

**ST. THOMAS MORE
PRESCHOOL PROGRAM
PARENT HANDBOOK**



“Children are our most important Natural Resource”

St. Thomas More is very proud of their Preschool program which was set up to be an extension of the family. We feel that our program has been carefully developed for the enrichment of the whole child within a loving Christian environment. We try to give special attention to the developmental stages, skills and needs of the children, while encouraging and nurturing each child’s God-given talents. Our goal each year is to make this a positive, rewarding and fun, growing experience for the child; intellectually, physically, emotionally, socially, and spiritually.

We are very pleased to have your children as part of our Preschool. We hope their experiences will be enjoyable as well as educational, and that they will go through school with the attitude that learning is fun! St. Thomas More Preschool has grown in the past 25 plus years to over 120+ children with a dedicated staff of approximately 30 teachers, assistants and administrators who lovingly guide the children through their day.

In addition to the Preschool, St. Thomas More Parish offers nursery care during the Sunday masses. When the children reach four they can participate in the Sunday school program for four and five year olds which is also held during the morning masses. **St. Thomas More Preschool is the stepping stone to your child’s spiritual journey which will bring them through the many levels of religious education from preschool to Life Teen!**

COMMUNICATION

A good parent-teacher relationship is important to us at STMPS. A monthly newsletter and calendar will be sent to share classroom activities and special events. Teacher newsletters will also be sent either weekly, bi-weekly or monthly; the teacher will share her plan with you.

We welcome and encourage your participation in the program by sharing your time, talents, and suggestions. **If you have something you would like to discuss with your child's teacher, please make arrangements with her for a conference, rather than trying to talk with her before or during class time; the teachers need to focus their attention to the children at those times.**

In addition, the preschool has information on the St. Thomas More Catholic Church Preschool website and/or the St. Thomas More Preschool Facebook page. We encourage parents to check both of these on a regular basis.

We also have a Google calendar that all parents have access to. The Google calendar can be found on the St. Thomas More Church web page under the preschool tab. The Church web address is www.stmaustin.org

REGISTRATION

Registration for all children currently enrolled in the Preschool and their siblings, is held at the end of January. If after this registration there are still openings within the Preschool we will then fill those spaces from our current parishioner waiting lists. There is a \$75.00 per child registration fee (this includes a school t-shirt). The registration fee insures your child of a place in our program. **These fees are non-refundable.**

SUPPLY FEE

A yearly supply fee of \$70.00 for our two-day program; \$90.00 for our three-day and \$110.00 for our four day program is due at registration. **These fees are non-refundable.**

ACTIVITY FEE

A yearly activity fee of \$40 for our baby classes, \$45 for our 2 year old classes, \$45.00 for our 2 ½ year old program, \$55.00 for our 3 year old program and \$80.00 for our 4 year old program is due at registration. **These fees are non-refundable.**

CLASSROOM SUPPORT FEE

A yearly classroom support fee of \$40 is paid to support the classroom teachers and their assistants with birthday and Christmas gifts from the children and parents. **These fees are non-refundable.**

CHURCH USAGE FEE

A yearly Church usage fee of \$100 per child is paid to support the usage of the Church facilities and goes to the Church budget. The preschool does not get a cent of this \$100 fee. **These fees are non-refundable.**

TUITION

Tuition is due by the 5th of each month. **Tuition is done via bank draft ONLY; or cash for the entire school year up front. In spite of holidays, every month is full tuition. There are no reduced tuition rates for student absences.**

Tuition is as follows for the 2019-2020 school year:

Two days a week	\$250.00 per month
Three days a week	\$285.00 per month
Four days a week	\$325.00 per month

Your child's enrollment is based on a total 9-month tuition commitment to the Preschool. A 30 day written notice of withdrawal is required to release you from tuition obligations. Family vacations do not release you from the tuition obligations.

Exception: If leaving any time after March 31st you are obligated to pay April and May tuition since we are unable to fill spots vacated that late in the school year.

CURRICULUM

Our curriculum has been carefully developed for the enrichment of the whole child. We try to offer experiences, which will enable your child to develop his/her potential through age appropriate reading, writing, math, science, social studies, arts, music, worship, physical movement, games, and lots of fun and love within each classroom!

In addition, the preschool offer "specials classes" where the students participate in Physical Education, Musical Movement and Worship outside the classroom. All of these "Specials" coordinate their curriculum within the individual age groups.

