

ST. ROMUALD PRESCHOOL PROGRAM 2021-2022



PARENT HANDBOOK 2021 - 2022

This handbook is prepared for the parents of all children enrolled in St. Romuald Preschool and Pre-Kindergarten. It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

PHILOSOPHY

St. Romuald Preschool will provide a learning environment in which a child is helped at his or her own level to learn how to plan his or her own life-actions: where a child receives love, security, acceptance, values, self-control, independence, protection, and guidance and where teachers earnestly try to involve a child in the excitement of learning. The curriculum of each class encircles the vital objective of helping a child to develop a positive self-image. A wide variety of experiences are planned in order that each child has opportunities for success. The program provides for the total child: His/her particular needs within their moral and spiritual, social, emotional, physical, and mental development.

Moral & Spiritual ~ To help the child:

1. Become aware and know that Jesus loves and cares for them.
2. Lay the groundwork for a personal and lasting relationship with God.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.

Social ~ To help the child:

1. Grow in ability to work and play with others.
- Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
 3. Build problem-solving skills.

Emotional ~ To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Mental ~ To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions, make choices and experiment.
3. Broaden his/her range of interest.
4. Develop his/her language powers and encourage self-expression.
5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills.

Physical ~ To help the child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

St. Romuald Preschool is a pro-social program. Each day the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, and create movement. Our curriculum also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

CENTER POLICIES

HOURS OF OPERATION

The center is open from 7:00 am until 4:00 pm Monday through Friday. A charge of \$1 for every minute past 4:00

pm will be imposed and **will be added to the student's billing statement.** Continued tardiness in picking up children could result in dismissal from the program.

ELIGIBILITY

Children may enroll between the ages of 2 1/2 and 5. **CHILDREN MUST BE COMPLETELY POTTY TRAINED TO ENROLL.**

TUITION FEES AND PAYMENTS

Fees are subject to change with written notice.

A \$50 supply/activity fee will be required at Registration. This fee will cover all of your child's supplies except for a backpack, lunchbox (if desired), and folder. Tuition for the 2021-22 school year will be \$22 per day with an enrollment minimum of 2 days per week.

Tuition Invoices will be sent home (twice a month) on the 15th of each month and at the end of month. Your monthly invoice will reflect charges calculated by the number of days your child is scheduled to attend that month. **The tuition balance needs to be paid in full at the end of each month.** Please stay current with your payments. Students with a 1 month payment **delinquency** will be denied services until balance is paid in full. There is a charge of \$25 for all returned checks. After a second returned check, we will accept cash only. Please contact the Director with any questions or concerns about tuition payments.

There are no refunds for daily absences. However, there are no charges assessed for days out of the calendar (holidays, snow/weather dismissals). If days are missed due to weather, your account will be credited for these days.

WITHDRAWAL

All outstanding fees and tuition must be paid before your child is withdrawn from the Preschool Program and any of your child's forms can be returned to you. Charges will continue to accumulate on your child's account until a Withdrawal Form is completed. This can be obtained from the Director upon request.

SNACKS

All children will be provided a morning and an afternoon snack that meets the USDA federal food guideline.

CLOTHING

There is not an official dress code. However, all students are required to wear shoes and socks. We will make some exception during the warmer weather, but all shoes must have backs. No flip flops! All children should keep a complete (top, bottom, undergarments, socks), weather appropriate outfit in their backpack at all times. To avoid confusion, all clothing should be labeled with the child's name. Other items of clothing such as a sweater, jacket, hats, mittens, etc. should be clearly labeled.

TRANSPORTATION

St. Romuald Preschool does not provide transportation service.

LUNCH

SRIS serves lunch every day beginning with Preschool Classes at 10:20 am. Lunch is not included in your child's tuition and MUST BE PRE-PAID. Each child will be assigned a number and will key in his/her number each time a lunch is purchased. Students are not allowed to charge lunches, so PLEASE keep a credit balance in your child's lunch account at all times. A separate payment must be made to "St. Romuald School Cafeteria". Menus will be sent home when they become available. Each child is encouraged to eat a hot meal in the lunchroom. Manners and self-discipline will be expected at all times. Parents are always welcome to come and eat with their child at any time. Parents **may not** bring in McDonalds or any other outside food into the lunchroom for their child to eat. They must eat what they have in the lunchroom or what they have in their lunchbox. No carbonated drinks are permitted in the lunchroom or lunchboxes.

