



Nativity BVM Catholic School

1046 Beach Blvd.

Biloxi, MS 39530

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www.nativitybvm.org

Pre~K2 Handbook

Principal/Director: Mrs. Traci Kessler

Teacher: Mrs. Kimberly Audo

Teacher Aide: Ms. Patti Brady

NBVM Mission Statement:

With Christ as our guide, and in an environment of love, prayerfulness, justice, and peace, Nativity BVM Catholic School provides a high-quality education while developing each students' God-given gifts, so that they may share them with others.

Diocesan Mission Statement:

The Catholic school community within the Diocese of Biloxi, a ministry of the Catholic Church, embracing the teachings and traditions of the past, accepting the challenges and opportunities of the present, and preparing for the demands of the future, provides an education based on Christ's teaching and Catholic values which focus on the formation of strong moral character, the furtherance of academic excellence, the inspiration to serve others, and the motivation to achieve God-given potential in the local and the world communities.

Facility Licensure

Nativity BVM Pre-K2 program operates under the laws and policies outlined in the Mississippi Department of Health "Regulations Governing Licensure of Child Care Facilities."

*This handbook was developed to provide information to parents of student(s) at Nativity BVM Catholic School in Pre-K2 class ONLY. This handbook provides the rules and regulations for Pre-K2 through the Mississippi Health Department. For other information regarding the rules of regulations, please see the Nativity BVM Catholic School Handbook. By signing the **Pre-K2 Handbook Acknowledgment Signature Form/Child Care Regulations Summary for Parents Acknowledgement Signature Form**, you indicate your willingness to abide by Nativity BVM and Mississippi Health Department rules and regulations.*

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Admission:

Children entering PreK2, must be two (2) years old by September 1st of that school year. Any child entering with a birthdate after September 1st must stay in the class again the following school year.

All Students entering Nativity BVM Catholic School must present the following information:

- Completed Online Application at www.nativitybvm.org
- Copy of Birth Certificate
- Mississippi Certificate of Immunization Compliance Form #121
- Non-refundable Registration Fee
- Baptismal Certificate, if Catholic

Priority for admission will be given to those students who meet following requirements:

1. Children of NBVM employees
2. Children who are siblings of students in attendance of NBVM Catholic School
3. Children of registered parishioners of Nativity Cathedral, Our Mother of Sorrows, Blessed Seelos, St. Michael, and Vietnamese Martyrs.
4. Children who are Catholic who are not members of one of these four parishes
5. Children who are non-Catholic

Tuition:

Tuition is based upon the student cost of education and reviewed annually.

Pre-Kindergarten 2 Tuition Rates

Full-time (5 days) \$6640.00

Part-time (5 days) \$4980.00

Fees:

Registration \$250.00 for the 1st child and \$200 for each other child

Supply Fee \$300.00 per child

Nativity Parent Association \$50.00 per family

Each Family must sell (4) \$100.00 tickets. For each additional ticket sold, \$20 will be deducted from the family's invoice.

Withdrawal Policy:

Anyone choosing to withdraw a student must contact the office with a withdrawal date and withdrawal form. Once a month has started, the full tuition for that month is due. All debts must be settled at this time.

Hours of Operation:

Monday – Friday 6:45 am – 5:30 pm

School Days, holidays and any other school closures will coincide with the yearly school schedule of Nativity BVM Catholic School for grades Pre-K3 - 6th grade.

Visitors:

As a parent you are welcome to visit our class at any time throughout the day. Please sign in at the office and they will let us know you are here.

Drop Off/Pick Up:

All students **must** be signed in upon arrival to school and signed out when they depart school by an authorized individual.

Morning Drop Off: Drop off will be from 6:45 am to 7:55 am. School starts promptly at 8:00 am so please make sure your child is on time. You can park in front of the classroom door.

You MUST walk your child into the classroom to drop them off.

If you are late dropping off, you MUST go through the office to check in and then walk your child to the classroom.

Afternoon Pick Up: Children are picked up through the car-rider line which begins at the Benachi Ave. entrance. Parents of PK-2 children should pull into the lane closest to the building. When you reach the parking area near the classroom, you will be directed to pull up in a separate line. Then you may exit your car to go into the classroom.

*** Children will only be dismissed to someone on their “pick-up” list, unless written notification is given. If a person is not recognizable, identification must be presented in order to confirm consent. We do this for your child’s safety. Please notify us if any of this information needs to be changed at any time or if there is a change in your child’s afternoon routine.*

Communication:

Each child will receive a communication folder. Please check it on a daily basis. All communication from the office and class, as well as your child's work, will be sent through the folder. The school will also communicate via text, email, on the family Facebook page, and through ClassDojo.