The preschool also offers lessons on healthy living and good nutrition. We as an entire school try to practice and model the lessons that are taught. With that in mind, we are going to encourage that you send healthy daily snacks. **We DO NOT ALLOW celebrating birthdays with cupcakes or cake.** Instead, we ask that you celebrate with healthier choices such as plain/not iced cookies, muffins, fruit, popcorn bags, raisins, veggie sticks and any other creative, healthy snacks that you can come up with. ☺

After school enrichment classes are offered. These classes include: All About Manners, Gymnastics, Sportsball and Ballet/Tumble. Details and registration of these programs are presented at the Parent Orientation. Check with the preschool office for further details.

ASSESSMENTS

Children are assessed on age appropriate skills in mid to late September to get a base line on their development. They are assessed in late December, early January so that a progress report may be sent to parents; first report sent at the end of January. They are then assessed again in early May and progress report number two is sent at the end of the school year in May. **THESE ARE NOT GRADES!** Simply a progress report on the development of you child and the age appropriate skills.

Although these two formal assessments are sent in progress reports, the teachers update parents on their child's development on a regular basis. Please do not hesitate to ask the teacher.

ALLERGIES

There are an ever growing number of children with various food allergies. We attempt to accommodate children with allergies in the lunchroom in a respectful and dignified manner. We are happy to discuss any concerns or questions you may have regarding our policies.

SNACKS

Parents are responsible for packing a light snack for their child each day in the baby classes, 2 ½ year old, 3 year old and 4 year old classes. Healthy snacks are **STRONGLY ENCOURAGED**. Children are only allowed to drink water at snack time; no juice, milk, etc.

Suggestions for nutritional snacks include fruit, cheese, jello, carrot sticks, veggies, pretzels, mini-sandwiches, muffins, crackers, etc. We are sensitive to the ever growing number of children with peanut allergies, **you may be asked to provide non-peanut containing items for snack if there is a peanut sensitive child in your class.**

LUNCH

Your child is to bring his or her own lunch and drink. Please send lunches that are nutritional and simple, things your child can manage on his/her own. This seems to eliminate frustrations. In addition, please pack a spoon, fork, napkin, etc. in your child's lunch.

A few lunch suggestions include 1) cutting up food (for example: grapes and hot dogs); 2) drain excess juices from canned fruits and put fruit into plastic containers; 3) no soda; 4) no gum please and 5) check lunchboxes for "leftovers". These are suggestions only; STMPS is not responsible for the nutritional value of the foods your child eats. Teachers will usually put unfinished foods in lunchboxes for you to see what and if your child is eating.

Remember to label the lunch box on the outside. Please include a straw or drink holder if needed for drinks. **PLEASE DO NOT SEND IN ANY RED DRINKS!** Apple juice, lemonade, and water are great.

T-SHIRT DAY AND FIELD TRIPS

On the day indicated on the monthly calendar, please have your child wear their STM Preschool T-shirt to show school spirit. STM Preschool t-shirts are also worn for special events days and on field trips.

SCHOOL PICTURES

Pictures are taken twice a year, individual pictures in the fall and class pictures in the spring.

In addition, 4 year olds graduation pictures are taken in May. These are cap and gown pictures.

POTTY TRAINING

All children in the 3 year old classes and older must be FULLY POTTY-TRAINED! Fully potty-trained means that they can go to the restroom completely, independently. This means that they are able to pull down and pull up their own underwear and clothing, they are able to wipe themselves without assistance, and they are able to dispose of tissue and flush toilet appropriately without assistance. **NO ONE** will be entering the restroom with them nor assisting them while

they go. **PULL-UPS ARE NOT ALLOWED IN 3-4 YEAR OLD CLASSES! NO EXCEPTIONS WILL BE MADE IN REGARDS TO THIS REQUIREMENT...**

2 ½ year old classes will assist parents with potty-training during the school year. Please communicate with your child’s teacher so that both the home and school are using the same potty-training techniques. If a child who is potty-training has an accident, the teacher will place the child in a pull up.

Disposable diapers are a must for those who need diapers.

All class rooms do have their own child sized bathroom.

BITING

In the instance of one child biting another child, each parent will be notified of the incident. Since biting is a serious offense, repeat instances will have more severe consequences. For our 3 and 4 year old classes the rule is as follows; after the first incident the child will get a warning, after the second incident we will send him/her home. If the biting continues, the director will work with the parents on a plan to help the child discontinue this behavior.

