

St. Aloysius Preschool

Parent Handbook

2018-2019

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St. Aloysius Preschool:

St. Aloysius Preschool offers children ages 3 through 5 the opportunity to grow spiritually, socially, and emotionally in a safe and nurturing environment. Our goal first and foremost is to aid each child in developing a loving relationship with Christ, a positive self-image, and confidence of preschool skills. Throughout the year, we will help your child grow independent in developmental areas, including, problem solving! Our Christian values will be promoted through songs, Bible stories, activities, and Mass. Catholic traditions will be instilled through Catechesis of the Good Shepherd, daily prayers and Saint Studies.

The daily routine includes Atrium (Catechesis of the Good Shepherd), Fine Motor, Gross Motor, Learning Circle, Learning Stations, free play, Read-A-Louds, Music, Art, Spanish, Library, Mass, and snack. There will be on campus field trips, family engagement nights, and Holiday Parties. Each child will be given the opportunity to participate in activities at his/her own level of development.

St. Aloysius Preschool currently offers five classes:

- Little Lambs (2 year class)
- Jesus' Jewels (3 year class)
- Kingdom Kids (4 year class)
- Glory Gems (Half day Pre-K)
- Little Saint's (Full day (Pre-K) children)

We maintain state mandated staff to child ratios at all times.

Children in the 2 year class must turn two years of age by Aug. 1st of the school year for which they are enrolled.

Children in the 3 year Class must turn three years of age by Aug 1st of the school year for which they are enrolled. Children in the 4 year Class must turn four years of age by Aug 1st of the school year for which they are enrolled.

Pre-K children should turn four by May 1st of the school year for which they are enrolled. Exceptions to the birthdates for the PreK class will be considered on a case-by-case basis. Consideration of the child's developmental stage, student to teacher ratios, and maximum group size must be taken into consideration in all cases.

All students must be fully potty trained before the start date of school. Pull ups and training pants are not permitted with the exception of the two's program.

Hours of Operations:

Sessions are as follows:

- 2 year Class for children turning 2 by Aug 1st of the school year:
Monday and Friday: 8:00-11:00 am
- 3 year Class for children turning 3 by Aug 1st of the school year:
Tuesday Wednesday and Thursday: 8:00-11:00 am
- 4 year Class for children turning 4 by Aug 1 of the school year:
Tuesday Wednesday and Thursday: 12:00-3:00 pm
- Pre-K for children turning 5 by May 1st of the current school year:
Half day- Monday through Friday: 8:00am-11:30 am
Full Day- Monday through Friday: 8:00am-3:00pm

THOSE ATTENDING THE AFTERNOON CLASSES ARE REQUIRED TO EAT LUNCH BEFORE COMING TO SCHOOL. A SNACK IS SERVED DURING EACH CLASS.

We follow the St. Aloysius School calendar, with exception to start and end date. The preschool will be closed on all holidays, in-service days and snow days that St. Aloysius School is closed. For snow closing information, listen to WHAS Radio or TV morning news regarding Jefferson County Catholic Elementary Schools. Days, in which the elementary has a Half Day, the preschool will dismiss all Pre-K classes at 11:30 also. **There will be NO afternoon classes.**

School Year Calendar:

The St. Aloysius Preschool follows the St. Aloysius Elementary schedule except for the STARTING and ENDING date of the school year. This year we begin on August 20, 2018 and end on May 22, 2019.

Unlike the elementary, there is no state requirement for number of days in a preschool year. The ending date of Preschool will not change. Any make up days that are added during the school year by the elementary (for snow days or emergency days) PRIOR to Preschool's ending date will be followed by the preschool. The Preschool will not extend our school year due to snow days, absences, etc.

A St. Aloysius Elementary calendar and a St. Aloysius Preschool calendar are attached to the website for your convenience.

