

Saint Bernard



Preschool

Faith in Every Child

StBernardPreSchool.info 812-649-4417

Parent Handbook 2019-2020

WELCOME! In this handbook are procedures, policies, regulations, and services which are vital to the care and education of your child while enrolled at Saint Bernard Preschool.

Please read carefully and sign acknowledgement in application form.

Mission Statement

St. Bernard Preschool & Pre-Kindergarten exists as a Registered Ministry of Saint Bernard Catholic Church and has adopted its mission of Saint Bernard Catholic School.

The mission of Saint Bernard Catholic School is to educate the whole child to serve the world as a responsible Christian.

Purpose and Philosophy

We believe that every child is unique and valuable because all life comes from God. Our purpose at Saint Bernard Preschool & Pre-Kindergarten is to provide a safe and loving learning experience in a Christian environment. We believe that by nurturing children's creativity and natural curiosity, we can foster a love for learning and help prepare children to become future leaders of our communities. We are committed to providing a well-rounded curriculum, and we are dedicated to respecting and empowering children.

Goals for children:

1. Each of our staff members is trained in Indiana's Early Learning Foundations. Each staff member is required to attain additional training hours each year to ensure that our children are being taught using developmentally appropriate practices.
2. We formally evaluate each child's progress bi-annually to ensure that we are tracking the child's individual growth and development.
3. Through the use of our registration form, we gather personal information about each child enrolled, including social and cultural information.
4. We are committed to providing a variety of experiences and opportunities for the children so they may choose daily activities for themselves from among a variety of choices. This helps empower our students.
5. When teaching appropriate behavior in a group setting, "time out" may be used if other redirection and reasoning techniques have proven ineffective. At no time will corporal or other cruel, harsh or unusual punishment be used at our facility, either by a staff member or by a parent.

Introduction

The Saint Bernard Preschool Parent Handbook is intended to assist in the orderly and efficient process of education and childcare at Saint Bernard Preschool. This handbook may not cover every contingency which may arise. It does, however, set forth some very fundamental policies, rules, and responsibilities that remain fairly constant from day to day. Students, parent/guardians, and teachers should be familiar with its contents.

About Our Programs

Saint Bernard Preschool & Pre-Kindergarten is a Registered Child Care Ministry. We offer educational and childcare services for children ages 3-5 years old. We also offer extended care (6:00 a.m. to 6:00 p.m.) to our full-time students. We are located in the lower level of Saint Bernard Catholic School. Our Ministry was established in 1992.

Services we offer:

- Half-day and extended care Pre-Kindergarten for 4-5 year olds
 - Morning class meets all week from 7:45 – 10:45 a.m.
 - Afternoon class meets M-W-F from 12:00 – 3:00 p.m.
 - Extended care (6 a.m. to 6 p.m.) available to full-time students only.
- Half-day and extended care Preschool for 3-4 year olds
 - Morning class meets M-W-F from 7:45 – 10:45 a.m.
 - Extended care (6 a.m. to 6 p.m.) available to full-time students only.

Schedules (subject to change)

Daily Schedule

6:00-7:30	Free Play/Breakfast
7:30-8:00	Pledge, morning prayer check in, morning work
8:00-8:45	Calendar, group work
8:45-9:00	Restroom
9:00-9:30	Math, motor discovery
9:30-10:00	Centers
10:00-10:30	Creative Arts
10:30-10:45	Recess/free play
10:45	Dismissal for Half-Day students
10:45-11:15	Lunch
11:15-12:00	Restroom/Story Time/ Music & Movement / Recess

12:00-2:00	Rest, enrichment time, centers
2:00-2:30	Restroom, snack
2:30-3:00	Educational games, departure/ Combine classes for childcare
3:00-6:00	Free play, centers, Structured Play

Half-Day morning students

7:45	Arrival for Half-Day Students
10:45	Dismissal for Half-Day Students

Half-Day afternoon Pre-K

12:00	Arrival for afternoon Pre-K
3:00	Dismissal for afternoon Pre-K

Fees

Preschool & Pre-Kindergarten School Year Programs (Aug-May)

Full Time Programs

Preschool (age 3-4):

Mon – Friday \$385/month*

Pre-Kindergarten* (age 4-5):

Mon – Friday \$385/month*

*A second child in the same family enrolled in the full-time Preschool/PreK program receives a 10% discount.

