



St. Mary's Preschool

Parent Handbook 2011-2012

**108 McHenry Street
Burlington, Wisconsin 53105
262-763-1501
www.stmaryspreschool.com**



**We are God's
children.
1 John 3:2**

Father James Volkert- Pastor

Barb Porcaro - Director

Teaching Staff

MWF Teachers

**Denise Morrissey, Gayle Rickert
& Linda Stahlhut**

T/TH Teachers

Carole Blase & Deb Vos

T/Th/F Teachers

Jodi Linneman

M-F Teachers

Doreen Fredrick & Laurel Solofra

Before Care Staff

Gayle Rickert

After Care Staff

**Carole Blase, Doreen Fredrick,
Jodi Linneman, Linda Stahlhut**

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WELCOME!

Welcome to St. Mary's Preschool! We are privileged to care for your child, and we're glad to have your child with us.

MISSION STATEMENT

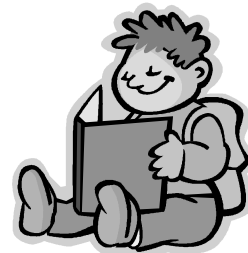
St. Mary's Preschool is a Christian based provider, offering care and activities that nurture the spiritual, social, emotional, intellectual, and physical development of each child. We provide a well-rounded program for the child. We have a caring and trained staff that provides opportunities for the child to experiment, explore, create, and discover.

Our staff looks forward to working with you!

PROGRAMS

St. Mary's Preschool operates on a Half Day Program with Before & After class care.

3 year old T/Th	8:30 am to 11:30am
3 year old T/Th/F	8:30 am to 11:30 am
4 year old MWF	8:30 am to 11:30 am
4 year old M-F	8:30 am to 1:00 pm
Extended Care from 6:30 am to 8:10 am & 11:30 am/1:00 pm - 5:30 pm	



DAILY SCHEDULE *See Classroom Bulletin Board*

YEARLY CALENDAR

A yearly calendar listing holiday, vacation and scheduled days off will be given to parents at the beginning of each school year & is posted on the website.

ADMISSION

This Preschool program is financially supported by St. Mary's Catholic Church's governing bodies, the enrollment shall be prioritized to those families currently enrolled in the program; St. Mary's parish and grade school members and then an open enrollment shall follow. This admission will not discriminate on any basis with the exception of age/potty-trained requirements.

In order to be enrolled, you will need to complete the following:

- ❖ Prior to entering the program, you and your child will need to schedule and attend an orientation visit. This consists of an introduction to the Staff, an explanation of program policies and procedures, and a visit to your child's assigned classroom.
- ❖ All registration forms
- ❖ A non-refundable registration fee of \$50.00 or \$75 (two or more)
- ❖ A report of physical examination shall not be more than 6 months prior to, nor later than 3 months after admission to the school, including immunizations.

Exceptional needs children

Upon joint approval of both parents and the Director, a child with exceptional needs will be admitted to the program if it has been mutually agreed upon that this program has the potential of meeting the child's needs in the least restrictive environment. A date shall be set for a conference and reassessment of the program's ability to meet the child's needs. If the Director and/or Pastoral Staff feel that we have not provided the exceptional needs for the child, the school may terminate enrollment.

NON-DISCRIMINATION POLICY

St. Mary's Preschool admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

The enrollment shall be limited to:

3 & 4 yr old T/TH, T/TH/F & MWF classes:
16 children to 2 teachers/ or 10 children to 1 teacher
4 year old M-F class: 18 children to 2 teachers
Programs are based on enrollment and size of classroom availability.

TUITION

3 year old T/Th Half Day Program	\$100 per month
3 year old T/Th/F Half Day Program	\$150 per month
4 year old MWF Half Day Program	\$150 per month
4 year old M-F Program	\$250 per month

(There is NO monthly statement)

EXTENDED DAY

Before Care 6:30-8:15am	\$4/morning
After Care 11:30/1:00- 5:30pm	\$4/hour \$4.50/hr not on schedule

Our classes run on a 9 month schedule (Sept-May). We may offer an "Extended Year" class in June until the final school day of St Mary's Grade School if there are enough children signed up.

All tuition payments are due by the 1st of each month. Any payments received after the 1st of the month will be considered late and a \$10.00 fee will be charged to you child's account. Extended Day payments are due by the 10th of the month. There is no statement for tuition. Extended Day statements are sent home the first week of each month.

Your child will be withdrawn from the Preschool if your account becomes two weeks past due.