Any days which are scheduled Half Days/Early Dismissals in the elementary is an automatic 11:30 am dismissal for ALL preschoolers, with no afternoon classes offered. Emergency dismissal and delayed starts are covered on page 6 in the Emergency Closings section below.

Arrival and Departure:

Preschool students can arrive at school from 7:50- 8:00 am for the morning session and 11:55am-12:00pm for the afternoon sessions. **Please DO NOT drop off your child earlier than 7:50.** You, or a designated adult, MUST sign your child into a **PRESCHOOL** teacher – please do not leave your child with ANY OTHER teachers or staff to wait for school. **This is a KY State Regulation that our preschool must follow. In addition, it is for the safety of your child.**

Morning Session Arrival 7:50-8:00 am:

Enter the back parking lot via Central Ave. Drive behind the church and along the back of the school building single file. Stop at the crosswalk that runs between the playground and school. Children are to remain in the car until a Preschool teacher is present and opens the child's door for removal. **You must sign the in/out sheet before leaving your child, please!**

If you arrive early and no Preschool Teacher is outside, please move to a parking space behind the church until 7:50. We cannot block traffic in carpool line as the elementary also drops off here and must be in their classrooms earlier than preschoolers.

Reminder: Please DO NOT drop your child off with the Elementary teachers or other personnel. Per KY State requirements, Preschool Teachers are the ONLY authorized adults to receive your child.

The teachers will be available to assist your child in carpool line from 7:50 am until 8:00 am. If you arrive later than 8:00 am, park and enter through the **FRONT SCHOOL DOORS**. You must sign in at the school office and walk your child to preschool room.

Morning Session Dismissal 11:30 am:

Children should be picked up promptly at dismissal times. The class will come out at 11:30 am.

The children will be dismissed at the back entrance of the school in the same manner as drop off. Enter the back parking lot via Central Ave. and pull up behind the school in a single file line closest to the building. **Please turn off your car.** The children will wait on the benches until the teacher or assistant walks them to your car. **You, or your designated adult, must sign the in/out sheet before leaving with your child.** Please be ready to buckle your child into his/her safety seat. Please remind anyone picking up your child that they will be asked for a driver's license before we will release your child to them. Their names must appear on your child's **Permission to Receive Child form**. If the name is not on the list the child's dismissal will be delayed due to a phone call to you gaining permission to dismiss to this particular adult. Dismissal begins at 11:30 and lasts approximately 10 minutes. If you will be late, please call our office or make contact with your child's teacher. If a child is not picked up by 11:40, we will bring them back into preschool. **There will be a \$25.00 late charge for students who are not picked up by 11:40.**

Afternoon Session Arrival 11:55am-12:00 pm:

Enter the back parking lot via Central Ave. Drive behind the church and along the back of the school building single file. Stop at the crosswalk that runs between the playground and school. Children are to remain in the car until a Preschool teacher is present and opens the child's door for removal. **You must sign the in/out sheet before leaving your child.**

State regulations require that preschoolers be dropped off to Preschool staff only.

Teachers will have carpool from 11:55am until 12:00. If you arrive later than 12:00 you should enter through the front school entrance, sign in at the school office, and escort your child to the preschool room.

Afternoon Session Dismissal 3:00pm:

Please enter St. Aloysius' back parking lot via Central Ave. Immediately turn into the parking lot behind the parish office by the basketball courts. When the elementary carpool is finished at 3pm or later, an orange flag will be waved, and you can pull your car forward single file to the area behind the school. Pull your car up as far as you can and turn it off. We will place your child in your car. Please be ready to buckle your child into his/her safety seat. Dismissal begins at 3:00. Please **do not arrive before 3:00** as the Elementary dismissal is in progress until that time.

All children must be restrained in an approved car seat or if tall enough, a booster seat with seat belt per KY state law.

A \$25.00 late charge will be enforced for students who are not picked up by 3:15.

If you have children in the elementary, they will wait in the cafeteria with supervision from the elementary staff until 3pm. At 3:00 pm they will join us in carpool line.