Part Time Programs

Preschool (age 3-4)

Mon/Wed/Fri mornings \$125/month

PreKindergarten (age 4-5)

Mon-Fri mornings \$205/month

Mon/Wed/Fri afternoons \$125/month

Registration Fee \$25.00 (annual)

Activity Fee \$35.00 (annual)

Before School Care for part-time
program early drop-offs
(before 7:30 a.m.) \$2.00 / day

ADMISSIONS POLICY

Saint Bernard Preschool does not discriminate on the basis of race, color, sex, religion, or national origin.

Application for enrollment is made through Saint Bernard Preschool. All forms regarding family, child history, consent, and medical forms must be submitted before admission. It is the responsibility of the parent to keep such information current and pertinent. All children must have a physical examination completed no more than 60 days before or 30 days after enrollment. Also, immunization history is required upon enrollment and must be kept up to date. All enrollment paperwork and medical records are confidential and will be kept in the Preschool Office.

Saint Bernard Preschool admits children between the ages of 3-5 years for preschool instruction and childcare. Our program, in cooperation with Saint Bernard Catholic School, provides care for school children before and after school. Children must be potty trained to attend preschool.

If classes become full, admission preference will be given to those meeting one or more of the following:

1. Enrolled in a full-time program.
2. Siblings of current students of Saint Bernard Catholic School.
3. Members of Saint Bernard Parish or a clustered parish.

HOURS OF OPERATION

Saint Bernard Preschool is open Monday through Friday from 6:00 a.m. to 6:00 p.m.

Saint Bernard Preschool operates as a registered ministry with the State of Indiana and provides high quality child care for children between the ages of 3 through 12 years (including before and after school programs).

Half-Day Preschool and Pre-Kindergarten instruction takes place from 7:45 a.m. to 10:45 a.m., and an afternoon Pre-Kindergarten class is available from 12:00 – 3:00 p.m.

HOLIDAYS

Saint Bernard Preschool operates on a school schedule and will be open when Saint Bernard Catholic School is open. Our school operates on the South Spencer School Corporation schedule and will observe all holidays and breaks during the school calendar. The Preschool will also be closed on any day that the school is closed for snow or inclement weather. All families will be notified by phone and text via School Messenger if any such days occur.

Morning care will still be available for full-time students, beginning at 6:00 a.m., in the event of a 2-hour delay. *If there is a 2-hour delay, morning-only programs will be cancelled.*

FEES & SCHEDULING

Fees are based upon the program in which your child is enrolled. Tuition is calculated for each program for the entire school year and divided by the ten months of the school year. Each month's fee shall be the same, unless you choose to enroll in a different program. If you need to make a change in your child's permanent schedule, we require a two week notice before the change is to occur. Please notify the Director of any schedule or program changes. Monthly fees shall be due, in full, no later than the 20th of each month unless other arrangements have been made with the Director. Families may set up a weekly payment schedule if this is more convenient. Please contact the Director to set up weekly payments.

Payment is expected for the program in which your child is enrolled whether the child attends every class or not. Snow days will be made up per the school calendar's make-up schedule. However, if the school does NOT make up snow days in person (using e-learning days instead), each preschool or pre-kindergarten family affected by the snow closure will receive a tuition credit for that missed day. This credit will be applied to the child's account for the following month.

All Programs:

Monthly payments are due no later than the 20th of each month. **Your account must be kept current!** There is a payment box located in the hallway by the bulletin boards, or you can pay the Director. If you fall behind without notice or have not made other arrangements with the Director, your child may be dismissed from the program. ***There is an automatic \$10.00 late fee added to your tuition if it is not received by the due date. Please add it to your payment. An additional \$10 will be added each week that tuition is late, unless alternate payment arrangements have been made with the Director.*** If your child is absent on the tuition due date, payment is due the day s/he comes back. The late fee is added after that day. There is a \$20 fee for returned checks.