If a check is returned for insufficient funds, any bank charges are the responsibility of the parents/guardian. The parent is still responsible for payment of all outstanding bills.

ADMISSION/TERMINATION POLICY

Our goal is to do everything in our power to maintain the highest standard for our programs to meet the child's individual needs. There are circumstances where it may be necessary to discharge a child. We have list the circumstances below:



1. Not filling out and returning forms to the office in accordance with the timetable set forth upon registration.
2. Non-payment of all fees in accordance with the timetable set forth at registration. In the event of a financial crisis, please see the Director.
3. Any other unforeseen situation, where behavior constitutes a danger to self or others and poses a liability risk. Parents will be notified and inappropriate behaviors will be documented.

We require a two-week advance written notice including payment (2 week payment) for withdrawal of the child in our program.

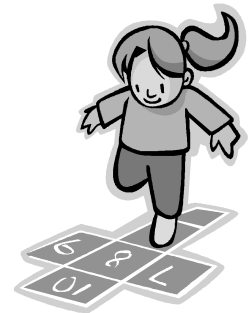
PHILOSOPHY

St. Mary's Preschool philosophy is to nurture the social and emotional development of each child. We acknowledge that each child is a unique creation of God and has his/her own developmental progression.

Our educational philosophy emphasizes surrounding the children with language and art experiences, math manipulative challenges, science discoveries, and opportunities for group interaction. Each child develops at his/her own unique pace. Our program respects this individual growth pattern and provides appropriate materials and guidance for each stage of development.

OBJECTIVES

- ❖ To guide the behavior of young children
- ❖ To stimulate an interest in values
- ❖ To foster good human relationships
- ❖ To let each child know that he is wanted and belongs
- ❖ To develop each child's individual skills and talents
- ❖ To develop good listening habits
- ❖ To foster self-esteem

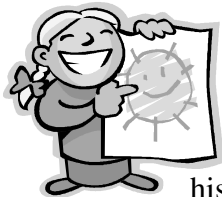


CURRICULUM

St. Mary's Preschool offers a Christian base curriculum designed to help meet the individual needs and differences of each child through intellectual, emotional, social, moral, spiritual, and physical development.

Learning is an interactive process that is emphasized in the curriculum. Teachers prepare the environment for the child through active exploration and interaction with adults, other children and materials. The process of interacting with materials and people results in learning.

THE CLASSROOM



Our classroom is equipped with low shelving, dividing the classroom into learning centers for art, blocks, science, math, sensory play, dramatic play, music, and language arts. In this type of situation, the teacher sets up a challenging environment in the atmosphere for each child to have the freedom to use materials in exploring, experimenting, problem solving, and giving creative expression to his/her ideas and feelings.

ARRIVALS & DEPARTURES

For the overall safety of all students, the Notre Dame Preschool Building is to be locked for the majority of the day. The doors will be locked at 8:40 am. A buzzer system is to be in used at the entrance to allow access into the school buildings.

ARRIVAL:

Children that come to Before Care will meet in the Grade School Cafeteria (**before 8:15 am**). Parents will need to sign the child in with the name, signature, and time of arrival in the logbook. Your child must be signed up for this service. There is a \$4 charge per each morning.



The Before Care Staff will walk the children to their classroom if they arrive before 8:15 am. We ask that children arrive no earlier than **8:20 am**. Parents will be required to bring your child into the classroom, help him/her with their items, release the child into the care of a teacher. **Morning drop off is 8:20-8:30. Please do not come earlier as this is the teachers' time to prepare the classroom for the day's lesson.**

DEPARTURE:

Only persons authorized in writing by the parents may pick up a child. We will walk and dismiss children that are in the MWF, T/TH & T/TH/F classes to State Street and M-F classes to Randolph Street. Please read *Park and Pick up Procedures* in your child's folder. Persons responsible for picking up your child after 11:30am/ 1:00 pm will need to sign out their child in the book.

If you anticipate being late, please call the school. Children become anxious if they are the last one left in the classroom. **LATE PICK UP FEE:** \$1.00 for every minute late after the scheduled time of pickup. **This fee will be billed accordingly.**

LEGAL CUSTODIAN

In the event that there is a request for a parent to honor custodial agreements, legal documentation is required. We will not honor any request without written legal documentation that is noted in our school office file. Without court documentation we do not have the legal authority to fulfill any other written or verbal requests.



