

Saint Rose of Lima  
Catholic Prekindergarten  
Handbook

2008-2009



# Saint Rose of Lima Catholic Prekindergarten

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**What is the mission of the Prekindergarten program?**

The mission of the Saint Rose of Lima Catholic Prekindergarten is to provide a quality educational experience for Prekindergarten children in a Catholic Christian context and gentle learning environment.

**What kind of Prekindergarten program is offered?**

Saint Rose of Lima Catholic Prekindergarten is a program where children, ages three-five years, are placed in a wholesome Catholic Christian environment and guided in creative activity and development according to their individual needs.

One classroom is in operation during the morning session and one during the afternoon session (depending on enrollment). Up to twelve (12) children will be in the three/four year old classroom session and thirteen (13) children will be in the four/five year old classroom session.

**Where is the Prekindergarten program located?**

Saint Rose of Lima Catholic Prekindergarten is located at Saint Rose of Lima Catholic School, 2072 N. Hamline Avenue, Roseville, Minnesota. Participants may park at the east end of the parking lot, enter the "Prekindergarten/Gymnasium" door, proceed up the stairwell and turn left.

**What are the hours of the Prekindergarten day and the length of the Prekindergarten year?**

The morning classes meet from 8:30 a.m. - 11:00 a.m. and the afternoon classes meet from 11:45 a.m. - 2:15 p.m. The length of the Prekindergarten school year is consistent with the K-8 school program.

**Who teaches the Prekindergarten curriculum?**

In order to provide a quality program, the Coordinator/Lead Teacher is required to have a college degree, preferably with an area of concentration in Early Childhood Education, and certified as a Prekindergarten teacher. Staff working toward such credentials are also periodically employed as Prekindergarten teachers. Any Educational Assistants are individuals who have had previous experience in working with children ages three through six years old.

**What is included in the Prekindergarten program?**

The program is designed to enhance the social, cognitive, and motor development of each individual child. The program will help children learn to respect, work, and play with others in a positive Catholic Christian environment.

The goals are:

1. To make the Prekindergarten experience pleasant for each child.
2. To cultivate a positive self-image.
3. To increase independence.
4. To develop good social relationships.
5. To improve both large and small motor skills.

These goals are pursued through interest-center activities and involve self-expression through painting, working with clay, block building, family role playing, etc. In addition, there will be

group activities of story-telling, singing, rhythms, writing of experience stories and language development. Supervised indoor and/or outdoor play is also incorporated into the program.

### **What are the methods of discipline used?**

In order to guide the children in learning appropriate social behavior, those social behaviors which are acceptable are praised while the unacceptable behaviors are handled in one or more of the following ways:

1. Setting goals or limits for a child that are within his/her abilities.
2. Helping the child in interacting with another child by setting an example or giving verbal guidance.
3. Changing the child's activity by interesting him/her in another activity.
4. Asking a staff person to guide the child in positive behavior.
5. Removing the child from the activity for a short time. The child will be encouraged to rejoin the activity when he/she feels ready. Continued problems will be discussed with the parents and the Director of Education. Any decision to remove a child from the program is at the discretion of the Director of Education for Saint Rose School.

When a child's behavior becomes inappropriate, the child will immediately be put in a "timeout" from the group activity. After two timeouts in a day, on the third incident of misbehavior, the parent will be called immediately to pick up their child from school and will not be allowed to return for one full day of Prekindergarten and any intervening extended care days. For example:

- If a child misbehaves three times on Monday and the child attends both the Prekindergarten and the extended day program, the parent will have to pick him or her up immediately from school. The child will not be able to go to the extended day room. The child will not be allowed back to the Prekindergarten or extended day until Thursday.
- If a child misbehaves three times on Monday and the child attends only the Prekindergarten program, the parent will have to pick him or her up immediately. The child will not be allowed back to the Prekindergarten until Friday.