ARRIVAL PROCEDURES

Check your child for signs of illness each morning. If there are any special instructions for the day, please send a written note with your child. It is important to make sure that your child's teacher receives this information. Let your child's teacher know of any circumstances that may affect your child's day, such as a bad night of sleep, problems at home, etc.

Please do not bring your child before 6:00 a.m. If your child is in a half-day morning program, please do not bring your child before 7:30 a.m. If childcare is needed before 7:30 a.m., the *Before School program* is offered, and you will incur Before School charges.

Escort your child into the building and be sure that a staff member knows of his/her arrival. **DO NOT DROP OFF YOUR CHILD!** Please sign your child in on the designated attendance sheet.

DEPARTURE PROCEDURES

Children enrolled in Saint Bernard Preschool should be signed out by their parents before leaving for the day. If someone other than those persons listed on your application is to pick up your child, you must provide written notification ahead of time.

The childcare program is scheduled to close at 6:00 p.m. We ask parents to cooperate in picking up children before 6:00 p.m. In case of emergency, a parent is delayed, please call and inform the staff person in charge that you will be late. If a child is picked up after closing hours, a late fee is charged. The late fee is \$5.00 and \$1.00 for every minute after 5 minutes. Continuous tardiness on the part of the parent may result in a request that the child be withdrawn from the program.

Morning program students should be picked promptly at 10:45 a.m. Afternoon Pre-K students should be picked up between 3:00 and 3:10 p.m. Please sign your children out before leaving.

WITHDRAWALS

Parents may withdraw a child from the program at any time. A TWO-WEEK NOTICE IS REQUIRED, and you are financially responsible for these two weeks whether your child attends up to that point or not. Withdrawal and subsequent re-enrollment entails an additional registration fee.

DISCIPLINE POLICY

Learning appropriate behavior in a group setting is an important part of any childcare program or preschool. There are times when "time out" may be necessary. When continual or serious problems are documented, a conference with parents will be scheduled to see if we can develop a plan to modify the inappropriate behavior. No staff member shall be permitted to use corporal or other cruel, harsh, or unusual punishment or any frightening or humiliating method to control the actions of any child or group of children. Punishment shall not be associated with food, rest, or toilet training. Parents are asked to not use corporal punishment on school property.

SUSPENSION AND EXPULSION POLICY

Unfortunately, there may be occasions that could warrant the expulsion of a child from our program either on a short-term or permanent basis. We want to do everything in our power to prevent this from happening. Most children respond well to positive discipline and re-direction. Our primary goal, however, is to ensure the safety of ALL of our children. The following are some of the ways we will work to ensure that behavior challenges are addressed in an appropriate way in order to attempt to avoid expulsion.

1. Staff will use many methods to help calm a child who is being disruptive. These methods include but are not limited to: re-direction, positive approaches and language, offering choices, consistently applying consequences and rewards, and giving verbal warnings when none of the above actions are helping.
2. When children are upset or having difficulty adjusting to expectations, they will be allowed to move to a designated quiet space in the classroom until they are ready to re-join the class activity. Staff will explain the reasons for the quiet space and allow students to choose this option to help them re-gain control of their own emotions or behaviors.
3. Staff will model appropriate behavior to students to help them get along well with their peers. Staff will help students engage in a variety of activities designed to help them learn to express their feelings in healthy, safe ways so that all students can feel supported emotionally.
4. Staff will receive annual training on developmentally-appropriate behaviors and positive approaches to classroom management. This training will seek to help staff recognize the difference between developmentally-appropriate behavior challenges and behaviors that could pose a larger concern or threat to the learning environment and safety of the children.
5. If disruptive behavior continues after several attempts at correction, the behavior will be confidentially documented and communicated to parents.
6. The Director, Teacher, and Parent/Guardian will schedule a conference to discuss how to promote positive behaviors in class, including trying to implement any solutions that may have been useful at home. Staff will communicate with parents about possible options for intervention, including referral to our school counselor or behavior specialists who might offer some assistance.
7. The Staff will work with parents to create a plan and timeline for behavioral change, which will be confidentially documented. The plan and timeline will be specific to the situation, the needs of the child in question, and the severity of the behavior. Staff and parents will schedule regular conferences, specific to the plan timeline, to review progress that has been made and make any necessary changes to the plan.
8. If the above actions have not resulted in appropriate change in the child's behavior, and if the child has become a danger to him/herself or to others in the classroom, the child's parent/guardian will be advised verbally and in writing of the necessity of suspension or expulsion. The parent/guardian will be informed of the length of the suspension and behavioral changes required for the child to re-enroll. The option to suspend or expel a child will be used as a last resort, only after all other options have been exhausted, or if the child's ongoing presence in the classroom poses a significant threat to the well-being of him/herself or to others.
9. Any situations requiring intervention will be under review at the end of each school year so that staff can learn from the experiences and gain knowledge about how to better address behavioral issues with future classes.