FIELD TRIPS

Field trips will be taken during the year with our four year olds along with one year-end field trip for our three year olds. Our field trips are considered an integral part of the educational program. Adult chaperones are provided for these excursions. Children will walk or bus will be provided as transportation. Parents will be required to sign individual permission slips for specific field trips and may sign up at that time to be a designated chaperone. Extra fees (when required) are the responsibility of the family. We will try to keep the fees as low as possible.

Should you not want your child to participate in a particular field trip, please keep your child home on the day of the trip. Please notify the Teacher if your child will not be participating.



DISCIPLINE

The goal of discipline is the development of self-control and the assumption of responsibility for our own actions. St. Mary's Preschool strives to organize classrooms in such a manner that frustrations from waiting for a turn or the teacher's attention are kept to a minimum.

The children are made aware, in a positive manner, of the basic classroom rules. If a child forgets or ignores a rule, the teacher reminds him/her. If a child continues to be unable to follow the rule or to successfully interact with classmates in a specific activity, he/she may be removed from that activity for that play period. If a total "time-out" is needed for the child to regain his self-control, it will not exceed one minute per year of age. If the child can not regain his self-control in a timely manner, then they are sent to the Director's office. Parents will receive a note if such action is necessary.

Consistency in adult approaches to situations will set role models for the children to follow in order that limits and rules become a learned behavior.

In the event of an ongoing concern for a child's classroom adjustment, teachers will confer with the parents. A mutually agreed upon course of action will be developed to best help the child become a successful member of the group.

St. Mary's Preschool reserves the right to discharge a child if:

1. The Staff, Director and Pastoral Staff agree that a child has been disruptive to the total educational environment.
2. The Staff, Director and Pastoral Staff agree that a child's needs could be best met in a special educational program.

A reasonable trial period will be allowed for adjustments to be made and evaluations/conferences with parents to take place.

PLAYGROUND GUIDELINES

As the children are learning to use the playground equipment – safety is a priority. We would appreciate that all families follow our guidelines for your preschool age child:

1. Children are to climb up the equipment using the steps or rope ladder and come down the slide on their bottom, feet first.
2. Children are not to climb up the slide or stand on them.
3. Wood chips or snow are to stay on the ground. (We will assign a designated area where the children may throw the snow).
4. No rough physical contact with another child.
5. Children need to wear a closed toe shoe that has a flexible sole. Sandals need to have straps that hold the shoe on. **NO FLIP-FLOPS.**



SICKNESS OF A CHILD AND MEDICATION

For the protection of all the children, parents are asked not to bring a sick child to the preschool. Please keep your child at home if he/she shows any of the following symptoms:



- ❖ a temperature of over 99 degrees (orally)
- ❖ intestinal disturbance accompanied by diarrhea or vomiting
- ❖ any undiagnosed rash
- ❖ sore or discharging eyes or ears, profuse nasal discharge

If your child develops any of the above listed symptoms during a school day, your child will be isolated in an area designed for illness and you will be called to come and take your child home.

If your child has been exposed to any contagious disease such as whooping cough, head lice, chicken pox, pink eye, strep throat, scarlet fever, fifth disease, impetigo, hand-foot-mouth, pinworms, or diphtheria, keep him/her home and report this condition to the **Director immediately**. If a child has a communicable disease, it may be necessary to obtain a written permission from a physician before the child can return to class.

A child should not return to school until he/she is able to participate in the full activities of the program, including indoor and outdoor experiences. **A child should be free of fever for 24 hours before returning to the preschool.**



If your child becomes ill or has an accident at school that causes an injury that calls for professional medical care, the parent or guardian will be called. If the injury requires

obvious emergency care, the Burlington Fire Department Paramedics will be called for service and the appropriate staff member would accompany the child to the hospital. The parent or guardian will be called to meet the child at the hospital. The hospital designated would be Burlington Memorial Hospital.

Prescription medication can be administered only with a signed medical release form and the original prescription container. Dosage and directions for administering the medicine will be followed according to the label unless specified in writing by a physician. Medications given will be logged in the classroom Medical Log Book (Type of medication given, dosage, time, date and the name of the person administering the medication). Parents can ask to see their child's entries of medications given at any time.

BREAKFAST (Before Care Only)

Children are allowed to eat their breakfast that they have brought from home between 6:30 am – 7:45 am. If your child arrives after 7:45 am please make sure they have eaten at home. Milk cards may be purchased.