The exception would be with our baby classes and 2 ½ year old classes which will be handled on an individual basis. Our goal is to always attempt to model and teach appropriate, acceptable social behaviors that are not harmful to others.

TOYS

Children are asked NOT to bring personal toys from home unless it is for their designated “Show and Tell” time in their classroom. Exceptions might be a book. **Weapon-like toys are not permitted.**

ANIMALS

We do not have classroom pets, but on the occasion, for example a Show and Tell, a pet may be brought into the classroom. The children will wash their hands after coming in contact with an animal. The children will not handle any animal that shows signs of illness. The teacher will post a note outside the classroom 24 hours before a pet will visit for Show and Tell or if the class is participating in a visiting animal show.

VISITATION

St. Thomas More Preschool has an open door policy during drop off and pick up and on special occasions. Although we welcome and value you, it is **EXTREMELY DISRUPTIVE** for our students when parents visit during school time. In order to not disturb the children or disrupt the classrooms, we **DO NOT ALLOW PARENTS** to visit without prior approval and/or arrangements with the preschool administration. We find that once a child sees their parent, they generally are distracted and want to go to their “mommy or daddy”. If they see another child’s parent, they wonder why their parent is not there. Visitors are typically frightening for our little ones and we ask that you trust us and allow us to care for them!

Please be sure to check-in at the Preschool office before visiting a classroom; where prearranged visits have been scheduled and approved

HEALTH POLICIES

In the interest of all the children, only healthy children will be accepted to class. If your child has symptoms of illness such as elevated temperature, rash, vomiting, diarrhea, or discolored nose drainage, or discharge from the eyes, **PLEASE keep your child home...** for his/her sake and for the health of the other children! **They should be free of fever or symptoms for 24 hours.** If your child is on antibiotics, for an infection, they usually need to be on the medicine for 24 to 48 hours before returning to school.

If symptoms of illness are observed or develop during the class day, a parent will be notified to pick up the child as soon as possible. **Please keep your emergency numbers up to date,** so that there will not be any delay in notifying you. Please notify STM of any contagious disease diagnosed by a doctor.

No medicine will be given to your child by any member of our staff without written permission from the parents. Medicine must be labeled with the child's name and specific instructions.

Please DO NOT bring any ill children or siblings into the building as it puts ALL the children of the school at risk! Alternative suggestions:

- ~ Have a friend meet you in the parking lot to walk your well child to class
- ~ Carpool with another parent so that you can stay at home with your ill child

It is imperative that we keep illness at bay at the Preschool. Please, never send a sick child or even those with running noses, watery eyes, cough or any other obvious (or not so obvious) illnesses to school! **Thank you for your constant attention to this issue.**

If there is an emergency situation and you need to come into the circle drive, please call the preschool office (512-258-1721) and let us know that you will be coming. **You may NOT pull up to the curb nor park in a handicapped spot during drop off and pick up times!!!**

PROCEDURE FOR MEDICAL ATTENTION

Procedure for when a child becomes ill in our care:

1. Contact the parent to pick up the child
2. Care for the child apart from the other children
3. Give appropriate attention and supervision until the parent picks the child up
4. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting

If critical illness or injury requires immediate attention of a physician we will:

1. Contact emergency medical services or take the child to the nearest emergency room
2. Give the child first-aid treatment or CPR when needed
3. Contact the physician identified in the child's record
4. Contact the child's parent and
5. We will insure the supervision of the other children in the group

ADMISSION FORMS AND ENROLLMENT INFORMATION

Medical forms must be in our files within one week of enrollment. Guidelines set by the State of Texas **Department of Human Services, require, documentation of up to date immunizations.** If you choose not to vaccinate your child, we must have the appropriate forms on file. A well child check-up must be on file for each child within 1 week of enrollment; this is a one-time documentation when they begin the Preschool.

Enrollment forms, new or updated must be returned to the classroom teacher within one week of the start of the school year. Parents are required to sign the enrollment form indicating that they have read and understand the St. Thomas More Preschool handbook. **Please notify the Director if there are any changes on the health form or the registration form during the year, especially emergency contact numbers.** State regulations require a vision and hearing test for all 4 year olds. STM offers this testing to all 3 and 4 year olds while they are in our care during regular school hours.

BIRTHDAYS

We will acknowledge your child's birthday with a special "Birthday Symbol". You may wish to bring treats for the class on that day; please make sure that it follows our good nutrition practices. If so, please talk to your teacher so she can arrange the snack schedule. All of our summer birthdays will be celebrated during the month of May.