A copy of this policy appears in the application form and must be signed upon registration.

ILLNESS AND MEDICAL POLICIES

State regulations require that we maintain a medical record on each child and that each child has a physical examination. If your child has had a physical examination within two months prior to his/her enrollment, a copy of this exam will suffice for your child's records. It is also necessary for us to keep current record of your child's immunizations.

If your child will not be attending on a scheduled day, please notify the Director or Teacher as early as possible. For the protection of all children, your child should be kept at home or will be sent home if he/she shows any signs of the following symptoms:

- An elevated temperature of 100.5 degrees or above (without medication)
- Vomiting
- Diarrhea
- Contagious disease or infection including an undiagnosed rash, discharging eyes or ears.

**WE CANNOT ACCEPT YOUR CHILD AT SCHOOL
WITH THE ABOVE SYMPTOMS!**

A child must be free of fever or any of the above symptoms **without medication** for 24 hours before returning after an illness.

If your child has been exposed to a contagious disease, s/he should be kept at home and his/her condition should be reported to the Director or Teacher. (Strep throat, viral infected ears, measles, mumps, chicken pox, scarlet fever, and any other conditions categorized as "highly contagious.") Please keep your child home for the appropriate length time, as indicated by the doctor, for the antibiotics to work. Our goal is to keep all the children as healthy as possible.

Special Needs Policy

1. Whenever possible, students with special needs will be included in school programs if reasonable accommodations can be made to meet the individual needs of students with disabilities.
2. Once a student is identified as potentially in need of specialized services, referral is made by the Principal, Director or Lead Teacher to the Dubois-Spencer-Perry Exceptional Children's Co-op so that the child may be evaluated. This evaluation will follow standards established by state and federal guidelines.
3. A student service plan will be developed for the student with assistance and support from persons representing the Co-op.
4. If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such an impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.
5. A student may be excluded from the school program if he or she creates a substantial risk of injury to himself, herself, or others.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we will attempt to contact the parents of the child first. If a parent can not be contacted, the emergency contacts and then the child's doctor will be called. If it is impossible to reach any of these and should emergency treatment be required, transportation will be arranged to take the child to Owensboro Medical Health System Emergency Room where the Emergency Room Physician will care for your child. Your authorization for the Director or Teachers to contact your family physician and to take emergency medical measures is necessary as part of the parental release.

You will be notified in the event of illness, serious injury, or death of your child's teacher. Another teacher will be provided to care for your child. If, for some unforeseen reason, there is not a caregiver available, you will be informed so as to find other care.

INSURANCE STATEMENT

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

MEDICINES

If your child needs prescription medication, please hand it directly to the teacher or assistant in charge with instructions to place it in the refrigerator or medicine drawer. The parent should fill out the necessary paperwork required for us to administer medication to your child. Any prescription medication must have a current prescription label on it. These orders are valid for one full year. You can pick up this form at the Director's office.

Children are taken outdoors often. Therefore, if you wish your child to remain inside, we must have a statement from your physician.

LOCKERS

Each child is assigned a locker inside the classroom. The locker is designated for your child's belongings such as his/her nap items, an extra set of clothes and his/her coat, backpack, etc. Each child is also assigned a mailbox in the classroom, and children will pack mailbox items in their backpacks each day. Please check your child's backpack each day, empty and return folders.