### **What is the uniform/appearance policy for the Prekindergarten?**

- Hats and sunglasses are not to be worn in campus buildings except for officially authorized events.
- Girls may wear earrings but they should be moderate in size and only one earring per ear. Boys are not allowed to wear earrings.
- Shoes should be in good repair, have non-marking soles and be "gym appropriate". Gym appropriate shoes must be provided if they are not worn daily. No open-toed or open-heeled shoes may be worn. Shoes should not detract from the overall appearance of the uniform or draw undue attention to the student.
- Additional jewelry (watch, necklace and/or ring; *only one of each*) may be worn if in good taste and of simple style. It should not detract from the overall appearance or draw undue attention to the student.
- Hair styles and accessories should not draw undue attention to the student. No designs may be worn in the scalp. Hair styles must not interfere with the students' ability to participate in the academic activities.
- Only girls may wear nail polish, if light-colored and in good taste.

Prekindergarten children are not required to wear uniforms; however, non-uniform attire should reflect good Christian values with respect to slogans, graphics, and physical fit. Clothing must be neat, clean, and in good repair. Attire must not interfere with the students' ability to participate in their academic studies. Clothing should be in good taste and not provide a source of competition or distraction. The children may not wear clothing depicting Power Rangers, super heroes, etc.

**What is the policy on potty training?**

All students must be potty trained before the program begins in September.

**What classes are offered?**

**Three/Four Year Old Classes:**

Our three year old children are provided with a variety of activities. They will learn to respect, work, and play with others in a positive Catholic Christian environment. Skills developed include language, introduction of letters and numbers, listening, small motor (scissors, manipulatives, etc.) and large motor (balance beam, ball bouncing, etc.), dramatic play, creative art, literature, and music. Age appropriate activities presented to children individually, in small groups and large groups.

A nonrefundable \$50 Registration Fee is payable at the time of registration.

If registrations warrant, two sections of Three/Four Year Old Classes will be offered:

Class Size Limit: 12	Tuition: 2 days - \$120.00/month (\$1,080/year)
Tuesday & Thursday Mornings:	8:30 a.m. - 11:00 a.m.
Tuesday & Thursday Afternoons:	11:45 a.m. - 2:15 p.m.

**Four/Five Year Old Classes:**

Our four and five year old children are provided with activities that develop kindergarten readiness. They include letter and number recognition, listening, language, problem solving, group interaction, small and large motor activities, dramatic play, creative art, literature and music. Age appropriate activities are presented to children individually, in small groups and in large groups in a Catholic Christian environment. Skills presented in group activities are respect, sharing, listening, cooperation, and problem solving.

If registrations warrant, two sections of Four-Five Year Old Classes will be offered:

Class Size Limit: 13	Tuition: 3 days - \$160.00/month (\$1,440/year)
Monday, Wednesday & Friday Mornings:	8:30 a.m. - 11:00 a.m.
Monday, Wednesday & Friday Afternoons:	11:45 a.m. - 2:15 p.m.

**Who is eligible to enroll in the Prekindergarten program?**

The ages of children served are three to five years old. To enroll in a three year old program, children must be 3 by September 1. To enroll in a four year old program, children must be 4 by September 1.

The program will not discriminate in admissions on the basis of race, sex, religion, creed, color, or natural origin.

**How do I enroll my child?**

Registrations are accepted beginning in January of the desired school year. Please call the school at 651.646.3832 to register. A Fall Parent/Child Orientation Day will be held to acquaint the parent and the child with the Prekindergarten environment and staff members.

**What is the cost of the Prekindergarten program?**

A registration fee of \$50 is required for each child. This fee is due at the time of registration in order to guarantee your child's enrollment. This fee is nonrefundable unless the class session is cancelled due to lack of enrollment.

The registration fee monies are used for consumable supplies and equipment. If a child withdraws during the school year, the fee is not refunded.