The preschool DOES NOT ALLOW CUPCAKES OR CAKE to celebrate birthdays. You are welcome to celebrate with a "healthy alternative"; muffins, cookies, fruit, etc. **We will not distribute cupcakes nor cake if that is what you send in.** Please do not disappoint your child and celebrate with a "healthy snack".

Please do not hand out birthday invitations at school unless everyone in the child's class is included... feelings are easily hurt.

SPECIAL DAYS

Special Days that we celebrate with some type of activity are: Fall Festival, Thanksgiving, Christmas, Valentine's Day, Texas Day and Easter. A sign-up sheet to bring things or help out will be posted outside your child's classroom a week or so before the event. In addition, the Booster club will handle these events and may come to you with a plea of help.

Our wonderful Booster Club Parents handle the coordination of special events. If you wish to plan a special event for your child's classroom, please talk to the director or the Booster club Presidents in advance.

CLOTHING

We encourage parents to send their preschooler in practical, easy-to-manage clothes. Children want to do things for themselves and should be allowed the opportunity with minimal adult assistance. Some teachers may request that each child bring an old shirt or smock for painting.

Please send an extra set of clothes in a zip-loc plastic bag to leave in their backpack at the school just in case of accidents. Don't forget socks and underwear. **Check occasionally to see if clothing is seasonally appropriate! Please label all clothing.**

Children should wear shoes that fit correctly and are closed. Open shoes lead to frustration because of the gravel. Tennis shoes are most appropriate for climbing and playing. **Please NO clogs, crocs or flip flops as they can become a danger on the playground equipment.**

OUTSIDE PLAY

The children are taken outside everyday unless it is raining. On cold days children should wear warm outside clothing. Please make sure children bring jackets to school on cold days! Please label all outdoor clothing.

EMERGENCY DRILLS

St. Thomas More Preschool has developed procedures for emergencies such as fire, tornado, lockdown, etc. Fire drills are scheduled on a monthly basis. Lockdown drills are practiced four times a year; twice in the fall and twice in the spring. Tornado drills are practiced four times a year; twice in the fall and twice in the spring.

Parents WILL NOT be notified in advance of when these drills will be held. Teachers will teach, review and prepare students for these drills. Our goal is to have the students know what to do in the case of a real emergency without feeling scared. Please reiterate the needs for these drills with your children in a positive manner; have them share with you what went on during a drill.

All staff is aware of these procedures to insure your child's safety. Several practice drills will be staged throughout the year. Evacuation plans will be posted in each room.

All of our staff members are trained in First Aid and CPR.

EMERGENCY PREPAREDNESS PLAN

In the event of an emergency where the children must be evacuated from the school, we will walk the children to the Parish Activity Center (PAC). The parents will be notified by their teacher of the children's location and status.

At the beginning of the year, your child's teacher will provide you with their cell telephone number. **The Director's cell number is 512-215-1921.** The Assistant Director's cell number is 512-751-7142.

ARRIVAL/ DISMISSAL SCHEDULE

Children are to arrive at 9:30 a.m. and are to be picked up at 1:30 p.m. We will follow the Round Rock ISD and the Leander ISD calendar for major holidays. Please check our school calendar for Round Rock and Leander "Staff Development Days"; we DO NOT usually take those days off. **Be sure to check the STM Pre-School calendar for EXACT attendance dates.**

When parking to bring your child into the school, **PLEASE PARK IN DESIGNATED SPACES ONLY.** For the safety of the children, **DO NOT park or drive through the circle drive in front of the church or church buildings. DO NOT park in the marked handicap spaces. Please DO NOT park on the side of the roads either!** **Even on**

rainy, bad weather days, NO PARKING NOR DRIVING NOR DROPPING OFF in the Circle Drive!

If you see RED or WHITE markings, DO NOT PARK THERE! Again, Park ONLY in designated spaces. Even if you are picking up children from after school activities, you may not park in the circle area. Please park in designated spaces and walk your child(ren) into the building and to the appropriate classroom.

