspension and expulsion as disciplinary measures of last resort – 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.

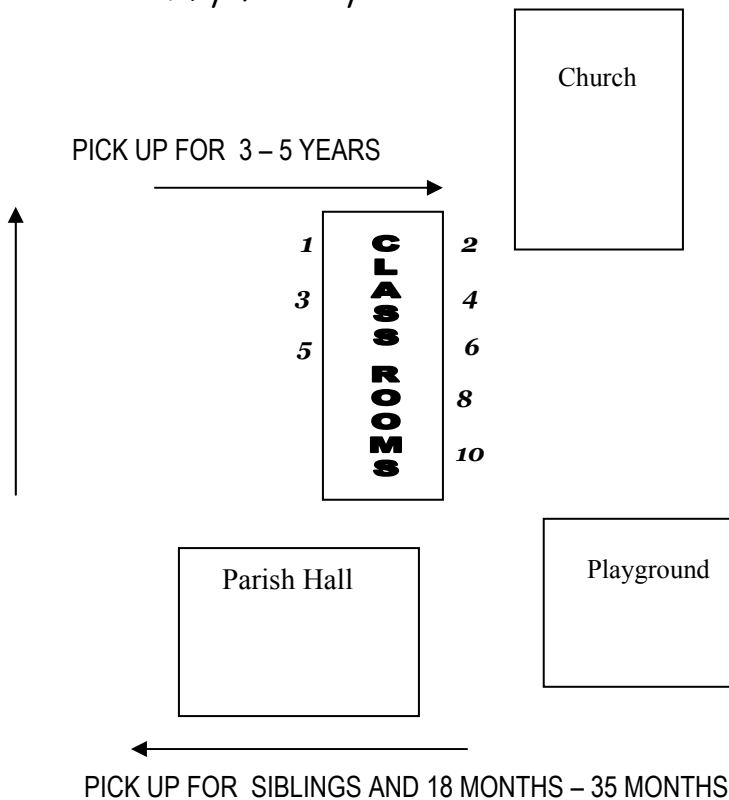
**TELEPHONE AND ADDRESSES**

**Your registration packet will ask for contact numbers and a current address. If this information changes during the year please let us know.** In the world we live in today it is of the utmost importance for us to always have correct contact information. A couple of times during the year we will send home the information we have on you; please correct if necessary and send back so we can maintain up to date records.

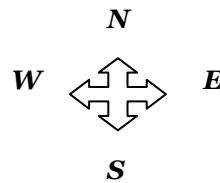
**PROCEDURES FOR INSECT REPELLANT and SUNSCREEN**

Concerned parents are strongly encouraged to use a repellent and sunscreen on their child before they leave for school. No repellent sprays or lotions will be provided by or applied by school personnel during the school day (Sprays pose the risk of accidental exposure and will not be allowed). A parent may apply a lotion repellent or sunscreen on their child after arriving at school; this should be done outside the classroom.

*Map for Carpool*



**DRIVERS MUST WAIT IN THEIR CARS UNTIL CHILDREN ARE LOADED INTO THE CAR. PLEASE DO NOT GET OUT OF YOUR CAR. Thank You!**



***ST. BATHOLOMEW PRESCHOOL PROGRAM HAS BEEN DESIGNED TO:***

- ❖ Promote an awareness of God's love through our Catholic Traditions.
- ❖ Teach students about prayer and to respect the world around them.
- ❖ Allow opportunities for young children to learn socialization skills.
- ❖ Encourage self-esteem while learning acceptable behavior.
- ❖ Provide a low teacher-child ratio with a caring, experienced staff.
- ❖ Offer a curriculum that will help prepare our students for Kindergarten.
- ❖ Expose the children to different learning opportunities including Music; Fun Days: Dramatic Play; Arts and Crafts; Cooking and Science Adventures.
- ❖ Foster an appreciation of others through charitable acts of kindness.

***REQUIRED SCHOOL SUPPLIES***

1. Each child needs to have a backpack large enough to hold their folder and their change of clothes.  
**NO BACKPACKS ON WHEELS WILL BE ALLOWED; they are a safety hazard.**
2. **One heavy weight pocket folder.**

YOUR TEACHER WILL HAVE A LIST WITH ANY ADDITIONAL SUPPLIES NEEDED FOR HER CLASS

**IMPORTANT PHONE NUMBERS:**

St. Bartholomew Preschool (281) 391-4758 #424  
**Director – Mrs. Jennifer Brock**  
**Asst. Director – Luchy Batista (281) 391-4758 #423**

- *Please do not hesitate to call and ask us any questions or bring a concern to our attention.*

**Texas Department of Family and Protective Services (DFPS)**

Foster Care and Adoption Inquiry Line	1-800-637-3528
Adult and Child Abuse Hotline	1-800-252-5400
Texas Runaway Hotline	1-800-392-3352
Child-care Licensing Inquiry Line	1-800-862-5252
Volunteer Line	1-888-892-3777



AFTER YOU HAVE READ THROUGH THE HANDBOOK WE ASK THAT YOU SIGN AT THE BOTTOM OF THIS PAGE AND TURN INTO YOUR CHILD'S TEACHER.

- IF YOU HAVE MULTIPLE CHILDREN AT THE SCHOOL, PLEASE RETURN TO YOUR OLDEST CHILD'S TEACHER. YOU ONLY NEED TO TURN IN ONE COPY – LIST ALL OF YOUR CHILDREN ENROLLED ON THIS PAGE.

Please sign and return by the first day of school.

PLEASE KEEP THE HANDBOOK FOR FUTURE REFERENCE.

***I HAVE READ THE OPERATIONAL POLICIES HANDBOOK FOR ST. BARTHOLOMEW'S PRESCHOOL PROGRAM.***

SIGNATURE OF \_\_\_\_\_ PARENT \_\_\_\_\_ GUARDIAN

\_\_\_\_\_ DATE \_\_\_\_\_

STUDENTS NAME:

\_\_\_\_\_ TEACHER \_\_\_\_\_

\_\_\_\_\_ TEACHER \_\_\_\_\_

\_\_\_\_\_ TEACHER \_\_\_\_\_

I AM A REGISTERED MEMBER OF ST. BARTHOLOMEW PARISH \_\_\_\_\_ YES \_\_\_\_\_ NO

IF NOT, WHERE DO YOU ATTEND CHURCH? \_\_\_\_\_

WOULD YOU LIKE TO RECEIVE INFORMATION ABOUT JOINING ST. BARTHOLOMEW?

\_\_\_\_\_ YES \_\_\_\_\_ NO

- ***On the reverse side of this page please list all people that you give permission to receive personal information about your child.***
- ***This information includes but is not limited to daily reports (verbal or written) about eating habits and discipline.***