Tuition for 2 day/week is \$120 per month (\$1,080/year). The tuition for 3 day/week class is \$160 per month (\$1,440/year).

**Tuition Payment Options:**

Tuition is to be paid according to one of two options as listed below. The choice is made at the time of registration.

**Prepayment:** Payment is made in full by July 1<sup>st</sup>. Payment made at this time is entitled to a 3% discount of tuition total. Tuition checks are to be made out to the school.

**FACTS:** Monthly payments are made beginning in July through the F.A.C.T.S. Tuition Management System. The tuition is paid by direct transfer of money from your checking or savings account over a period of 11 months. \$35 is assessed for this service, which is NOT part of tuition.

A Tuition Agreement must be completed and signed before registration will be considered complete.

**What are the procedures if a parent wishes to withdraw his/her child?**

All parents are requested to notify the Prekindergarten Coordinator at least four (4) weeks in advance of withdrawing their child for reasons of moving, family circumstances, or any other reason. *This notification must be in writing.* The parent remains responsible for any tuition obligation per the Tuition Agreement.

**How can transportation be arranged?**

The Prekindergarten does not provide transportation but many parents arrange carpools. The Coordinator can provide parents with a class list if requested. It will be the responsibility of the parents to arrange transportation.

### **What are the procedures for bringing my child to the Prekindergarten for class?**

Parents and children are asked to use the "Prekindergarten/Gymnasium" Entrance located on the northeast end of the school. Parents and children are asked to wait prior to the start of class. When it is time for the Prekindergarten class to begin, a Prekindergarten staff member will inform the parents and children. At this time, the parents and children will walk to the Prekindergarten Room together.

Parents must always bring their child into the Prekindergarten classroom for safety reasons. The Prekindergarten will not be responsible for children who are not brought directly into the Prekindergarten room.

*Any person, other than a member of the immediate family, who comes to pick up the child must have a written note from the parent to be given to a Prekindergarten staff member before the child will be permitted to leave the Prekindergarten room.*

*If a child is not picked up at the time designated as ending the class session, a late fee of \$5 per 10 minute block of time will be charged to the parent.*

### **What provisions are made for continuing contact with the parents?**

Parent/Teacher conferences will be scheduled in the fall and spring of each year. The fall conference is designed so that the teacher can share his/her observations with the parent and obtain information about the child from the parent. The spring conference is a time for the teacher to share the child's progress in Prekindergarten to the parent. Further communication will be maintained through a monthly newsletter, a monthly calendar, as well as daily conversations with parents when bringing and picking up the children. Conference sheets will be made available to parents before the scheduled conferences in the month of November.

### **What enrollment papers should be returned by July 1?**

The Prekindergarten maintains a record folder for each student. Parents are required to furnish specific information for these records by completing the following forms which are included in your handbook packet:

1. Health Care Summary (Signed by Health Care Source)
2. Immunization History
3. Emergency Information Card
4. Doctor/Dentist Information
5. Registration Form
6. Child's Personal History
7. Permission Agreement
8. Late Pick-Up Fee Charge/Program Withdrawal Policy

### **What should my child bring to Prekindergarten?**

All prekindergarten supplies will be cooperatively shared. Wet wipes and paper towels will need to be restocked in the winter and/or spring. A note will be sent home when it is your child's turn to bring a healthy snack and juice (no juice boxes please). Thank you for your cooperation!