Thank You For Your Cooperation With This Important Daily Routine! ⇒)

Parents are expected to:

WALK children to the classrooms in the morning

SIGN children in, and sign children out from the classroom

PICK children up at the classroom at dismissal

INFORM classroom teacher of arrival and departure

Do not drop your child off before 9:30 a.m. Our teachers are preparing for your child's day, getting supplies, etc., and will not be in the classroom until that designated time. **Please do not enter the classroom if the teacher is not present; teachers will open the closed door when they are ready to take children in.**

If you arrive after 9:40 a.m. to drop off your children, please make sure to enter through the front, main entrance and deliver your child to the preschool office. We will hand you a tardy pass which will be needed to walk into the classroom; please do not get upset if you are sent back to the office for this pass. It is part of our safety procedures. Teachers will not be opening the doors to knocking.

All doors will be shut at 9:40 a.m. This will help to reduce the interruptions to classrooms as well as assure the safety of the children throughout the day. It is extremely important for all teachers and children that everyone arrive not later than 9:40; it assures a smooth, effective start to the day for everyone involved.

Visiting with other parents, after dropping your child off, is best done away from the classroom; this allows the children to feel free to settle into their school day. The talking and noise outside the classroom can be extremely disruptive to all of the classes around the area.

Dismissal time is 1:30 p.m. Please do not come earlier than 1:25 p.m. Please pick your child up at his/her classroom; **with the exception of the 4 year olds***. Class is over when the door is opened. **DO NOT ENTER THE CLASSROOM UNTIL THE TEACHER HAS OPENED THE DOOR TO DISMISS THE CHILDREN.**

***The 4 year old classes will be dismissed under the awning in the Circle Drive.** This will be done to alleviate the congestion in the hallways and to provide a safer and more efficient dismissal procedure for our little ones.

The teachers will walk the 4 year old classes outside and line them up by class. Parents will enter the Circle Drive and receive their child from the teacher who will check off that the child has been picked up.

Children will be released ONLY to the parent or individuals specifically listed in the child's file or requested by parent in writing. Persons not recognized by the teacher will be asked to show their driver's license to the teacher for identification. The office must be notified in writing, by the parent of any changes in the individuals permitted to pick up a child. In the event of an emergency please call the office to identify who will be picking up your child. You **MUST** provide a family password that will be used to confirm that it is you when calling to change pick up arrangements at the last minute!

If you will be out of town and your child is being cared for by someone other than yourself, please send a note to the teacher indicating the dates you will be out of town and the name of the caretaker with appropriate phone numbers; home and cell. If it is an extended stay, please introduce the temporary caregiver to the teacher and assistant.

Please be considerate of your child and turn off your cell phone when dropping off and picking up your child/children.

Remember to check the lost and found throughout the year. The lost and found is located at the Preschool entrance. All lost and found items not claimed will be donated to charity at the end of each semester; winter and spring.

STROLLERS IN THE PRESCHOOL

Strollers are **NOT** allowed in the preschool hallways. Stroller areas are designated outside the Family Center and outside the music room. Parents are invited to leave their strollers with the child in it or without the child (whichever you are more comfortable doing). The preschool will have personnel assigned to care for the children in the stroller while you drop off/pick up your preschool child. Office personnel, specials teachers and teacher assistants will be assigned stroller duty once week.

In the afternoon for dismissal, the strollers are to be left outside the music room near the front entrance only. The preschool will have personnel available to care for the babies that are left in the stroller.

BREAST FEEDING

In an effort to meet the needs of mothers whose children attend STMPS and are still breast feeding their babies, we will provide a quiet, private location either in the Church library, the teacher workroom or the preschool office for them to breast feed.

BAD WEATHER POLICY

Check your local TV stations for school closures in the event of bad weather conditions. In addition, you may also check the St. Thomas More Catholic Church Preschool website and/or the St. Thomas More Facebook page. Individual classroom teachers will also send text messages and/or emails to their class parents.

- ✓ Cancellations for bad weather days will be the same as the Leander ISD and/or the Round Rock ISD, if **either** cancels we will follow suit. **School cancellation will only be for severe, dangerous weather conditions.**
- ✓ If **either** Leander or Round Rock ISD delays for ice or snow **the Preschool will delay opening until 11:00 a.m.**

✓ If either Leander or Round Rock ISD delays for any reason other than ice or snow the Preschool will also delay for opening at 11:00 a.m.

TRANSITION

The first few weeks of school may be hard for parents as well as some children. The best thing to do is come in for a few minutes, get them settled, give a good hug, kiss good-bye and reassure them that you will be back. **BE POSITIVE AND QUICK, BE CONFIDENT AND HAPPY!**

Sometimes the longer you stay for reassurance the harder it is to leave. We will always call you or work with you on a special problem. Children are all so different; some may just need a little more time than others. They are here for fun. If your child has a special blanket or pacifier or stuffed animal that helps them to feel safe and/or comfortable, please.....send it!