Uniforms:

Students in PK2 wear uniforms each day. As representatives of Nativity BVM Catholic School, it is important that students consistently adhere to the school's uniform policy. **Please label ALL clothing, bookbags and other personal items.**

Outerwear:

- Dark navy-blue fleece vest or jacket, sweatshirt, and sweater may be worn in the building. The school emblem must be embroidered on all of these items.
- Coats, jackets, hats, and gloves may be worn on cold weather days and do not have to be a particular color. However, they may not be worn in the classroom.

Shoes:

Tennis shoes must be worn at all times. Velcro-closure is highly encouraged. Tennis shoes must not light up, have glitter, or have characters. No high-tops allowed. Colors that coordinate with the school colors of navy, white, and dark green are preferred. Any other type of shoe, including backless or platform shoes, boots, sandals, roller shoes, etc., will not be permitted. If any other shoe is necessary for medical reasons, prior approval must be received from the principal.

PRESCHOOL GIRLS

Tops:

- White or dark green short or long sleeve polo shirt with collar and school emblem
- White long or short sleeve peter pan collar blouse with school emblem
- **PRESCHOOL ONLY** - Dark green, short sleeve, t-shirt (purchased from school) (On cold days a plain, white, long sleeve t-shirt may be worn underneath the green t-shirt)

Dress/Jumper:

- Plaid 55 round neck jumper (must wear the white peter pan collar blouse) (navy blue shorts must be worn underneath and must **not** be visible below the hem line)
- **PRESCHOOL AND KINDERGARTEN ONLY** - Plaid 55 dress with school emblem embroidered on collar (navy blue shorts must be worn underneath and must **not** be visible below the hem line)

Bottoms:

- Dark navy-blue elastic waist pants/shorts
- Dark navy-blue scooter with elastic waist
- Dark navy leggings are allowed under scooter and jumper, but must be worn with uniform socks. (NO TIGHTS)

Accessories:

- White or dark navy-blue fold over or knee-high socks
- Hair bows, headbands, and hair accessories must be solid navy, solid white, solid red, solid yellow, solid dark green, the school plaid, or any combination of these. Bows may have the school emblem, but it is not required.

PRESCHOOL BOYS

Tops:

- White or dark green short or long sleeve polo shirt with collar and school emblem
- **PRESCHOOL ONLY** - Dark green, short sleeve, t-shirt (purchased from school) (On cold days a plain, white, long sleeve t-shirt may be worn underneath)

Bottoms:

- Dark navy-blue elastic waist pants/shorts

Accessories:

- Solid dark navy-blue or white crew length socks

Supplies/Book Bags:

Supplies are included in the supply fee. Teachers may ask for additional supplies throughout the school year, depending on the needs of and usage by the students.

Parents will also be responsible for providing diapers and/or pull-ups, diaper rash cream if needed, and changes of clothing including shoes and socks. Parents will be reminded when items are running low. Should you forget to bring in diapers, a reminder will be sent. After a notice is sent, if your child is out of diapers and is in need of using one of our school diapers, a fee of \$1.00 per diaper used will be charged to you until diapers are brought in.

Book bags need to be large enough to transport your child's work and naptime items but must also fit into a cubby.

Toys from Home:

We discourage children from bringing toys and treasures from home because of the potential for loss and breakage. We are not responsible for lost, stolen or broken toys.

Daily Schedule:

The schedule may be changed based upon the needs of the students. Times are approximate.

6:45-7:55	Arrival/Free Choice Centers
7:55-8:15	Morning Routine, Announcements, & Prayer
8:15-8:30	Morning Meeting
8:30-8:40	Morning Movement (Learn by Moving)
8:40-9:00	Morning Snack
9:00-9:20	Whole Group Circle Time
9:20-10:00	Outdoor Play Time/Physical Activity
10:00-11:00	Small Group/Guided Free Choice Centers
11:00 – 11:30	Lunch
11:30-11:45	Indoor Physical Activity
11:45-12:00	Story Time (Half-Day Children Leave)
12:00-2:00	Naptime
2:00-2:15	Afternoon Snack
2:15-2:30	Closure/Review the Day
2:30-2:45	Prepare for Dismissal
2:45-3:15	School Dismissal/Free Choice Centers
3:15-4:15	Outdoor Play Time/Physical Activity
4:15 – 4:30	Afternoon Snack
4:30-5:30	Free Choice Centers

Snack/Lunch:

Students will be provided with 3 snacks and a hot lunch from the cafeteria daily. There are no additional charges for lunch/snack. (Included in tuition) If your child has food allergies or dietary restrictions, a doctor's note must be provided.