All children must be restrained in an approved car seat or a booster seat with seat belt, per KY state law

Late pick up:

If for any reason you are running late, please call the preschool office at 241-8516 x1010 and leave us a message, or call/text your child's teacher. For afternoon dismissal, if you have not picked up your child by 3:15pm, they will be brought into the preschool area. **There is a \$25.00 fee for every 15 minutes you are late.** Please notify us **IN WRITING** if your child is to be picked up by anyone other than a parent. In urgent situations, a text to the teacher can be accepted. **NO CHILD WILL BE RELEASED TO AN UNAUTHORIZED PERSON!**

Carpooling:

If you are carpooling with another family, please list the family's name on the **Permission to Receive Child** giving us permission to release your child to the person or persons in your carpool.

Weather issues:

When severe weather occurs, we ask that you use your best judgment on whether it is safe to bring your child to preschool. Because our school serves students in both Jefferson and Oldham counties, the roads in one area may be clear and safe, while the others may still be hazardous. Please make your child's safety a priority.

Thunderstorms and Tornados: Watches and Warnings

When the weather stations have called for a **thunderstorm or tornado WATCH**, our preschool will remain open and have regular carpool at the designated times.

Thunderstorm WARNING: We will have regular carpool **if it is deemed safe by Director and School Principal.** During drop-off, children exiting cars will be taken directly into the school with a staff person. During dismissal, carpool children will be kept inside during a Thunderstorm Warning and walked individually to cars by staff **if the weather is NOT actively severe.** If the weather is severe, the children will remain safely in the building in our safety location, and parents will be called by the preschool staff.

TORNADO WARNING: During an active WARNING, all staff and children inside St. Aloysius will move to our Tornado Safety Locations. **WE WILL NOT DO CARPOOL DURING A TORNADO WARNING.**

PLEASE DO NOT BRING YOUR CHILD TO PRESCHOOL DURING A TORNADO WARNING.

If you are on your way to school, or unaware of the warning, please park your car and enter the school to be safe. The Preschool moves to the small preschool bathrooms during Tornado Warnings and will stay there until the warning has expired. It is unsafe to be outside during a tornado warning, and staff will be with the children in our safe zone.

If a Tornado Warning occurs around the time of our dismissal, preschool staff will call each child's parent/guardian to tell them of the delayed dismissal. **Children will be kept in our safe zone until the Warning has been released.**

Snow Cancellations and Early Releases:

Our Preschool follows the St. Aloysius Elementary Weather schedule. St. Aloysius follows the announcements for "Jefferson County CATHOLIC Schools"

If Jefferson County Catholic is CLOSED, the preschool is closed.

If the announcement is for a DELAYED schedule, the preschool will open at 10am (Carpool 9:45-10am.) There will be **NO MORNING Preschool (Half day PreK)**

If the announcement states there will be an **EARLY DISMISSAL**, each parent will receive a Reach Alert by the Director to announce dismissal directions. Please have a plan in place for early dismissals.

Anytime St. Aloysius School is CLOSED for any reason, the preschool will be CLOSED.

The Director will send a Reach Alert to all parents as soon as possible to announce delays or closings, and early dismissals.

Emergency Situations:

In the event of an Emergency Situation not covered above (earthquake, school evacuation, school lock down, etc.) that causes a delay or change in the arrival or dismissal of students, parents will be contacted via Reach Alert, as soon as safely possible to relay information. If your child is in our care, we will remain with them until the emergency situation has been declared safe.

Please review the Reunification document at the end of this handbook for the KY State approved St. Aloysius Emergency/Disaster Preparedness Parent Information Form for Reunification. This form gives important information on how we would contact

you and the locations to which we would relocate our class in the case of campus evacuation.