PLEASE make sure that you are on time for pick up so that you build a feeling of trust with your child.

PROTECTING GOD'S CHILDREN (EIM training)

The Diocese of Austin has mandated that in order to participate in ANY capacity with children within the church facilities (Preschool, Religious Education, babysitting, nursery, etc.), you must have completed the Ethics and Integrity training and complete the criminal background check which is located at www.eAppsDB.org. We are required to have proof from all moms, dads, and guardians who have taken this training for you to be able to volunteer at the school, drive other children on field trips and special events, substitute at the school, help in the classroom or any other activity that requires you to be around the children.

The Ethics and Integrity training sessions are offered regularly throughout the Diocese of Austin. We will announce the training when it is offered at St. Thomas More parish. Please review the weekly church bulletin for information on these trainings as well; they are announced in the bulletin regularly. In addition, you can visit the Diocese of Austin web page and the training dates and locations are listed there as well. The web address is www.austindiocese.org. The mandate requiring the Ethics and Integrity training can also be found at this web site.

MEMORIAL GARDEN/COLUMBARIUM

Please notice that at the entrance to the Preschool/Religious Education building there is a fenced memorial garden. This garden is for quiet and reflection time. **PLEASE DO NOT ALLOW YOUR CHILDREN TO CLIMB THE FENCE.** Enjoy the beauty of the memorial garden but be mindful of your children at all times.

The Columbarium is located behind the church administration offices near the church. This is designed as a quiet, reflective place of respect. If you are visiting the area, please respect this. **If you would like to visit with other parents, you are more than welcomed to visit in the school playground so that your young children can laugh and have fun.** The Columbarium is a place for quiet and respect.

PICK UP TIME IS NOT A GOOD TIME FOR A CONFERENCE.

If you have any questions or concerns about your child or wish a conference, please call the Director at 512-258-1721 during school hours to make an appointment either with the Director or with your child's teacher.

If there is an emergency please notify the Preschool at 512-258-1721.

If you need to reach the Preschool before or after hours you may call 512-258-1161 extension 218 to leave a voice message. Feel free to contact either Cindy or Julie via our email address Cindy1@stmaustin.org or jolsesen@stmaustin.org.

TITHING

The requested tithe to your Sunday offertory is 5% of your gross income.

NON-DISCRIMINATION

St. Thomas More Preschool does not discriminate by race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program or other school-administered programs.

OPERATIONAL POLICIES

Parents have the right to read the Child Care Licensing manual and to review the latest report which is located in the main office of the Preschool. Our license is located at the main entrance to the Preschool.

Other sources to review Child Care Licensing policy can be reached at:

TXCHILDCARESEARCH.org

To report child abuse:

Abuse Hotline: 1-800-252-5400

To contact a representative of the Texas Child Care Licensing Division:

Main Number: 512-834-3195



ST. THOMAS MORE PRESCHOOL
2019-2020 CALENDAR

August 5	Preschool Office Open
August 29	Open House/Meet the Teacher 11:00 a.m.-1:00 p.m.
September 2	LABOR DAY-No School
September 3	School Begins
September 4	School Begins-M/W Classes
September 10	General Parent Orientation (9:45 am after drop off-upper room)
September 11	Parent Orientation- Baby M/W Classes (9:45 a.m. after drop off-upper room)
September 12	Parent Orientation- Baby T/Th Classes (9:45 a.m. after drop off-upper room)
October 14	COLUMBUS DAY-No School
October 31	Halloween Parade-1:00 p.m.
November 5	Veterans Salute-Chapel-Group B
November 6	Veterans Salute-Chapel-Group A
November 20	Thanksgiving Feast- M/W Baby Classes
November 21	Thanksgiving Feast
November 25-	THANKSGIVING
November 28	HOLIDAY- No School
December 2	SCHOOL RESUMES- Normal Hours of Operation
December 12	Christmas Pageant-12:00 noon Reception Following
December 19	End of 1st Semester

**December 23-
January 6**

**CHRISTMAS HOLIDAY-
No School**

JANUARY 7

**SCHOOL RESUMES-
Normal Hours of Operation**

January 20

**MARTIN LUTHER KING
DAY-No School**

January 22

Dad's Breakfast-Group A 9:00

January 23

Dad's Breakfast-Group B 9:00

February 3

Registration for 2020-2021

February 17

Presidents' Day-No School

February 26

Ash Wednesday

March 16-19

SPRING BREAK-No School

March 23

SCHOOL RESUMES-

Normal Hours of Operation

March 26

Texas Day Parade-1:00 p.m.