During Registration, all parents will receive an application for Free and Reduced Price meals. We urge every family to consider completing this application and to return it to the school as soon as possible. It is completely confidential, and if you qualify, it also benefits the school.

Students bringing their lunches from home have to follow state requirements. The following items must be included in lunches from home even if the child will not eat them:

Milk (dairy products do not count), Protein (meat or peanut butter), 2 vegetables OR 1 fruit and 1 vegetable, Bread.

Failure to meet the state lunch requirements will result in the need to purchase a school lunch.

Questions about St. Romuald School Cafeteria? Call 580-4218. Keep track of your child's lunch account online at www.myschoolbucks.com.

REST TIME

Each child is expected to rest (sleep when possible) after lunch each day for a reasonable period, not to exceed 2 hours. Mats are provided for this period. Each child needs a beach towel, crib sheet, and small pillow for rest time. Towels should be labeled with the child's name. If possible, avoid picking up your child during this time. If you do need to do so, please advise the teacher in advance to keep from disturbing the other children.

PLAY

Play is a vital part of a child's growth. Children will be taken outside each day except when it is too cold, wet, extremely hot, etc. When your child's class goes outside, everyone goes outside. If for some reason you feel your child must not go out, please discuss this with the Director. **FIELD TRIPS**

The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of a walking field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guests to come into the program to share with the children.

IMMUNIZATIONS

Each child is required to have an up-to-date immunization certificate on file in the office prior to attending the program. Updated certificates should be provided to the program as children receive necessary immunizations.

FOLDER REQUIREMENTS

We are required by law to have included in your child's folder an up-to-date immunization record, a copy of your child's birth certificate, and a copy of your child's Social Security card. Your child can not begin Preschool without these items in his/her folder. Other information is also needed, but you will have 2-3 weeks after school begins to get this information to us.

BIRTHDAYS

Treats may be brought in for your child's birthday, however, due to health regulations, they must be store bought rather than homemade. If you wish to bring in treats for your child's class, please make arrangements with his/her teacher in advance. We encourage you to join us for the celebration if possible.

TOYS

Children should be discouraged from bringing personal toys and books to the program, which may promote a conflict with other children. The program cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made.

DISCIPLINE

The goal of St. Romuald Preschool is to teach children self-discipline. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own conflicts. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the center's property. Should continual problems occur, a meeting between program staff and parents will be held in order to determine an appropriate course of action that is agreeable to all.

PARENT VOLUNTEERS

Any parent or guardian wanting to volunteer or help in the classroom at any time must have the **SAFE ENVIRONMENT TRAINING, BACKGROUND CHECK, AND TB SKIN TEST.**

FIRE, TORNADO, AND EARTHQUAKE

Each month the program will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The program has established safe places within the building for all children to go in the event of such an emergency.

COMMUNICATION

St. Romuald Preschool considers it essential for the home and center to work as partners to encourage the maximum growth in all areas of your child's development. It is vital for parents to check in with teachers regularly to stay informed. If there are concerns, we will be happy to schedule a conference with

you. We would prefer not discussing behavioral problems in front of the children.

- ❖ Parent meetings may be scheduled from time to time. You will be notified in advance of the time and place. A phone conference can be arranged if necessary.
- ❖ The teachers cannot accept verbal messages from the children. Please send a note or telephone the program office at 270-756-5504.
- ❖ Weekly newsletters will be issued to inform you of your child's activities. The remind app is available for your smartphones as well.

ARRIVAL AND DEPARTURE

The children may arrive as early as 7am and stay as late as 4pm. **A CHARGE OF \$1 FOR EVERY MINUTE PAST 4PM WILL BE IMPOSED WITH THE CHARGE ADDED TO YOUR CHILD'S BILLING STATEMENT.**

Continued tardiness in picking up children could result in dismissal from the program.

An adult, not older siblings, should always escort the children into and out of the building. **All children must be signed in and out on a daily basis.** No child should be removed from the building without teaching staff being made aware of the child's departure. The program must be notified in advance if someone other than the parent will be picking up the child. An adult, who is not known at the program, will be required to show a driver's license for identification and must be listed on the child's information sheet as being an authorized alternative. No child will be released to an unauthorized adult.