Medical Emergency, Illness and Accidents:

The preschool has a First Aid Kit on hand for small medical emergencies, along with a First Aid Handbook. Our Preschool will have at least 1 staff person per class who is certified in Infant/Child/Adult CPR and First Aid. In case of a minor injury, a staff member will administer treatment and record that information in the child's file. An Accident Report will be sent home with an explanation of the injury and treatment.

In case of a more significant medical emergency we will treat the child as needed while contacting you and EMS will be called if deemed necessary. If we are unable to reach you, we will contact those people listed on your emergency form. If those on the card cannot be reached, we will call your child's physician. The teacher in charge will make the decisions about the care of your child, and they will always act on the side of caution. You will be expected to assume responsibility for any expenses not covered by your insurance. It is important that you keep us up to date on emergency phone numbers and any other pertinent information. If you have given us your cell phone number for emergencies, please make sure it is on and working.

Please do not send a child to school that has been ill during the night (diarrhea, vomiting, fever, earaches, eye infection, etc.) or who display any symptoms of cough or cold, such as, a significant runny nose. Please call the preschool at 241-8516 ext.1010 if your child is going to be absent from school for any reason. If a child displays a serious runny nose or other signs of illness upon arrival, he/she will be sent home immediately. If a child becomes ill while at school, he/she will be made comfortable away from the group, and the parent will be called to make arrangements for pick-up. If a parent cannot be reached, the first name on the child's emergency form will be contacted.

Your child must be fever free, diarrhea free and vomiting free without the assistance of medication for 24 hours before returning to preschool.

If the children in the preschool are exposed to chicken pox, head lice or any other communicable disease, parents of all preschoolers will be notified.

IMMUNIZATIONS:

All children must have a current immunization certificate on file in our office **at all times.** A child who turns 5 years old during the school year is required to have a DTP booster. The state requires that we keep all children's records up to date. We will try to notify you in advance if your child's immunization certificate will expire during the school year, but please monitor your child's immunizations and make arrangements to keep up to date.

EYE EXAMINATION:

The Archdiocese of Louisville Catholic elementary schools require that proof of a vision examination by an optometrist or ophthalmologist be submitted to the school/preschool no later than January 1st of the first year that a three, four, five or six year old child is enrolled. Vision examination information may be reported on the Kentucky/Archdiocese of Louisville Eye Examination Form for School Entry. Your eye care professional will have the form. Please turn in an Eye Exam **BEFORE** Christmas break.

MEDICATION:

Preschool staff will only administer emergency medications to a child with asthma, diabetes or an allergy that requires an Epi-pen. Medication will only be administered with written instructions from the parent. Medication is to be in the original container. The parent must sign a medication form to be kept on file at school. No other medication will be administered. If your child is sick and needs medicine, you are asked to keep them at home.

Discipline:

The teachers and teaching assistants at St. Aloysius Preschool use a positive approach to discipline. Praise, encouragement and redirection are used with the children regularly. When a problem arises, the teacher will talk to the child about the appropriate ways to express his/her feelings. Hitting, biting, pushing, etc. are not acceptable; however, we as a staff understand that ALL behavior is a means of communication for the child and will be addressed in a loving nurturing manner. If a child continues to exhibit inappropriate behavior, a positive reinforcement plan will be implemented with parent/teacher collaboration. A time to reflect with a staff member is used as a last resort in a comfortable setting.

Physical punishment by staff or volunteers is never acceptable at St. Aloysius Preschool. In the case that a negative behavior is dangerous (such as biting) or becomes repetitive, the child will be kept safe and a conference will be scheduled with the parents to discuss a positive behavior plan. Again, behavior is communication and it is our responsibility to meet the needs of the child.

You will receive a "Daily Sheet" that describes your child's day at preschool. At the end of the Daily Sheet is a positive reference to self-management. If you have questions regarding behaviors any particular day please phone the child's teacher or comment and return to school the next day in your child's Home/School Communication folder. The teacher will respond to your questions.