April 9

HOLY THURSDAY-No

School April 12

Easter Sunday

April 13

EASTER MONDAY-

No School

April 14

SCHOOL RESUMES-

Normal Hours of Operation

April 20-April 23

Week of the "Young Child"-

Week 1 Spirit Week

April 27-April 30

Week of the "Young Child"-

Week 2

April 28

Parent Lunch-Group B

(12:00 noon)

April 29

Parent Lunch-Group A

(12:00 noon)

April 30

National Day of Prayer-9:45

April 30

Spring Program-12:00 noon

Reception Following

May 4

Moms Celebration-

M/W Baby Classes

May 5

Moms Celebration-

T/Th Baby Classes

& 2 ½s Classes

May 6	Moms Celebration-3's Classes
May 7	Moms Celebration-4's Classes *9:30 a.m. each morning*
May 20	4 Year Olds-Graduation @ 12:00 noon
May 21	Last Day of School All Students (including 4 year olds) Normal Hours of Operation

June 1-June 25

**Summer Enrichment
Program**
**3s entering 4s &
4s entering Kinder**
Detailed information to follow

Leander Holidays

STM Preschool is aligned to all Leander ISD holidays with exception to:

*Leander ISD does not take Easter Monday, April 13.

Round Rock Holidays

STM Preschool is aligned to all Round Rock ISD holidays with exception to:

*Round Rock ISD does not take Easter Monday, April 13.



**St. Thomas More Preschool
2019-2020
Activities Schedule Assignments**

- ♣ All activities at the preschool will follow a set schedule.
- ♣ Classes are divided into **Group A** and **Group B**.
- ♣ **Group A** classes will always attend activities on **Wednesdays**.
- ♣ **Group B** classes will attend activities either on **Tuesdays or Thursdays**.
- ♣ The following are the group delineations:

Group A (6 classes)

Three & Four Days 2 ½ Classes

All 3 Year Old Classes

Group B (7 classes)

Tuesday/Thursday Baby Classes

Tuesday/Thursday 2 Year Old Class

All Four Year Old Classes



Breakdown of Tuition Fees:

- Baby Class
\$250.00-per month for 2 days per week
Monday/Wednesday or Tuesday/Thursday

- 2 ½ Year Olds
\$250.00-per month for 2 days per week
Tuesday/Thursday
\$285.00-per month for 3 days per week
Tuesday, Wednesday, Thursday
\$325.00-per month for 4 days per week
Monday, Tuesday, Wednesday, Thursday

- 3 Year Olds
\$285.00-per month for 3 days per week
Tuesday, Wednesday, Thursday
\$325.00-per month for 4 days per week
Monday, Tuesday, Wednesday, Thursday

- 4 Year Olds
\$285.00-per month for 3 days per week
Tuesday, Wednesday, Thursday
\$325.00-per month for 4 days per week
Monday, Tuesday, Wednesday, Thursday

All ages are by September 1

St. Thomas More Preschool Booster Club

The St. Thomas More Preschool Booster Club is a parent organization chartered to provide support to the preschool faculty/staff and sponsor fun activities and events for the children throughout the school year. We are organized into several committees headed by two co-chairs and secretary that also include members and volunteers. Please find a committee of interest and find out how you can become involved. We encourage all to share their time and talent in support of our wonderful preschool!

2018-2019 STM Preschool Booster Club Committees

President

Susan Nenno

susan.nenno@gmail.com

Co-President

Carla Tassinari

carlatassinari@hotmail.com

Dad's Breakfast Committee

One morning during the late Winter (typically January) we invite dads to join their children for breakfast in the family center. After breakfast the children lead dad to their classroom to participate in a small project. Volunteers help to make and prepare for the breakfast.

**The time focus for this committee will be in the winter. There will be a 2 to 4 hour time commitment for at least one day, possibly two if you choose to volunteer for another day.