HEALTH AND ATTENDANCE POLICIES

Your child's safety and well-being are important to everyone. In order to keep illness to a minimum, please take note of the following information: **CHILDREN SHOULD REMAIN HOME IF THEY HAVE ANY OF THE FOLLOWING SYMPTOMS:**

- ❖ Fever (may return to school when child has been fever free for 24 hours)
- ❖ Acute cold, coughing, sneezing, and/or runny nose
- ❖ Sore throat
- ❖ Ear ache
- ❖ Skin eruptions or rashes
- ❖ Nausea/vomiting
- ❖ Headache
- ❖ Diarrhea

Please notify the center if your child or family member contracts any communicable diseases.

<i>Disease</i>	<i>Incubation Period Return to School</i>
Chicken Pox	7-21 Days When all pox marks are scabbed over
German Measles	14-28 Days One day after rash completely disappears
Pink Eye	When eyes are free from discharge

Impetigo	2-5 Days When child is under doctor's care
Head Lice	When child has a doctor's note stating he/she is nit free

ACCIDENTS OR EMERGENCIES

In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's registration form should be UP TO DATE AT ALL TIMES including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person are vital.

ILLNESS

Children with any form of illness should remain at home. If a child arrives at the center with a fever, the parent will be asked to return home with the child. A child may return to the center when they have been fever free for at least 24 hours. When a child becomes ill at the center, the parent will be requested to take the child home within an hour of being notified. A parent will be asked to pick up a child with a temperature of 100* or more. The center is not allowed to dispense over the counter medication without a doctor's note indicating dosage.

MEDICATION

The program will dispense medication prescribed by a physician if the medicine is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent. Parents must sign off daily for continuous medication use. Medication permission forms may be obtained from the school office. The program is not allowed to dispense over the counter medication without a doctor's note indicating dosage.

POLICY FOR CUSTODY DISPUTE

Children will only be released to adults listed on the Registration Form. In case of a custody dispute, the center will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

RIGHT OF DISMISSAL

St. Romuald Preschool reserves the right to dismiss a child due to non-compliance of the policies by the parent. The child will be dismissed with two weeks' notice. In extreme circumstances, immediate dismissal will be given at the discretion of the director. Refer to fee schedule of this handbook for financial obligation dismissal. The program always reserves the right to dismiss a child if circumstances warrant.

LICENSING

The Cabinet for Health and Family Services is the licensing agent for St. Romuald Preschool. The Breckinridge County Health Department and the State Fire Marshall's office also inspect the center. St. Romuald Preschool Program is currently licensed for 54 children.

CURRICULUM

Each age group has established units of basic skills, which are age appropriate. Curriculum is planned for the month and parents will be notified about the themes and concepts being worked on each month. Curriculum schedules will also be posted in each classroom along with the daily schedule.

SAMPLE DAILY SCHEDULE

This is a sample schedule. Actual schedules vary by age group and class.

7:00-7:50 Free play in centers

7:50-8:00 Transition time-clean up and prepare for school announcements 8:00-8:15

Greetings, Welcome, Pledge, Prayers

8:15-8:30 Calendar/Bathroom/Exercise

8:30-8:50 Morning Snack

8:50-9:05 Circle Time

9:05-10:10 Group/Center Rotation/Free Play

10:00-10:15 Bathroom/Prepare for Lunch

10:10-10:30 Clean up/Bathroom Break

10:30-11:10 Lunch

11:15-12:30 Story Time, Outdoor activities

Group Projects, and activity time

12:30-1:00 Snack Time

1:00-2:00 Quiet Time

2:00-2:20 Put mats, blankets, sheets, pillows away

2:20-2:30 Prepare to go home

2:30-4:00 Explorations/Free Play

Preschoolers are given the opportunity to participate in Music and Library.

SKILLS AND CONCEPTS

The following is a list of skills and concepts that are age appropriate and may be included in the curriculum.