### **3 Year Olds**

Large backpack (easy for child to open and close, no rolling backpacks, please)

6 Large Glue Sticks

1 Fiskars Child-Size Scissors

1 Roll of Paper Towel

1 Pkg. Napkins

1 Box Dixie Cups (5 oz.)

1 Box of Wet Hand Wipes (for hand washing – *antibacterial please*)

1 Box of 8 Crayola Wide-Tip Washable Markers

1 Box of 16 Crayons

1 Set of Watercolor Paints

AM Students: 1 Purple Folder

PM Students: 1 Green Folder

Non-marking tennis shoes for gym time

\$25 Activity Fee Check payable to Saint Rose for projects, supplies, and field trips

### **4 Year Olds**

Large backpack (easy for child to open and close, no rolling backpacks, please)

6 Large Glue Sticks

1 Fiskars Child-Size Scissors

1 Roll of Paper Towel

1 Pkg. Napkins

1 Box Dixie Cups (5 oz.)

1 Box of Wet Hand Wipes (for hand washing – *antibacterial please*)

1 Box of 8 Crayola Wide-Tip Washable Markers

1 Box of 16 Crayons

1 Set of Watercolor Paints

AM Students: 1 Red Folder

PM Students: 1 Blue Folder

Non-marking tennis shoes for gym time

\$25.00 Activity Fee Check payable to Saint Rose for projects, supplies, and field trips

### **What snacks are served?**

Parents will be asked to donate nutritional snack items which are purchased in a grocery store or bakery in compliance with the Minnesota State Health Codes. A snack schedule will be posted for parents with suggested snack items. At times the children help in the preparation of the snack but this is always done under staff supervision.

Food allergies will be posted in the classroom by staff work stations. It is the parent/guardian's responsibility to inform the staff in writing of any known allergies of their child enrolled in the Prekindergarten program.

### **What provisions are made to guard the children's health?**

A medical examination is required for each child. The Health Care Summary must be signed by the child's health care sources and filed with the Prekindergarten program by the first day of attendance. An Immunization Record Form is required of all children enrolled in the Prekindergarten program and must be filed with the Prekindergarten by the first day of attendance.

**What do I do if my child becomes ill?**

Parents are asked to protect their own child and the health of others by keeping a child who is carrying an infectious disease at home. Parents are required to inform the Prekindergarten director within 24 hours when a child is diagnosed by a child's source of medical or dental care as having a contagious reportable disease (lice, scabies, impetigo, ringworm or chicken pox). Should an infectious or communicable disease begin circulating at the Prekindergarten, parents will be contacted by telephone or note, depending upon the urgency. A HEALTH ALERT will be posted in the classroom stating the infectious or communicable disease. A copy of the HEALTH ALERT will be sent home with each child in the classroom.

If a child becomes ill at Prekindergarten, the teacher or designee will contact the parents. In the event the parent cannot be reached, the emergency card will be checked and the person whom you have designated will be contacted. If time is an important factor in obtaining medical care, emergency procedures (calling 911) will be activated by the staff.

*If your child is ill and will not be attending Prekindergarten, please call the school office at 651-646-3832.*

**What happens if my child needs FIRST AID?**

Minor first aid will be handled by the staff. It will be recorded and the parent will be informed. All staff members have completed a First Aid course through the American Red Cross and are required to renew their training skills. A First Aid Kit and set of Emergency Cards are kept in the classroom.

**What happens if my child needs EMERGENCY CARE?**

Parents must provide the name, address and phone number of an M.D., D.D.S., hospital and relative or friend who could be contacted in case of an emergency. In the event of any injury or illness, appropriate first aid will be rendered by trained staff. In an emergency situation, 911 will be contacted.

If a child needs to be transported, the EMS will transport the child to the medical facility designated. A parent or alternate listed will be contacted as soon as possible, as well as an attempt to contact the child's health care source.

**What is the policy regarding medications at the Prekindergarten?**

Prescription drugs will be given to the child provided the medication is in a current, labeled bottle including child's name and dosage indications for amount and time. Parents must provide dosage spoon/cup, if necessary.

Nonprescription drugs (i.e. Tylenol, ASA, cough medicine, antihistamines, decongestants) can be given only if there are written instructions from an M.D./N.P., and manufacturer's instructions are followed.

