

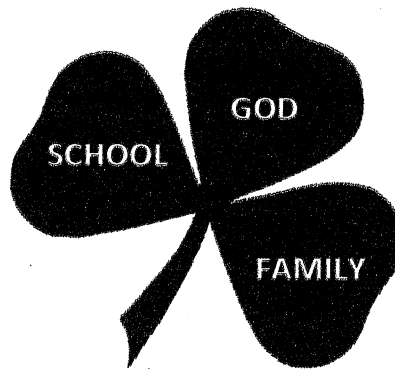
ST. PATRICK PRESCHOOL HANDBOOK

221 W. Nelson Street

P.O. Box 725

Lexington, VA 24450

540-463-3533



"Our Children, Our Future"

Father Stefan Migac

Pastor

Frances Belliveau

Director & Teacher

Ann Switzer

Teacher

St. Patrick Catholic Church and the Diocese of Richmond develop the policies and guidelines for the Preschool's operation and comply with the regulations for religious exemption centers through the Department of Social Services.

Website: www.stpatrickspreschool.com

Email: Preschool@stpatrickslxington.com

Facebook: [@StPatsPreschoolVA](https://www.facebook.com/StPatsPreschoolVA)

PHILOSOPHY

Our Preschool is committed to providing learning experiences for both spiritual and moral development.

We prepare our learners for academic transition and success by providing a variety of academic cognitive activities in a safe and nurturing environment.

It is our belief that children learn through play, prayer, repetition, and routine. Our program encourages student growth through creativity and differentiation.

LEARNING CENTERS

Small Motor – Puzzles, pegboards, and activities using small blocks, cars, trucks, trains, and toy animals

Creative Expression – Dress-up, dramatic and imaginative play, housekeeping, puppets, dolls, garage and woodworking

Literacy/Language Arts – Visual literacy and reading of books, magazines, puppets, and language games

Science/Math – Plants, insects, measuring, numbers, counting, sorting, and sequencing games

Small Motor/Art/Sensory – Finger paints, crayons, markers, play dough, scissors, and craft materials

Blocks/Building/Spatial Relations – Blocks of multiple shapes, sizes and colors

Large Motor – Balls, beanbags, large motor toys, and group games

Music/Dance – Music, instruments, and dance

Growth and discovery are main components of the learning-centered classroom. Learning is not only about recall and comprehension, but an understanding that analyzes, creates, and forms connections. In a self-contained group, students engage in independent and self-directed learning activities facilitated by a qualified staff. Collaborating and being attuned to self and peers is vital in the 21st Century. Finally, it is through learning centers that children develop a relationship with learning.

REGISTRATION AND ADMISSION PROCESS

1. Complete Application Packet
2. Meet with the Director
3. Provide Registration and Activity Fee - \$35 (The Registration and Activity Fee is a one-time, non-refundable fee payable prior to the start of the year.)

CLASSES

St. Patrick Preschool offers four programs for children age 2 ½ to 5 years.

2 ½ & 3 year olds – three days a week*

3 & 4 year olds – four day program including either Tuesday or Thursday*

4 & 5 year olds – Monday through Friday (This class is designed for pre-K students.)

*Additional days are available to supplement your child's educational experience.

MONTHLY TUITION

Three days	\$193month
Four days	\$230month
Five days	\$285/month

TUITION is due on the first of every month or make arrangements with the St. Patrick Church Office Manager.

ATTENDANCE

St. Patrick Preschool begins at 8:30 a.m. and ends at 12 noon. Children are expected to report to their class on time and on the schedule established with the Director at the time of enrollment.

Please do not bring your child earlier than 8:20 a.m. unless previous arrangements are made. If needed every day, there will be a monthly charge.

ENTRANCE

Parent must park and walk their child(ren) to the school entrance. Please DO NOT come through the kitchen.

PARKING

Parking for arrival and pick-up is in the back of the church.

DEPARTURE

At the end of the school day, teachers will escort the children to the end of the sidewalk next to the back parking lot. Each child will be taken by their teacher to their parent's car to ensure a safe departure.

PARENT/TEACHER CONFERENCES & STUDENT PROGRESS REPORTS

Teachers will send home Student Progress Reports in November, February and May including a readiness assessment form for kindergarten. Parents and teachers will set up appointment times for conferences. At any time during the year, please feel free to contact your child's teacher for any additional conferences.

