



ST. PATRICK

EARLY EDUCATION CENTER

PARENT HANDBOOK

2019-2020

*Spirituality * Scholarship * Service*

Mrs. Nena Scott, Director * 1080 N. 94th Street, Kansas City, KS 66112 * 913-299-3051

Dear Parents:

Welcome to St. Patrick Early Education Center!

We are looking forward with great enthusiasm to the first day of school. It's going to be a great year! For most of our students, the first day is Wednesday, August 21st. Meet Your Teacher Night will be Monday, August 19th from 5-7:30 p.m. at the preschool. This will give your child an opportunity to meet his/her teacher and see his/her classroom before the first day. You may bring school supplies to drop in the classroom and any forms that need to be turned into the office that same evening.

We ask that parents exercise patience during these first few weeks of school. There are many new faces and personalities and some temporary adjustments may arise. This is quite normal and generally will pass as your child becomes accustomed to new surroundings, teachers, and classmates. Listed below are a few pointers that are helpful during this transition period:

1. Going to school for the first time excites some children but frightens others. Explain to your child what to expect a few weeks before school begins...be patient and try to be enthusiastic about their first day.
2. If your child will be staying for Extended Care, make sure he or she understands the arrangement beforehand. Our Extended Care teachers will be available on Meet Your Teacher Night, so don't forget to introduce your child to them and get familiar with the Extended Care classroom, too. Remember, most children will be dismissed at 3:25. Your child may get anxious or worried he/she has been "forgotten" upon seeing other children leaving for the day.
3. Goodbyes are best said at home or in the car on the way to school. Remember, what you do on your child's first day of school will be what they come to expect every day. Your child also looks to you for strength, so your attitude and approach are especially important in the development of your child's healthy attitude towards school.

We believe that your child's first day of preschool will be an enjoyable one. We intend to do everything in our power to make sure that it is. It's a day we are sure you'll look back on with fond memories.

God Bless You Always

Mrs. Nena Scott
Director, St. Patrick Early Education Center

St. Patrick Early Education Center is a Catholic preschool where children flourish through activities that expand their academic, social, emotional, and spiritual development. St. Patrick families receive the best of both worlds - children have a safe and secure environment that is faith-based and staffed by professional early childhood educators. Our mission statement is simple: spirituality, scholarship, and service.

OPERATING HOURS

St. Patrick Early Education Center follows the St. Patrick Elementary School calendar. We begin the academic year mid-August and complete the year at the end of May. The school is closed during the summer months. We are open Monday through Friday from 7 a.m. to 6 p.m. Preschool hours are 7:50 - 3:25. Extended Care is 7-7:45 and 3:30-6:00.

HEALTH REQUIREMENTS & IMMUNIZATION

By state law, all students must have a current certificate of immunization showing adequate protection against several diseases. Children who have been vaccinated against these diseases need only to obtain an update, validated certificate. This information can be obtained from your child's physician or local health department. We must have a current certificate of immunizations and health assessment always on file. No student may start school unless we have an adequate certificate of both immunizations and current health assessment.

TUITION PAYMENTS

Your tuition for preschool is received and processed through FACTS Tuition. Extended Care is paid directly to St. Patrick School. Extended Care payments are due on the first day of the week. Failure to stay current with your child's weekly fees may result in loss of your child's spot at St. Patrick EEC. Checks may be dropped in the front lobby into a locked black receptacle marked "Payments".

WITHDRAWAL PROCEDURES

A two week written notice must be submitted to the school director prior to the withdrawal date should it become necessary to withdraw your child for any reason. This notice should include the date of submission of withdrawal notice and the last date your child will be in attendance.

VISITATION POLICY

St. Patrick EEC has an open door policy. We invite parents to observe their child's classroom anytime. While it is not required, we request that you make arrangements whenever possible with the director or classroom teacher to avoid as much disruption to the classroom schedule as possible. This includes staying and visiting with teachers at drop-off. We request that visits of this type be pre-arranged and limited.

WEAPONS POLICY

St. Patrick EEC strives to provide a safe, nonviolent environment for the children, parents, and staff at our school. To ensure safety, children are not permitted to bring play guns, swords, or knives to school.

DISCIPLINE POLICY

St. Patrick EEC uses positive guidance as the primary method of discipline. Physical or verbal discipline methods are never allowed. By using encouragement, positive reinforcement, redirection, giving children choices, talking about conflicts and allowing children to verbalize their frustrations, children cope with their feelings in a positive way.

As a last resort, "time-out" is used to give a misbehaving child time to think about and redirect the misguided behavior. Time-out is the removal of a child for a short period of time (one to five minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time-out space, usually a chair, is located away from classroom activity but within the teacher's sight. After time-out is completed, the teacher will discuss the incident and the appropriate behavior with the child. Parents will be notified if a child has been removed from the classroom for behavior issues.