Preschool Attire:

We ask that all children be dressed in St Aloysius approved uniforms with the exception of the Little Lambs (two year old class). Tennis shoes ONLY should be worn daily. No fingernail polish, jewelry, or hair color should be worn. Please label all outerwear with your child's name, including hats and gloves.

Please send an extra set of clothes to preschool for your child. You should include clothes appropriate for the weather, underwear, and socks. Put all clothing in a labeled gallon sized zip lock bag. We will keep these at school in case of accidents. When the weather begins to change we will remind you to send weather appropriate clothing for the new season.

We go outside daily, so it is important that your child wear clothing that is appropriate for the weather. Jackets are appropriate for cool weather. Children will need coats, mittens and a warm hat or hood for the colder weather. If your child wears boots to school, please send a pair of tennis shoes with your child. Your child will not be allowed to wear wet boots into the preschool room. Wet tile flooring becomes a safety hazard.

Each child is required to have a **Regular Size Backpack** or tote. Please make sure that it is not too complicated for your child to operate and is large enough to accommodate their communication folder, and daily artwork. Please label the outside of your child's backpack with their name or initials as we often have several of the same style.

PERSONAL BELONGINGS:

We ask that all toys and other personal items remain at home, as we would not want them to become lost, broken, or mixed in with the preschool equipment. The exception to this is a small stuffed animal OR a soft Lovie used at nap time for children in the full day program. Please send an item that can remain at school all year.

No guns, war toys or other toys of destruction should be brought to school at any time, please!

Food Services: Snack/Lunch/Lunch Bunch:

OUR PRESCHOOL IS A NUT FREE FACILITY. PLEASE DO NOT SEND ANY NUTS OF ANY KIND OR ANY PEANUT BUTTER. This also includes our LUNCH time for the Pre-K students.

Please pack a nut free-healthy snack with your child each day. Vegetables, fruit, crackers, cheese, or a protein is acceptable. Sweet snacks are NOT acceptable and we appreciate you saving those types of foods for home.

Full day children also have afternoon snack/drink that your child will include in his/her lunch box. If your child eats from the cafeteria, please pack an afternoon snack for him/her.

KY State regulations require snacks to meet certain dietary requirements.

The KY State Regulations require that 100% fruit juice, skim, or 1 % milk must be served at each snack or lunch. Preschool will provide these drinks. Water will be available to students at all times.

Please make sure all food is sent in its original container with the nutrition label intact.

Lunches:

The Full Day PreK class will be served lunch each day. Students can purchase cafeteria lunch or bring in their own lunch. **ALL LUNCHESES (Even sack lunches) MUST MEET KY STATE REQUIREMENTS.** If your child's lunch does not meet requirements for a healthy lunch, the preschool must supplement the missing category (whole grain, fruit or veggie, and a protein). Children who bring their lunch will be provided milk or water, or may **bring** a 100% juice box. Cafeteria lunches are purchased by prepayment to your child's designated lunch number. Please respond quickly to cafeteria notice of low balance. Please remember: NO PEANUT BUTTER.

Lunch Bunch:

The M-F half day and T-TH am students will have the opportunity to stay through lunch for an additional 10.00 per day fee. A calendar will go home at the beginning of the month for you to choose days accordingly. Please return the calendar with check to your child's teacher. Please send a sack lunch with your child for his/her lunch bunch days. Pick-up for lunch bunch children will be 12:00 and 12:30 pm. Staff will bring your child out to the carpool line when afternoon classes are arriving. Please join the carpool line and we will place your child in the car. **Reminder: We are only accepting checks as a means for payment this year.**

Allergies:

Any and all Food Allergies must be disclosed to the Preschool staff at time of enrollment. The preschool staff will assess each allergy and make a plan with the parents on how to best serve the child while keeping them safe. Any serious allergies must have an emergency plan on file with the preschool.