Room Representative Committee

This committee is composed of one parent per teacher who is responsible for coordinating and encouraging parental involvement in the classroom. Representatives achieve this by organizing parents to help with booster club activities and projects, coordinating parent efforts toward gifts for teachers, and assisting teachers with small tasks for time to time. The committee chair provides guidelines to the representatives to ensure all teachers receive comparable help and attention.

**This committee will require the attention of the volunteer at various times throughout the school year, with peak times being before Christmas and the end of the school year.

Scholastic Book Club Committee

The booster club helps administer the STM Preschool scholastic book club. The book club is not a fundraiser but merely a service provided to the parents to purchase wonderful books at greatly discounted rates. There are several opportunities throughout the year to purchase books and this year parents will have access to ordering online in addition to the traditional paper method. Books arrive at school approximately two weeks after the preschool places its order. Committee members collect book order forms and distribute the orders upon their arrival at the school.

**This committee will require the attention of the volunteer at various times throughout the school year.

Social Committee

This committee will help in planning and coordinating refreshments that are typically provided around such school events as pageants, graduation, and etc. As well as any decorating that is needed for these events.

**This committee requires the volunteer's attention at the Christmas pageant, spring program and graduation. There will be a 2 to 4 hour time commitment for at least one day, possibly two if you choose to volunteer for another day.

Teacher Appreciation

During the school year monthly gifts, two special events and an end of year luncheon are organized for our teachers. At the events we take time to show them how much we appreciate their devotion and dedication to our children. Committee members plan and run these events.

**This committee will require the attention of the volunteer at various times throughout the school year. There will be a 2 to 4 hour time commitment for at least one day, possibly two if you choose to volunteer for another day.

Theme Days Committee

Fall Festival Held in October

Texas Day Held in March

Splash Day Held In May

We sponsor and produce theme days each year. Fall Festival, Texas Day and Splash Day are special events for the students and faculty to participate in activities tied to the specific theme. All these events are carried out on two consecutive days. Committee members help plan the events, provide their time and talents leading the activities throughout the event, and help with clean up after the event. Splash Day will require setup of water activities.

**This committee requires the volunteer's attention during the theme day festivities. Fall Festival will take place at the beginning of the school year, Texas Day will take place in early Spring, and Splash Day will take place at the end of the school year. There will be a 2 to 4 hour time commitment for at least one day, possibly two if you choose to volunteer for another day.

When volunteering in any position, please remember that confidentiality is of utmost importance. **You cannot leave the preschool after a volunteer experience and speak to other parents in regards to other children. WE MUST RESPECT THE RIGHTS OF EVERYONE.**

All volunteers must pass a background check and must complete the Diocesan required Ethics, Integrity, Ministry (EIM) training.

DISCIPLINE

We strive to use positive guidance methods in order to help children learn self-control. Our teachers try to help the children to develop self-discipline by:

- 1) Redirecting the child when necessary
- 2) Using patience, loving understanding
- 3) Talking about acceptable way to handle situations when they arise
- 4) Setting defined limits
- 5) Using positive reinforcement of appropriate behavior
- 6) Sometimes a child is removed from a situation for a few minutes with a "time out" until he/she can participate.

If the methods mentioned are unsuccessful, the teacher may ask the parent to come for a conference.

St. Thomas More Preschool follows the Texas Department of Family and Protective Services Guidance and Discipline policy as stated below:

(Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

(A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

(There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

I have read and received a copy of St. Thomas More Preschool's Operation Policies and the Discipline Policies, which are included in the Parent Handbook, dated August 2019.

Signature of Parent or Employee

Date

Child's Name

2019-2020
St. Thomas More Preschool
Photo/Video Release Form

St. Thomas More Preschool takes many photographs of the children throughout the school year at the many special events that take place. These photographs are often shared through various photo pages so that parents can have access to them.

St. Thomas More Preschool also has a Facebook page where pictures of the children at special events are shared with other parents who have access to the Facebook page. Class photos are also taken; these photos feature ALL students in the class and are often displayed in the classroom and/or the preschool.

In addition, St. Thomas More Preschool produces two videos per school year that are made available to all parents. The videos that are produced are the Christmas pageant and the 4 year old graduation video.

I **DO** Give Permission

I **DO NOT** Give Permission

Student Name: _____

Parent Signature: _____

Date: _____

St. Thomas More Preschool Standard Operating Procedures

2019-2020 Parent Handbook



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Austin TX 78726

Preschool: 512-258-1721
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Main Parish Office: 512-258-1161

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Julie Olesen - Assistant Director
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