Snacks will be served at approximately 8:40 am, 2:00 pm, and 4:15 pm
Lunch will be served at approximately 11:00 am.

Water is always accessible to the children and water, juice, and/or milk will be served during eating times.

NO OUTSIDE FOOD, DRINKS, or BOTTLES will be allowed.

Outside Time

Weather permitting, we will go outside and play on the playground daily for 30-75+ minutes a day.

Naptime:

Naptime is from approximately 12:00 pm to 2:00 pm. Nap cots will be provided for each child and will be cleaned after each use. Children may bring a small blanket and pillow that will fit in their backpacks, or they may bring a cloth nap mat that includes a pillow. Children may bring a naptime security item such as a stuffed animal or pacifier but the item must be left at school for the week until sent home for cleaning. These items will ONLY be used during naptime. All naptime items will be sent home every Friday for cleaning.

Potty Training:

Teachers in Pre-K2 will assist children in the potty-training process. A toilet training conference with the teacher, will be required before beginning. Children generally achieve potty training between the ages of 2 1/2 to 3 years of age. Parents must begin potty training at home before the teacher starts at school. If the teacher, parent, and child are all working together, training should go easily. Extra clothes and underwear will need to be provided for accidents. If a child has an accident at school, all soiled clothes/bedding will be sent home for washing

Discipline Policy:

NBVM believes in positive behavior support provided in a warm and caring environment for children. Our approach to good behavior begins with prevention. Children will have rules explained and practiced frequently. Understanding that toddlers will sometimes have disagreements or frustrations as they grow and learn, we will redirect attention and behavior with positive guidance when appropriate, reteach the desired behavior, and occasionally use cool down time. Corporal punishment WILL NOT be used as a form of discipline.

Should a behavior arise that does not respond to the above-mentioned strategies, parents will be called for a conference. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

Biting Policy:

Biting occurs at a specific developmental period in a child's life. It is an age/stage related occurrence and generally happens during the Toddler years.

If a child is bitten, the bite will be cleaned with antiseptic soap and a bandage will be applied if needed. An injury report will be filled out on each and every bite, but due to confidentiality rules, we cannot and will not reveal the name of the biter to the victim's parents. If the biting continues, a conference will be scheduled with the parent(s), teacher, and school principal, to determine the proper consequences for the child.

Sick Policy:

If your child is sick, please keep them home! Our primary goal is to provide a healthy environment by controlling the spread of disease. Parents are to notify the office if their child contracts a contagious disease so that others can be notified of their child's exposure. If your child is running a fever, has diarrhea, vomiting, eye discharge, body rash with a fever, sore throat with a fever, severe coughing (whooping sound after coughing), or any contagious ailment, please keep them home. Should a child develop any of the above symptoms while at preschool, the parent will be contacted to pick up the child.

A student must be symptom/fever free for 24 hours without preventative medication before returning to school. Doctor notes are required upon the child's re-entry to school.

Medication:

To avoid any mishaps, we will not administer any medication at school. If your child requires medication for any reason(s), you will need to work out a schedule for your child to take this medicine before and/or after school. If this is not possible, you may check in through office and we will bring your child to you for their medication dosage.

If your child has a diaper rash, cream may be provided and teachers will apply during diaper changing.

Emergency and Medical Treatment:

Should your child become sick or need medical assistance, we will contact the parents first. If a parent does not answer, we will call an emergency contact. Should your child need immediate medical treatment, 911 will be called.

Insurance Policy:

Each student who is enrolled at NBVM is automatically covered by a secondary insurance policy that covers the child for accident or injury within normal school hours on school property. NBVM maintains liability insurance.

Birthdays/Invitations:

A special treat/snack may be sent in for your child's birthday. All snacks must be commercially-made. No homemade snacks are permitted as required by the Mississippi Department of Health regulations. Please let us know ahead of time if you plan to send in invitations for a party. If party invitations are sent, they MUST be sent home with EVERY child or with ALL boys or ALL girls.

Money:

Please send ALL money in a sealed envelope with your child's name, teacher's name, and purpose. Anything that needs to go to the office will be delivered that day by the teacher.