Nuts: While the St. Aloysius Preschool offers only Nut Free snacks, we cannot and do not guarantee that our facility will be completely safe for children with nut allergies. The school cafeteria, the ASC program and sometimes our pet food, carry nut items. When

preschool is not is session, other groups sometimes use the preschool facilities, and may incidentally bring nut items into the area. All precautions are taken to keep nuts out of the

preschool, but we must have an epi-pen and emergency plan in the preschool in case of emergencies.

Birthdays:

Children will be celebrating their birthdays during the school year at Preschool. On your child's special day, he/she may send in a special treat to share with friends. (Please no nuts!) We make every attempt to celebrate each child's birthday as close to the real day as possible. Children with summer birthdays will have their special snack day towards the end of the year.

Due to KY State childcare regulations, we must supplement a birthday treat with healthy snacks to meet regulations. Ex: If you send cupcakes, please send a fruit or veggie to be served alongside the cupcakes.

Field trips:

The children may go on walking field trips around our parish campus throughout the year, such as Nature/Discovery Hikes. Parents are welcome to accompany their child on field trips when appropriate. KY State Regulations require a Fieldtrip Permission slip be on file in the preschool office. Please make sure you fill out, sign and return to school The St. Aloysius Campus field trip permission form. The teacher and/or assistant are responsible for bringing a First Aid Kit and emergency numbers on all field trips. We will not have any school sponsored off-site field trips.

Class schedule:

The daily program includes Atrium (Catechesis of the Good Shepherd), Fine Motor, Gross Motor, Learning Circle, Learning Stations, free play, Read-A-Louds, and snack. There will be Mass, on campus field trips, family engagement nights, and Holiday Parties. Each child will be given the opportunity to participate in activities at his/her own level of development. Interwoven into the above format will be reading readiness and math activities, social studies, science, and basic Christian concepts. We will use Creative Curriculum and supplement with Handwriting without Tears curriculum. Both will be integrated into thematic units of study. The thematic units of study will be based on the interests of the children. We will integrate related activities that will increase the child's awareness of, and interest in the world around him/her and help the child to better define his/her place in this environment. We will encourage the children to explore the materials and environment and make strides toward independence.

Your child's daily schedule will be included in your communication folder on the first day of school. It will also be posted in his/her classroom.

Your child's daily schedule is only a basic structure for the day's activities and will not be adhered to strictly, as we remain flexible to the needs and interests of the children. Several areas are interchangeable and some activities are lengthened, at the direction of the children, to accommodate their interest. Children may use the bathroom whenever necessary and all children wash their hands after toileting, prior to snack time, after snack time, after being outdoors and whenever they sneeze or blow their nose. Washing hands upon entrance of the classroom is a State regulation for children and adults alike. Therefore, if you come into our classrooms at any time please first stop by the sink and wash your hands! Children have access to water throughout class via 2 drinking fountains.

Class Parties:

There are generally 5-7 class parties in the Preschool during the year. Parents are welcome to join us for the parties, and often there is a sign-up sheet for parents/grandparents to assist the teachers during parties. Sign-ups will be available at the Playdate/Orientation Day.

During our parties, we ask that siblings do NOT attend, if possible. Our class parties are for you to spend special time with your preschooler, and supplies are purchased only for the students. Any non-student children that are brought into the class must be monitored by their parents at all times. Our classroom is set up for children aged 3-5 and choking hazards are present for younger children.

Conferences:

Children attending the preschool will have Parent/Teacher conferences in October and February. These conferences are not mandatory, but encouraged. A sign-up sheet of dates and times will be sent home a few weeks before conferences are scheduled. If at any time during the year you wish to discuss your child's progress, please feel free to call your child's teacher and schedule an appointment during the school day. Please allow enough time for a substitute to be placed in the classroom.

Communication and Parent Participation

The Orientation/Play Day is a time for the parent and child to come and visit the preschool, and to learn the policies and procedures of our preschool. It is a time for the children to familiarize themselves with the preschool room, and make new friends. It is also a time for

the parents to receive information and speak with the teacher about any concerns they may have. If possible, please do not bring siblings.