LUNCH (M-F class & After Care Only)

Your child may bring a cold lunch from home (Cold packs are required in lunch boxes as we do not have refrigeration). **Please pack a healthy lunch with small portions and no sweets. A napkins & utensils should also be included.**

We do provide a hot lunch program from the grade school. The cost of a hot lunch is **\$1.55 which includes milk**. Lunch tickets of five or more may be purchased through the school. Make checks payable to St. Mary's and note in memo :lunch. Milk may be purchased daily with cold lunch (M-F 4K only) by purchasing a milk card for **\$7.50**. A lunch schedule is posted on the school bulletin board & the grade school's website www.stmb.org.



SNACKS

A nutritious snack will be provided along with a 100% fruit juice, milk or water. All classes will have a snack sign up on their board. **We ask that all families sign up on a regular basis for snacks.** Those families that do not sign up will be assigned & expected to provide the required snack. Your teacher will notify your class on the number of children and adults that you need to provide a snack for the class and of any food allergies.

BIRTHDAYS

Birthdays are special for the young child. We will celebrate the birthday in class. If you wish to bring a special snack for your child's birthday, please check with the teacher ahead of time. **We would appreciate a nutritional snack as a birthday treat.** Goodie bags to go home with each child work the best.



CLOTHING & PERSONAL BELONGINGS

Children's outer garments should be clearly marked with your child's name. Please dress your child in washable and comfortable play clothes, which he/she can manage on his/her own. **All children need to bring an emergency change of clothes (pants, shirt, socks, and underwear) labeled with your child's name in a zip lock baggie.** These items will be kept in your child's cubbie. After care children may bring a small blanket &/or stuffed animal for rest time. These are to stay for the week, not go home each night.

PARENT PARTICIPATION

We welcome parent participation in our daily school activities, field trips, and holiday events. In order to comply with the Archdiocese of Milwaukee all volunteers who have contact with children will need to:

- Submit to a Criminal Background Check
- Read the Code of Ethical Standards & Mandatory Reporting Responsibilities with signature.
- Attend a “Safeguarding All of God’s Family” awareness session

Information is posted on the website. Papers are in your child’s welcome folder with extra copies on the shelf under the Star room’s board.

HOME/SCHOOL COMMUNICATION

Parents and teachers need to work as a team to provide each child with the most enriching school experience.

NEWSLETTERS, FOLDERS, WEBSITE

Newsletters are posted on the website, along with other vital school information. Please check your child’s folder daily for important information & notes. Parents can place notes in their child’s folder as they are checked each day. Your child’s folder should be cleaned out each day. Please let your teacher know if you do not have internet access.

ASSESSMENTS & CONFERENCES

Parents are given an assessment in the Fall & Spring. The 3 year old classes will have conferences in the Fall & Spring. The 4 year old classes will have conferences in the Spring.

We invite you to visit the school and feel free to ask questions. Please consult the Teacher should any problems or questions arise concerning your child. The Director is available if the need is required.

PARENT BULLETIN BOARD

The Parent Bulletin Board will contain information of weekly activities and schedules along with timely articles and information of interest.

CONFIDENTIALITY

All information concerning your child and family is confidential and cannot be released without your written consent.

INSURANCE

Catholic Mutual insures St. Mary’s Preschool.

CHILD ABUSE LAWS

Wisconsin state statutes require certain persons to report suspected cases of child abuse or neglect. Compliance with the reporting procedures is mandated for Directors, Teachers and Childcare workers.

FIRE AND TORNADO DRILLS

Areas have been designated for the class to relocate in case of a tornado or fire. Exits to be used in case of fire and/or tornado are posted in the room and monthly drills are conducted weather permitting.

SEVERE WEATHER POLICIES

Parents should use their discretion about sending children to school in extremely cold or stormy weather. Caps, mittens, snow pants and BOOTS are needed for outdoor winter play. Children will not go out for play if the temperature is below 10 degrees Fahrenheit.



In severe weather related conditions we will operate on the same guidelines as the public school system for closure.

In extreme situations, when there is a serious problem with the buildings and/or grounds related to St. Mary's Preschool we maybe forced to close.

School closings are announced on radio stations WTMJ, WISN, and WMIL. **If St. Mary's Grade School closes the preschool will be closed also. It will also be posted on our website and Facebook.**

EMERGENCY INFORMATION

Please notify us immediately if there are any changes in your emergency or home information. This is vital when we need to reach you.

We hope you and your child have a good experience at St. Mary's Preschool. We are here as your advocates. Our concern is for the well-being of the children in our program!