SNACKS

All snacks and drinks must be provided by parents. Please ensure that if you have anything that needs to be refrigerated, you enclose an ice pack in your child's lunch bag. No snacks will be shared.

BIRTHDAYS

Please discuss birthday celebrations at school with your child's teacher.

POTTY TRAINING

St. Patrick Preschool will assist in potty training in the following manner:

- Children must wear "Pull-ups"
- Teachers will take the child to the bathroom twice during the school session or as needed
- Children will be encouraged to use the potty
- Please provide an extra clean set of clothing daily
- Please provide an ample supply of "Pull-ups" daily

PARENT/GUARDIAN DESIGNEE

In the event the parent/guardian is unable to pick up their child, please provide a written statement identifying a pick-up designee. The designee must provide picture identification. This is MANDATORY.

CLOTHING

Please make sure your child has a clean set of clothing in a plastic bag to be stored at school. If your child needs to use this set of clothing, replace it the next school day. Dress your child in clothing in which he or she can "work" (play clothes) without ruining good clothing. Dress for winter should include hat and mittens.

HEALTH/SICK CHILD

In order for your child to attend St. Patrick Preschool, a physician's health record is required to be signed and returned to the school by the first day of school. No credit or make-up days are given for absences or illness. **PLEASE DO NOT SEND A SICK CHILD TO SCHOOL!**

When to keep your child at home:

- Elevated temperature above 100 degrees
- Vomiting, diarrhea, or elevated fever in the past 24 hours
- Impetigo needs to be treated and all areas clear before returning to school
- Cough with fever
- Conjunctivitis (pink eye) needs to be treated by a physician and no discharge present when child returns to school
- Nasal drainage that is thick and greenish

Parents are asked to keep their child at home until he/she is symptom free of illness, has been on medication for at least 24 hours, or present a physician's written note stating the child may

return to school. Please review our policy and permission form in the Application packet on dispensing medications.

St. Patrick Preschool personnel make sure all children wash their hands with soap and water before eating, after toileting, and after contact with body fluids. Teachers model above behavior.

SCHOOL CLOSING

St. Patrick Preschool will be closed for inclement weather when Rockbridge County Public Schools (RCPS) are closed. It will be announced on radio station WREL (FM 96.7), local TV stations, RCPS website, Rockbridge Alerts, text messages, and Facebook postings.

- If RCPS are two hours late, preschool will start at 10:00 a.m. and dismiss at 1 p.m.
- Make-up days will not be scheduled. No credit is given for snow or emergency closings.
- If school dismisses at 1 p.m., the children are to bring a lunch box and eat lunch in place of snack time.

FIELD TRIPS

Short field trips within walking distance of the preschool may include the following: Rockbridge Regional Library, Cocoa Mill, Blue Sky Bakery, Hopkins Green, Lexington Pet Place, and Sweet Things Ice Cream Shoppe.

Long field trips requiring transportation by car may include the following: Boxerwood, Pumpkin Patch (Bare Foot Lane, Rt. 60), Fire Department, the Safari Park (Natural Bridge), etc. Parents provide transportation to these field trips due to insurance requirements. Permission forms must be on file for all field trips.

ACCIDENTS

All St. Patrick Preschool teachers are trained in First Aid, CPR, and use of an AED. All teachers are also VIRTUS trained for child safety and abuse protection.

If there is an emergency requiring immediate medical attention, the staff will call 911. School staff will make every effort to notify parent/guardian or emergency contact person identified on the application.

REPORTING SUSPECTED ABUSE/NEGLECT

Staff members at St. Patrick Preschool are required BY LAW to report suspicion of child abuse or neglect to the Protective Services Unit of the Department of Social Services.

DISCIPLINE POLICY

St. Patrick Preschool provides positive methods for dealing with negative behavior. The daily schedule is structured and provides for opportunities to teach manners and social skills in the school setting. Discipline will be handled in a loving but firm manner. All discipline is constructive in nature and includes the following techniques: redirection, alternative activities, setting limits that are fair, consistent and appropriate, modeling acceptable behavior, providing

reasons for limits (example – safety issues), and helping children express their feelings and frustrations to resolve conflict.

- The behavior is identified, and the child is redirected toward another activity
- The behavior is identified, and the child is placed in “ready hands” and has a one-on-one conference with a teacher regarding the behavior. Accepted alternative behaviors are discussed.
- Parents are informed following a discipline incident.