Our school website includes information about basic preschool information. You can access our web page at www.staloysiuspwv.org. The webpage will be updated as we are able.

Email, paper newsletters, and Daily Sheets will be the primary means used to communicate our news.

Our Facebook page can also be visited for fun information.

Please register for our Reach Alert system using the information page included in the handbook. As the director, I will use the Reach Alert system for last minute reminders, and all-preschool announcements.

Parents are welcome to visit the preschool at any time. We ask that you wait at least two weeks, to allow the children to become acclimated and that, if possible, you notify the teacher in advance of the day you plan to visit, so that we can find a way to incorporate you into the day's activities. All visitors must sign in at the St. Aloysius main school office and get a visitor pass before coming to the preschool room. If you intend to consistently volunteer, you must complete a background check and attend a Safe Environment training per Archdiocese requirements, PRIOR to volunteering.

Safe Environment Training is required by the Archdiocese of Louisville for any adult who works, volunteers, coaches, or otherwise has regular contact with Archdiocesan youth. There is no fee to attend this one-time training. Visit www.archlou.org; click Restoring Trust, then Safe Environment for a list of current training locations.

Per the KY State Childcare Regulations, any adult who has regular volunteer contact with our preschoolers must also have an acceptable Background Check on file with the St. Aloysius Preschool. If you would like to volunteer regularly, please contact the Director to complete a background check. Parties and special events are considered non-regular guest contact.

Campus field trips, class parties and special events are an excellent opportunity for parents to participate in the preschool program. We ask that you come prepared to be an assistant to the teacher for a particular activity and that you allow and encourage your child to function normally. Please enter the school building by the front entrance and sign in at the school office before coming to the preschool room.

Tuition and Registration:

During the 2018-19 school years, tuition will be collected by the parish office. You have the option to pay in several ways

- You may pay your tuition annually by June 30th.
- You may pay your tuition semiannually. One half of your tuition would be due on June 30th and the other half on Dec. 31st.
- You may pay your tuition monthly by having it withdrawn from your checking account. The total of your annual tuition is divided into 10 monthly payments beginning with July and ending with April.

THE TUITION RATES FOR THE 2018-19 SCHOOL YEAR:

Full Day Students: \$5,813.00
 Half Students: \$2,771.00
 3-Day Students: \$1,826.00
 2-Day Students: \$1,672.00

There is no vacation, sick day or holiday credit given for days your child misses class. We operate on a non-profit basis and we cannot maintain a child who is not paying full tuition. Therefore, if your child misses school for any reason, tuition must be paid to maintain his/her place in school. All students pay full tuition for their spot regardless of days attended each week.

Priority for preschool enrollment presumes active participation in parish life, including support of the church and is based on the following:

- All preschoolers must meet the age requirements for the class for which they are enrolled.
- Priority will be given to those students who are currently enrolled in St. Aloysius Preschool.
- Siblings of students currently enrolled in St. Aloysius Preschool.
- Siblings of students previously enrolled in St. Aloysius Preschool.
- Registered active parishioners with children currently enrolled in St. Aloysius School, K-8.
- Registered active parishioners

Additional Fees:

There is a yearly registration fee for each child due when the application is received. This fee pays for new materials needed at the beginning of each year and for teacher in-service training. The Registration Fee for all children is \$150.00. **This registration fee is non-refundable.**

At the beginning of the school year there is a \$150.00 Program Supply fee per child. This covers the cost of special activities for the year including our Family Engagement nights, our Dental Health visitors, our special guest visitors, and more.

The only other costs in Preschool are payments for optional programming: Lunch Bunch, After School care, and cafeteria accounts for the full day student.

Photographs:

School photos will be taken in the early fall and will be available for purchase. These photos will be added to the school yearbooks which will be available for purchase in the spring. If you choose for your child not to be photographed during the school year, please specify on the "Permission to Photograph" form.