### **What provisions are made for the special needs of individual children?**

In the case of a child who is identified as having a special need, parents will be requested to have a conference with the teacher and Coordinator. Prekindergarten staff concerns will be shared and the parent will be given guidance in contacting the appropriate resources. A cooperative plan written by the parents and Prekindergarten staff will be developed to provide a wholesome learning environment for the child.

If the child's special need is of a medical nature (i.e., food allergies, asthma, or other), the parents and Prekindergarten staff will form a safe and healthy plan to provide a wholesome learning environment for the child.

### **What is the policy regarding field trips?**

The Prekindergarten Program asks parents to sign a Permission Agreement regarding field trips at the beginning of the Prekindergarten year. It is the Prekindergarten's policy to first seek individuals who will *come into the Prekindergarten program* to share their knowledge.

If a field trip outside the Prekindergarten is to be taken, parents are informed and asked to sign a permission slip before the field trip. Saint Rose of Lima Catholic Prekindergarten does not provide bus transportation and asks if parents are willing to drive. It is *mandatory* that all children use their own seat belts, or car seats, when riding in a vehicle. Children are required to wear first name nametags with the Prekindergarten's address and telephone number on the back. A first aid kit and emergency numbers will be taken on the field trips outside the Prekindergarten environment.

### **What is the Prekindergarten's policy regarding pets in the classroom?**

At the present time, the Prekindergarten Program does not house pets in the classroom due to possible allergic reactions of some of the children enrolled in the program.

### **What do I do if I wish to visit my child's class?**

Saint Rose of Lima School has an open door policy. We do ask that you ask your child's teacher as to a good time to visit. Parents are encouraged to participate in their child's learning. The Prekindergarten Coordinator welcomes your call at 651.646.3832.

### **What is the Prekindergarten's grievance procedure?**

Saint Rose of Lima Prekindergarten is committed to providing a safe and healthy environment for the children enrolled in the program and their parents. Parents who have a grievance with a Prekindergarten policy or practice, are encouraged to express their concern to the Prekindergarten Coordinator immediately. The Prekindergarten Coordinator will research the concern and report back to the parents. If needed, a meeting will be arranged to discuss the concern and possible solutions. Any grievance will be discussed in view to reconciliation. Failing resolution, the Coordinator and parent (and representative) will bring the grievance to the Director of Education and Faith Formation for Saint Rose of Lima School.

## Saint Rose of Lima Catholic Prekindergarten

### Health Statement

We at Saint Rose of Lima Prekindergarten are committed to providing an environment in which children can thrive. In order for that to happen, we will not be able to care for children that exhibit any of the following:

- A. A temperature above 101 degrees (O) or 100 degrees (Ax) before fever reducing medication(s) is given.
- B. A contagious condition/disease that has not had sufficient treatment to reduce the health risk to others.
- C. Chicken pox until the child is not longer infectious and when the lesions are completely crusted over.
- D. Vomiting or diarrhea.
- E. Conjunctivitis (pink eye) or pus-matter draining from eye.
- F. A bacterial infection, such as strep throat or impetigo which has not completed 24 (twenty-four) hours of medication treatment.
- G. Head lice, ringworm, scabies, or oozing poison ivy.
- H. Unexplained lethargy.
- I. Unidentified rash or rash from a contagious condition (i.e. scarletina from strep throat).
- J. An inflamed throat or significant respiratory distress (i.e. tonsillitis, croup, bronchitis).
- K. Discomfort such that the child is not able to participate in the school activities.
- L. Requirements for more care than staff can reasonably provide, to be determined by child's M.D. and parents.

Children must remain at home for at least 24 hours after cessation of the above listed symptoms. Staff will be expected to abide by these same policies.

If the child becomes ill, the staff will notify the parent or alternate listed to come for the child. The child will be isolated, comforted, and monitored until picked up, but the parent or alternate will be asked to come as quickly as possible. The child's health care source may also be contacted.

**When the child has been diagnosed with a contagious condition, we will notify the Public Health Department and follow recommendations for other children potentially exposed.**