3 and 4 YEAR OLDS

Numbers	Begin to recognize numbers 1-10 and simple counting of objects
Colors	Begin to recognize and name 8 basic colors: red, blue green, yellow, orange purple, brown, black
Shapes	Begin to recognize and name 4 basic shapes: circle, square, triangle, and rectangle through games and puzzles

Alphabet	Begins to recognize and name upper case letters. Recognize his/her own name
Small Motor Skills	Improve eye-hand coordination with finger plays, cutting, molding, building, painting, lacing, buttoning
Large Motor Skills	Involve the children in activities such as running, jumping on one and two feet, and climbing, alternate feet on stairs, balances on one foot.
Language Arts	To speak and enunciate clearly for age, communicates in sentences, answers some questions, waits for turn to speak when in a group, uses language to communicate wants and needs, shows expanding vocabulary, listens quietly to stories, attention span is lengthening, <u>responds to a story by recalling specific facts.</u>
Work Habits	Gets involved in and attends to activities, follows directions, responds well to teacher's suggestions, seeks only his/her fair share of teacher's attention, shows curiosity, asks questions, makes independent <u>choices.</u>
Social and Emotional Skills	Plays and shares with others, respects people and things at school, accepts and responds to teacher's authority, has a good self-image, <u>has appropriate control over his/her feelings.</u>
Religion	Prays with teacher and friends, learning about God's Creations, <u>listens to and retells some Bible stories, learning about special</u>
Self-Reliance	<u>people.</u> Use the bathroom independently, puts on own coat, makes good use of free time, uses appropriate behaviors going to and from different places at school.

4 & 5 Year Olds

Numbers	Identify numbers 1-20 by grouping into set, simple addition and subtraction, and matching correct number to a set of objects.
Colors	Identify eight basic colors: red, blue, green, yellow, orange, purple, brown, black.
Shapes	Identify six basic shapes: circle, square, triangle, rectangle, oval and diamond through games and puzzles.
Alphabet	Be able to recognize letters of the alphabet, including upper and lower case and beginning phonics.
Small Motor Skills	Master cutting with scissors, holding a pencil and crayon correctly, molding with play dough, lacing, snaps, buttons, zips, tracing inside and outside of a stencil, establish hand preference.

Large Motor Skills	Master running, jumping, hopping on one and two feet, climbing, and skipping. (Skipping is not always possible until age 5 or 6), throws, <u>catches, kicks a ball, marches and moves to music.</u> Understands concepts of texture, weight, distance, temperature, size, knows first and last name, recognizes first and last name, writes first name, knows age, knows birth date, knows address, names days of the week, knows months of year, says ABC's, recognizes letters, rhymes words, creates stories from imagination, knows body parts, responds to open-ended questions, sings familiar songs and rhymes, <u>demonstrates problem-solving abilities, recognizes letter sounds.</u> Participates in group discussions, completes assigned tasks, works independently, exhibits self-control, respects rights and property of others, and plays cooperatively, assumes responsibility, uses manners, <u>can sit in a group.</u> Prays with teacher and friends, learns about God's Creation, listens to and retells some Bible stories, learns about special people.
Language Arts	
Social/Emotional Development	
Religion	
Self-Reliance	Uses bathroom independently, puts own coat on, makes good use of free time, uses appropriate behaviors going to and from different places at school.

ST. ROMUALD PRESCHOOL

Debbie Horsley, Director

ST. ROMUALD PRESCHOOL 2021-2022



408 N. Hwy 259

Hardinsburg, Ky. 40143

Phone :(270)756-5504 Fax: (270)756-2099

School: Stromualdschool.org / Director: debbie.horsley@stromualdschool.org

St. Romuald Preschool agrees to provide childcare for:

(First and Last Name Please)

The childcare rate will be \$22 per day with a 2 day week enrollment requirement.

Parents agree to the following:

- ❖ The supply/activity fee(\$50.00) is due at the time of Registration and is non-refundable.
- ❖ Monthly tuition will be billed out (twice a month)the middle and the end of the month. All accounts need to be paid in FULL at the end of each month. **(August 11 th) is the first day for preschool/ pre-k, so tuition will be due no later than(August 31st). Payments will be twice a month. the middle and the end of the month.**
- ❖ There will be a \$25.00 charge on each returned check. More than two returned checks will result in “cash only” payments.
- ❖ If my child is ill or does not attend the program for any reason, I understand that the full amount of the weekly fee remains due.
- ❖ St. Romuald Preschool closes each day at 4:00 pm. **A late charge of \$1.00 per child for each minute past 4:00pm** will be assessed.
- ❖ St. Romuald Preschool is closed on all days that the public school is closed.
- ❖ If I should find it necessary to withdraw my child from St. Romuald Preschool, I agree to give the program notice in writing. If notice is not given, fees will be charged until written notice is received.
- ❖ I have read the St. Romuald Preschool Parent Handbook and agree to abide by the policies and procedures stated within.

Parent Signature _____ Date _____