REST PERIODS

Parents are required to provide a small naptime blanket and small pillow for children in Full Time programs. Please be sure this is a small blanket, and not a comforter or full-sized bed blanket. All bedding will be kept in the child's locker and sent home at the end of the week for washing. Please make sure you return them with your child the following week. All children in the Extended Care Program will participate in a rest period daily.

LUNCH PROGRAM

School Lunches: Saint Bernard Preschool participates with Saint Bernard Catholic School in the National School Lunch Program in conjunction with the Department of Education and the USDA. The school follows the federal and state guidelines governing this federal program.

- Hot lunches (including milk) are served daily to students at the cost of \$2.10 (for preschool/pre-k students).
- Students bringing their lunches from home may buy milk for 40 cents.
- Water is available for those students with documented lactose intolerance.
- The lunch menu will be published and sent home each month.

Free and Reduced Lunch Program: Reduced and free lunches are available through the Federal School Nutrition Program. Families who qualify are encouraged to apply at the beginning of the school year, but may apply anytime during the year. The Federal School Nutrition Program, not the school, pays for these lunches, so please use this program if you think you may qualify. The information and applications will be handed out at registration and are available in the preschool office throughout the year.

Lunch Accounts: The cafeteria uses Sycamore student information system for lunch account tracking. Your family will have an account which you may add money to at any time. You put your lunch payments in the payment box or bring them to the preschool office. Please put the money or check in an envelope, marked “lunch money” with your family name on the envelope.

Account Statements: Family lunch account statements are sent home periodically for full-day students. They will be sent home weekly in family folders for any families with a negative lunch account balance. Any cafeteria balance past due for 30 days or more revokes the privilege of using these services. A printout of your child’s account activity is available at any time upon request. Please make every effort to bring your account current by sending in payments regularly. If there are financial problems, please contact our office so we can help. Free and Reduced Price lunch benefits may be available.

Lunches Brought From Home:

- Students may choose to bring a lunch from home.
- Lunches brought from home should be nutritious and healthful.
- Students may not bring glass bottles or soft drinks.
- Parents may not bring in lunches or drinks from carry-out restaurants.
- Please try to send in food that your child can manage on his/her own.
- Student lunches should be able to be eaten without re-heating. Students will not have access to the microwave.

DRESS CODE

Please dress your child in washable clothing that is comfortable and easy for him/her to manage. Closed shoes that provide support and protection for active youngsters are required at all times. No flip flops, sandals, or open-toed shoes, please! Please remember that we paint and glue and do other messy projects. Clothes tend to get messy. Since outside play is also an important part of our day, remember to send a jacket or coat if the weather will be cold. Each enrolled child should have a weather appropriate change of clothes kept in his/her locker. Please make sure everything is labeled with either the child's name or initials. We will not be responsible for the loss of items.

Although preschool students do not have a uniform, we adhere closely to the dress code of Saint Bernard School. No sleeveless shirts, ripped or torn jeans, flip flops or sandals will be permitted. If wearing a dress, girls must also wear shorts or tights beneath the dress. Children must wear clothing with appropriate pictures and wording. Girls may have pierced earlobes but, for their safety, may not wear earrings that dangle. No other visible piercings are allowed. Boys may not have any visible piercings, including earlobes. No visible permanent or temporary tattoos are allowed. Hair styles and colors that are distracting are not permitted.

BIRTHDAYS & SPECIAL OCCASIONS

Parents are welcome to send non-food birthday treats. These treats may include things such as party favors, stickers, crafts, pencils, etc. No food treats will be allowed, in compliance with the State of Indiana's health and wellness guidelines for schools.

If you would like to invite classmates to a birthday party and want to use "our" mailboxes to send out party invitations, you must give them to all classmates – otherwise, please use the U.S. Postal service.

VISITING

We have an open door policy. Parents are always welcome to come and visit anytime. We feel it is a wonderful experience for parents to meet your child's friends and see him/her work and play at preschool. The outside school doors are locked during school hours. Please ring the doorbell and wait for the door to be unlocked for you. Please stop by the Preschool office or the School office and sign in.