CHILD ABUSE REPORTING POLICY

It is the policy of St. Patrick EEC to comply with the rules of local licensing and laws of the state regarding any suspected case of child abuse. All EEC staff members are mandatory reporters of child abuse.

VIRTUS PROGRAM

All employees and volunteers that work around children are required by the Archdiocese to receive training that educates them about the dangers of abuse, the warning signs of abuse, the ways to prevent abuse, how to properly report suspicions of abuse, and responding to allegations of abuse. Employees and volunteers must remain current on bulletins through the VIRTUS Online Program.

FOSTER GRANDPARENT PROGRAM

The Foster Grandparent Program is a volunteer service that provides additional support to classroom teachers. The volunteers work one-on-one and in small groups. They read to the children, play with them, model good manners, encourage, and praise them.

ADMINISTRATION OF MEDICINE POLICY

Parents must complete in full and sign the Parental Authorization for Medication form prior to the administration of any prescription and non-prescription medications. The authorization must specify the specific dates the medication is to be administered. Prescription medication needs to be in a pharmacy container labeled with the child's name, the name of the medication, dose intervals, the name of the physician, and the date the prescription was filled. Over-the-counter medications need to be in the original container and labeled with the child's name. No over-the-counter medications of any kind will be administered without a written prescription from a licensed medical physician. Medications cannot be shared by multiple family members unless each person's name appears on the label. One designated staff person will administer medication. Please do not leave any medicine in your child's backpack. All medications must be dropped off at the front office. These medications will be stored in a locked secure area inaccessible to children.

INCLEMENT WEATHER

It may not be possible for St. Patrick EEC to open during certain weather conditions. You will receive a text message informing you if school has been cancelled for any reason. When you are in doubt whether or not the school will be open, tune to your local radio/television stations for further information. We will be included under the heading "Johnson/Wyandotte County Catholic Schools".

ILLNESS POLICY

Please do not bring your child to preschool if he/she is ill. If a child becomes ill while at preschool, parents will be notified and requested to pick up the child immediately. An ill child will be separated from other children.

According to the Kansas Department of Health Environment, children should not be brought to preschool if any of the following conditions exist:

- ❖ Elevated temperature of 100 degrees or above, vomiting or diarrhea, any communicable disease such as chicken pox, any contagious skin conditions such as impetigo, any parasites on/in the child such as lice, discharging eyes or ears, or profuse colored nasal discharge.

Following an illness, a child should be symptom free for 24 hours before returning to school. If your child is being sent home, the office secretary will have a form to sign which will include the reason why your child is being sent home along with the date and time he/she can return to school. This policy must be followed for the health and safety of all our children and staff. If your child is ill and is not attending school, please call the office to let us know. You may leave a message on the answering service if it is after school hours. If your child is exposed to a communicable or infectious disease while in school, we will send an email to inform you. Please

contact us when your child is exposed to communicable or infectious diseases outside of school.

INCIDENT/ACCIDENT REPORTS

In the event that a medical or social incident of any significance occurs, a written report will be completed containing the nature of the situation and the actions taken as a result of the incident. A copy of the Incident/Accident form will be reviewed with the parent of the child involved and signed by the parent. The parent will receive a copy of the report and a copy will be retained in the child's school file.

DRESS CODE

We do not require school uniforms, but we request that children arrive at school in comfortable and easy to launder clothing. While we make every effort to protect their clothing, children can experience accidental spills during planned activities. In case of accidents, we request every child keep a change of clothes at preschool. Label each item with the child's first and last name, and then place items in a sealed plastic bag for protection. For your child's safety, we request that you do not send your child to school in flip flops.

SPIRIT DAY

Spirit Day is scheduled monthly throughout the school year. Children may wear a St. Patrick spirit shirt to school that day. Spirit shirts will be available for purchase at the beginning of the school year. If a child does not have a spirit shirt, he or she may wear a green shirt, t-shirt or sweatshirt.

BACKPACKS

Each child is required to have a backpack at the beginning of the school year. Children should bring their backpack to school each day. This bag is used for all their personal items. Teachers will place your child's work and all school notices in a folder inside the backpack. Please remove items on a daily basis.

TOYS

To prevent special toys from being lost or broken, we ask that toys not be sent to school with your child. *Exception: Show and Tell Day and Star Student Week.

SNACKS

A mid-morning snack and milk will be served during preschool each day. A snack calendar will be sent home at the beginning of each month informing you which day your child is required to

bring snack. Due to health department regulations, snacks must be store bought - no homemade items. Due to potential risks associated in young children with peanut allergies, we ask no peanut products, including peanut butter, be brought for snack. Please discuss any special dietary needs for your child with the director. Modest accommodations will be made for children with food allergies. We will send a list of suggested healthy snack items that can be purchased and be brought for snack.