Other classroom photos of your child will be taken throughout the year for crafts, bulletin board displays, learning games, and social media.

Social media: Photos may also be used on our Facebook page with parental permission. Full names or identifying information will not be attached to our photos.

The "Permission to Photograph" form is included in this handbook. Please make sure you sign and return it in your child's communication folder promptly.

After School Care:

This year we offer after school care from 3:00-6:00. The fees will be billed separate from your tuition per week or month. Please be prepared to register your child at least 1 week in advance for Preschool afterschool care (3:00-6:00). This year we will **not** be accepting cash payments. A check must be made payable when you register your child. A monthly calendar will be sent home for your convenience to register and return with payment in communication folder.

We do recognize emergencies! If you call and need your child to stay for afterschool care the charge will be 29.00 (1 day fee). The following will be our fee schedule:

- 1 day: 30.00
- 2 days: 44.00
- 3 days: 51.00
- 4 days: 60.00
- 5 days: 67.00

There will be a 1.00 a minute late fee. Please sink your watch with the digital clock by our double doors. The late fees will be enforced!

CHILDREN AND PARENT RIGHTS

KRS 199.898: Rights for Children in child care programs and their parents, custodians, Or guardians: posting and distribution requirements.

(1) All children receiving child care services in a day-care center

Licensed pursuant to KRS 199,896, a family child-care home certified

pursuant to KRS 199.8982, or from a provider or program receiving

public funds shall have the following rights:

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment;
and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs.

(2) Parents, custodians, guardians of these children specified in

subsection (1) of this section shall have the following rights:

- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
- (b) The right to be provided with information about child care regulatory standards, if applicable; where to direct questions about regulatory standards. and how to file a complaint;
- (c) The right to file a complaint against a child-care provider without any retribution against parent, custodian, guardian, or child; and
- (d) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or

certified pursuant to KRS 199.8982 shall post these rights in a prominent

place and shall provide a copy of these rights at the time of the child's

enrollment in the program.

LINK Sept-Oct 93

MORE ABOUT ST. ALOYSIUS PRESCHOOL

St. Aloysius Preschool is licensed through the State Department for Human Resources, specifically the Division of Regulated Child Care. We are required to be inspected yearly by the State to evaluate our compliance with State regulations. These regulations must be followed by our staff and program at all times. We cannot make exceptions to any state regulation for any student or parent.

The teachers, paraprofessionals, and substitutes attend training workshops each year to maintain highly effective performance in our classroom. Topics include child development, curriculum and programming, KY standards; as well as, CPR and First Aid training. All staff is familiar with state regulations and the program is reviewed on an annual basis.

St. Aloysius strives to be the area's premier preschool! We are currently participating in the All-Stars rating program which encourages programs to exceed state standards and reach exceptional service. The All-Star Program has a rating scale of 1-5. We have applied and are waiting to receive a Level 4 All-Star status.

All staff members of St Aloysius Preschool encourage questions and comments from parents. We want your child's first "school experience" to be superlative.

Thank You!

I want to thank you for entrusting us with your gifts from God-your children! My hope as the Director of St. Aloysius Early Childhood Education Program is that we grow together in Christ throughout the year. I am so excited to be here with you and can't wait to greet your children each and every day. Always know your comments and suggestions are welcome. Please remember our program, teachers, assistants, and children in your daily prayers.

In Christ,
Traci Fuller
Director of Early Childhood Education
St. Aloysius Catholic School

Handbook Agreement 2018-2019

We, the members of the _____ family have read the Parent Handbook, and have discussed the importance of obeying all rules and regulations of St. Aloysius Catholic Preschool School. We agree to be governed by this school handbook. We recognize the right and responsibility of the school to make rules and to enforce them.

Parent Signature _____ Date _____

Parent Signature _____ Date _____

This form must be returned to the school office by August 17, 2018. It will be kept on file there throughout the school year. Thank you for your cooperation.