STAFF

The staff at the Preschool is dedicated to the well being and education of each child who comes to our school. Everyone on the staff holds current training in *Infant/Child/Adult CPR, First Aid, and Universal Precautions & Blood borne Pathogens*. The Teachers also participate in at least 20 hours of continuing education in Early Childhood each year.

The staff is also trained in recognizing physical or sexual abuse or neglect in young children. If at any time a member of the staff suspects that a child in our care has been physically or sexually abused by anyone or that a child is being neglected by his/her parent or guardian, it will be immediately reported to Child Protective Services.

CURRICULUM

In 2019-2020, we begin utilizing the Connect 4 Learning curriculum. This curriculum focuses on Math, Science, Social-Emotional, and Literacy as its primary learning domains. We focus on ensuring that our instruction touches on all of the Indiana Early Learning Foundations. Student evaluations are done at least twice a year with all students. Parent conferences are offered at specific times during the school year, but parents are welcome to request a conference at anytime throughout the year.

VOUCHERS

The Preschool accepts participants in the Child Care Voucher program, which provides funding assistance to those who qualify. We meet the standards required to participate in this program. For more information on seeing if you are eligible to receive funds from this program call the intake provider at 1-888-360-4473.

ON MY WAY! PRE-K

Beginning with the 2019-2020 school year, Saint Bernard Preschool is an On My Way! Pre-K provider. This is a state-funded program that offers Pre-Kindergarten instruction to qualified students who are 4 years old by August 1st. To enroll in this program, please visit <https://www.in.gov/fssa/carefinder/4932.htm>.

TECHNOLOGY

Our program utilizes tablets and computers on a limited basis for child instruction.

TOYS

Your child's rooms are well equipped with toys, games, books, puzzles, etc. **Please do not permit your child to bring toys, candy, gum, etc. to the class.** The only exception to this is when children are specifically invited to bring toys in for Show and Share. We will not accept responsibility for any toy that is brought to school and is broken or lost. **We do not permit toy guns, knives or other items that suggest violence at any time.**

DRILLS

The following drills are performed on a regular basis in accordance with State regulations: fire, tornado, lock-down, shelter-in-place, and earthquake. All children are expected to participate in these drills. Any parent who enters the building while a drill is in progress must also participate in the proper procedure for the drill. The parent is not to take the child from the group during a drill.

PLAYGROUND

Saint Bernard Preschool utilizes the Saint Bernard Catholic School Playground. The school playground has swings and play structure that is commercially rated for students between the ages of 5-12, but most of our students in the past have been comfortable playing on this equipment and all have done so safely. The school playground is not fully fenced but is set well back from the road, behind the church, and students are always well supervised when playing outside. We also provide many preschool-specific playground toys and ride-on toys which our preschoolers can enjoy during playground time. In signing the acknowledgement in the application form, you will also sign a permission form allowing your preschool student to play on the school playground while attending this program.

PICTURES & VIDEOS

Your child may have his/her picture taken during various events or as part of a class project. Some pictures may be placed in the newspaper, Preschool newsletter, internet web page, Facebook or other publications or social media. This means that your child could be randomly photographed or video recorded while participating in everyday, supervised school activities.

COMMUNICATION AND DISPUTE POLICY

If you have a concern about your child's program, teacher or classroom, please address it first with your child's teacher. Good communication can often help solve many of the problems we encounter.

If your concern is not satisfactorily addressed after speaking with your child's teacher, you may address your concerns with the Director or Administrator of the program. If you still do not receive a satisfactory resolution, the principal may be consulted. In most cases, if the principal is involved, she will be asked to act as a mediator to help resolve whatever the issue may be.

ACKNOWLEDGEMENT

The handbook acknowledgement, **which appears in the application form**, MUST be signed and on file for your child to attend our programs. Please make sure you have carefully read this handbook and sign the handbook acknowledgement statement.

QUESTIONS / CONCERNS

Questions, comments, and concerns are always encouraged and welcomed!

Saint Bernard Preschool
207 N 6th St
Rockport, IN 47635

Email: lcCook@evdio.org

Phone: 812-649-4417

Fax: 812-649-4176

Web page: www.stbernardpreschool.info