SPECIAL EVENTS

Special programs are prepared for the children throughout the year for parents and family members. Your attendance at these special functions gives you the opportunity to talk to your child's teacher and meet your child's classmates and parents. Our weekly classroom newsletters will provide an overview of upcoming events.

CONFERENCES

Student evaluations are completed for each child. These written evaluations are helpful to both teachers and parents in assessing each child's level of development. These evaluations are not designed to reflect grades, but merely a communication tool between parents and teachers. This allows us to be your partner in further developing his or her strengths and work on areas that are challenging. Opportunities for parent conferences to review these evaluations are offered twice a school year.

SCHOOL PORTRAITS

Individual portraits and class photos are offered in the fall. The photos are included in the St. Patrick School's yearbook. You are under no obligation to purchase or participate in any portrait services offered.

PTO FUNDRAISERS

You will be receiving information from PTO about upcoming fundraisers.

EMERGENCY PROCEDURES AND SAFETY PRECAUTIONS

You can be assured your child is protected by an exceptional health and safety program while attending St. Patrick EEC. The school is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building and inspected yearly. Emergency procedure drills are conducted each month to acquaint your child with emergency procedures to be followed in case of fire, tornado, or lockdown. A detailed explanation of the plans and a log of the dates and times of the drills are maintained in the school's office. In the event of a power outage or water main break, St. Patrick EEC may have to close as a safety precaution for your child and our staff.

SECURITY ENTRANCE

The main entrance of St. Patrick EEC is secured by a locking mechanism to ensure your child is protected while at school. This locking mechanism is designed to provide a safe environment for all children and staff. The lobby door will remain locked at all times. Use your 5 digit code for admittance. If you have forgotten your code or are having difficulty getting in the building, you may ring the doorbell in the lobby entrance to alert a staff member to assist you.

PERSONS AUTHORIZED TO PICK-UP

It is the responsibility of the registering parent to notify St. Patrick EEC in writing of all persons authorized to pick-up your child. A child cannot be released to anyone without proper photo identification. From time to time, it may be necessary for parents to show photo identification if a staff member with whom you are not familiar is stationed at the front desk when entering the building. We ask you to please NOT share the 5 digit code with other adults or older siblings who do not drop-off or pick-up on a daily basis. This way we can identify all individuals before they enter the building.

PRESCHOOL ARRIVAL

Parents/guardians must sign-in at the front desk each morning. It's very important that you sign in because we need to know who's having hot/cold lunch, who's staying for Extended Care, and what time the child will be picked up. If your child has brought a cold lunch, leave it in the office, too. After signing in, please accompany your child and take all backpacks, coats, and any other belongings to your child's classroom. If your child arrives between 7-7:45 a.m., please take him/her to our multi-purpose classroom. No child should be dropped off in the parking lot and enter the building unattended. An adult must escort the child into the building.

PRESCHOOL DISMISSAL

Preschool dismisses promptly at 3:25 each day. We ask for parents/guardians to wait in the parking lot for their children. A classroom teacher will dismiss your child from the front door to the appropriate parent/guardian.

LATE PICK-UP

Please be prompt when picking your child up at 3:25. Although we understand that late pick-ups are unavoidable due to emergencies or inclement weather, any child left after 3:25 will be subject to a late fee.

EXTENDED CARE

Our Extended Care hours are from 3:25 - 6 p.m. Children continue their educational journey with well-planned and organized activities in a relaxed environment emphasizing the learning themes introduced during the day's academic program. Activities include outdoor playtime, art projects, music, games, and stories.

LUNCH

Children may choose to eat hot lunch or bring a lunch from home. If bring lunch, please include a drink, napkin, and any tableware they may need. All lunches will be refrigerated each day. We encourage cold lunches to be healthy. If your child eats hot lunch, an account will be set up for you online. It will inform you of the amount of lunches that have been purchased, and also keep track of your current balance. You will receive an email notice when your balance is in arrears. A hot lunch menu will be posted monthly in the main lobby. The menu is also available online. If you would ever like to join your child for lunch, please let us know. We would LOVE for you to come!!

REST PERIODS

There will be a quiet time in the school each afternoon for children. Children are expected to rest quietly on their nap mat for a minimum of 30 minutes. After 30 minutes, if a child is still awake, they may engage in quiet activities. This allows children who need to sleep an opportunity to do so. Parents are required to purchase a nap mat at the beginning of the school year. Nap mats may be purchased at Wal-Mart or Target. Each child must also bring a blanket from home to cover up with. Your child's nap mat and blanket will be sent home biweekly on Fridays.

AFTERNOON SNACK FOR EXTENDED CARE

St. Patrick EEC will provide an afternoon snack and drink after preschool each day.

Thank you for choosing a Catholic school for your child. We are looking forward to a blessed year!

Mrs. Nena Scott
Director, St. Patrick EEC