No physical means of discipline will be used at any time. No verbal abuse in the form of humiliating, threatening, or frightening the child will be used when disciplining a child at any time.

The safety of all the children in the preschool program is our greatest concern. If your child is involved in harmful behavior to others, he/she will be subject to warning, suspension, or dismissal.

The teacher, parent(s) and director will meet if behavior is habitually inappropriate and a corrective plan will be established. Discussion items may include: appropriate time frames for the warning period, behavior expectations and consequences, and possible removal from the preschool.

COMMUNICATION

The Preschool will send home a monthly school calendar. A parent/guardian may schedule a meeting time with the director or teacher outside of school hours. Arrival and departure times may be the parent/guardian’s most convenient time to communicate with the teachers, but please refrain because the teachers need to remain focused on the children’s safety.

SHOW AND TELL

Show and tell is held the first Friday of every month and listed on the monthly calendar. Children are encouraged to bring in items related to special themes or topics. Show and tell items are only for a specific time and are placed back in the child’s backpack to be taken home.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME UNLESS IT IS A SHOW AND TELL ITEM. NO TOY GUNS, ACTION HEROS, OR TOY KNIVES ARE ALLOWED AT SCHOOL.

SUPPLY LIST

- One box of facial tissue
- One package of refill baby wipes
- One package of table napkins
- A bookbag for sending papers home

GENERAL DAILY SCHEDULE

- Special monthly activities may include physical education, guest speakers, music, special presentations, etc.
- Fire drills are held on the first Monday of each month.

**ADDENDUM TO THE CURRENT HANDBOOK (Effective during Phase III of the COVID-19 VIRUS).
The guidelines set forth in this addendum will supercede any written statements in the Handbook that do not comply with these directives from the Department of Social Services.**

Parents must:

- Answer all questions asked of you regarding your exposure or your child's exposure to the COVID-19 Virus.
- Provide a face mask for your child to wear
- Wear a face mask upon entering the preschool
- Provide a daily snack and drink for your child. The snack will not be shared by the other students, nor will the school provide your child with something to eat or drink.
- Not send any toy, plush or soft, to school that cannot be cleaned and disinfected
- Provide crayons, pencils, etc. They will not be shared by other students.

How we are keeping your child safe:

- Upon arrival, your child will sanitize his or her hands and don a face mask. Masks are required for all staff members, parents, students, and any other visitors to the facility.
- Your child's temperature will be taken every morning with a no-touch thermometer as will members of the staff. Staff or students with a fever of 100.4 degrees or higher, cough, or shortness of breath will be excluded from classes for the day.
- Every child will have his or her own cubby to store jackets, backpacks, etc.
- Food will not be shared.
- Disinfecting of items shared will go on during the day. Total disinfecting of the premises will occur at the end of the school day.
- Social distancing will be practiced.
- During Phase III extracurricular activities will be limited or canceled.
- Handwashing will be available to students and staff as well as hand sanitizer. Hygiene centers will be placed at the entrance to the Preschool.
- Physical guides will be used to help maintain safety and social distancing (floor tape, signs).

Please know that we will do everything possible to maintain the health and safety of your child. If you have any questions, please feel free to call us at 540-463-3533.

- Medications shall be in the original container with the prescription label and directions attached.
- When needed, medications will be refrigerated. Medications must be stored separately from food.
- Medications will be stored in a locked place which is inaccessible to students.
- A medication record of administration will be maintained and signed and initialed by two staff members to assure proper administration.
- The record of medication administration shall include the following:
 - Name of child receiving medication
 - Date, Medication, Dose and Time administered
 - Signature of staff member distributing medication and initials of witness
 - Description of any adverse reaction
 - Description of any medication or administration error
- Parents shall be informed immediately of any adverse reaction to medication or any error in administration.
- Medication shall be returned to parent/guardian as soon as the medication is no longer being administered.

PHOTO RELEASE FORM

As parent/guardian of _____ (student's name),

I _____ DO or _____ DO NOT (check one) consent to St. Patrick Preschool the use of my child's photographs and media for any legal use, including but not limited to publicity, copyright purposes, illustrations, advertising, and web content.

Furthermore, I understand that no royalty, fee or other compensation shall become payable to me by reason of such use.

Parent/Guardian _____ Date _____