Safety and Evacuation Plans:

Pre-K2 will follow the tornado drill and fire evacuation plan approved used at Nativity BVM Catholic School. A copy of all evacuation plans is available in the classroom.

In the event we are required to evacuate the building, teachers will transport the children in staff autos. Parents will be notified via FACTS Alert and ClassDojo of where their child will be taken. In the event of an off-site evacuation, students will be transported to Nativity BVM Cathedral on Howard Avenue or The Catholic Diocese of Biloxi Pastoral Center on Popp's Ferry Rd.

Child Abuse:

Any person who knows or has reason to suspect abuse or neglect of a child by a parent, legal custodian, caregiver, or other person(s) responsible for the child's care, is required by law to make a report to the Mississippi Department of Child Protection Services

Alcohol, Smoking, Illegal Drugs:

The use of alcohol, smoking or the use of tobacco products and/or illegal drugs is strictly prohibited on and around the HTCS school campus.

"Mississippi Adult Tobacco Use on Educational Property Act of 2000."

§ 97-32-27. **Definitions** (1) "Adult" means any natural person at least eighteen (18) years old. (2) "Minor" means any natural person under the age of eighteen (18) years. (3) "Person" means any natural person. (4) "Tobacco product" means any substance that contains tobacco including, but not limited to, cigarettes, cigars, pipes, snuff, smoking tobacco or smokeless tobacco. (5) "Educational property" means any public-school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity; provided, however, that the term "educational property" shall not include any sixteenth section school land or lieu land on which is not located a public-school building, public school campus, public school recreational area or public-school athletic field. Educational property shall not include property owned or operated by the state institutions of higher learning, the public community and junior colleges, or vocational-technical complexes where only adult students are in attendance. SOURCES: Laws, 2000, ch. 626, § 2, eff from and after July 1, 2000.

§ 97-32-29. ***Use of tobacco by adults on certain educational property prohibited; penalties for violation.*** No person shall use any tobacco product on any educational property as defined in Section 97-32-27.

and shall be liable as follows: (a) for a first conviction, a warning; (b) for a second conviction, a fine of Seventy-five Dollars (\$ 75.00); and (c) for all subsequent convictions, a fine not to exceed One Hundred Fifty Dollars (\$150.00) shall be imposed. Any adult found in violation of this section shall be issued a citation by a law enforcement officer, which citation shall include notice of the date, time and location for hearing before the justice court having jurisdiction where the violation is alleged to have occurred. For the purposes of this section, "subsequent convictions" are for violations committed on any educational property within the State of Mississippi. Anyone convicted under this article shall be recorded as being fined for a civil violation of this article and not for violating a criminal statute. It is the responsibility of all law enforcement officers and law enforcement agencies of this state to ensure that the provisions of this article are enforced. SOURCES: Laws, 2000, ch. 626, § 3, effective from and after July 1, 2000.

Weapons:

There shall be no firearms or other dangerous weapons allowed on the campus.

PROHIBITION OF WEAPONS ON SCHOOL PROPERTY

MS Code 97-37-17 (Senate Bill 3349)

"EDUCATIONAL PROPERTY" A public or private school building, bus, campus, grounds, recreational area, athletic field or other property owned or actually used or operated for school purposes.

"STUDENT" A minor or adult enrolled in or suspended or expelled within the last 5 years from a public or private school, college or university.

FELONY \$5,000 and/or 3 years for possession of a gun, rifle, pistol, other firearm, dynamite cartridge, bomb, grenade, mine, powerful explosive, or causing, encouraging or aiding a minor to possess same.

MISDEMEANOR \$1,000 and/or 6 months for possession of a BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade, blackjack, metallic knuckles, razors and razor blades (except for shaving), any sharp-pointed or edged instrument (except instruction supplies, unaltered nail files and clips and tools used only to prepare food, instruction and maintenance of school property), or to causing, encouraging or aiding a minor to possess same.

Nativity BVM Catholic School

Pre-K2 Handbook Acknowledgment Signature Form

Child Care Regulations Summary for Parents Acknowledgement Signature Form

(Signed form is due to Mrs. Kim on the first day of school)

I have read and understand the entire NBVM Catholic School Pre-K2 Handbook for Parents and the Child Care Regulations Summary for Parents. I also understand that the handbook is subject to change. If I have any concerns or questions, I will contact my child's teacher or the principal.

Child's Name: _____

Printed Name of Parent(s): _____

Parent(s) Signature: _____

Date: _____