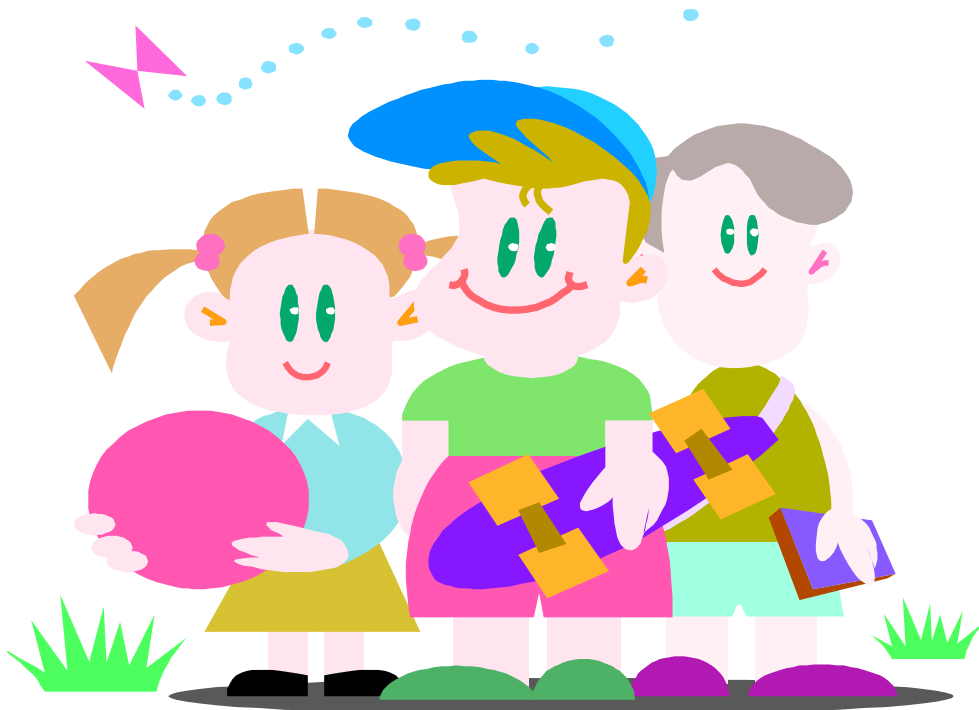


St. Vincent de Paul Preschool Handbook

2018-2019



THIS HANDBOOK HAS BEEN PREPARED IN ORDER TO GIVE PARENTS AS MUCH INFORMATION ABOUT OUR SCHOOL AS POSSIBLE. PLEASE TAKE THE TIME TO READ THE POLICIES AND GENERAL INFORMATION THAT IT CONTAINS. ONCE AGAIN WE WILL BE ASKING FOR YOU TO SIGN THAT YOU HAVE READ AND ARE ACCOUNTABLE FOR THE CONTENTS OF THIS HANDBOOK. THE ADMINISTRATION RESERVES THE RIGHT TO AMEND THE HANDBOOK AT ANY TIME.

Welcome

St. Vincent de Paul Preschool wishes to welcome you and your child. I feel privileged to be such an important part of your child's development. My hope during this school year is to help develop a love for learning and self-respect that will foster the continued years of education ahead of your child.

As Christian parents you have begun the process of developing faith-filled children. By choosing a Catholic Preschool you are not only providing an education for your child but also nurturing the development of a Christian. This handbook will assist you in making this beginning school experience positive for both you and your child.

Communication between home and school is vital in order to achieve our goals as parents and teacher. Please feel free to contact me with questions and concerns. Together we will succeed.

Sincerely,

Kathy Barnett
Preschool Administrator/Teacher

Our Mission

St. Vincent de Paul School in partnership with parents and parish family's work together to instill the values of Jesus Christ and the Roman Catholic Church. Through a challenging education curriculum we generate outstanding academic achievement and expect students to be confident leaders with a strong positive and moral impact on the community

Our Goals

- + To formulate a background of faith with experience related to God and creation.
- + To stimulate healthy, positive, self-concepts that enable the child to appreciate success: spiritually, personally, socially, physically and academically.
- + To provide a learning environment which responds to the natural curiosity of the child.
- + To foster listening and communication skills throughout the curriculum.
- + To develop a sense of responsibility and independence.
- + To challenge and stimulate growth and enable the child to develop the ability to cope with the environment successfully.

Table of Contents

Welcome	3
Our Mission	4
Our Goals	4
Admission	6
Class Options/Hour	6
Admission Policy/Registration Procedures	6
Renweb/ParentsWeb School Management Database	8
Tuition/Cafeteria Fee	9
General Guidelines	10
Attendance	10
Arrival/Drop off/Pick-Up Procedures	11
Dress Code/Clothing	11
Curriculum	12
Religious Curriculum	12
Discipline	13
Field Trips	14
Supplies	14
Snacks/Birthdays	15
Holiday Parties/Special Events	15
Toys/Share Days	15
Lost and Found	16
Safety/Health Procedures	16
Illness	16
Vision and Hearing Screening	16
Safety /Emergencies/Drills	16
Closings	17
Personal Hygiene	17
Asbestos Management Plan and Warning	17
Parental Communication/Involvement	17
Phone Calls	18
Conferences/Progress Reports	18
Volunteer Requirements	18

Admission

Class Options/Hours

The options for three year-olds are:

Monday, Wednesday, Friday 8:30 a.m. – 11:00 a.m.

Tuesday, Thursday 8:30 a.m. – 11:00 a.m.

Monday, Wednesday, Friday OR Tuesday, Thursday...8:30 a.m. – 3:00 p.m.

Monday-Friday (Parish Members Only) 8:30 a.m. – 11:00 a.m.

The options for pre-kindergarten are:

Monday-Friday 8:30 a.m. – 11:00 a.m.

Monday-Friday 12:30 p.m. – 3:00 p.m.

Monday-Friday.....8:30 a.m. - 3:00 p.m.

All Preschool Classes are dismissed at 2:30 p.m. on Wednesdays

Admission Policy/Registration Procedures

Pre-Kindergarten Program:

- All families currently enrolled in the three year-old program and the pre-kindergarten program who turn four years of age on or before September 1 of the upcoming school year and do not move onto kindergarten may pre-register for the upcoming school year in January of that year through forms sent home with the child from school. Those parents wishing to pre-register must pay the current registration fee and return the registration form no later than the last school day in January.

- Open registration will be held on the second Sunday in February after the 9:00 a.m. mass. Parents wishing to register their child for the pre-kindergarten program after the open registration must contact the preschool office.

- If the number of children wishing to enroll for a particular pre-kindergarten class exceeds the maximum capacity of that class; available slots will be filled in the following order of priority:

1. Registered members of St. Vincent de Paul Parish enrolling in the all day prekindergarten or K-8 School.
2. Registered members of St. Vincent de Paul Parish with a child enrolling in the three-year old preschool or K-8 School.

3. Registered members of St. Vincent de Paul Parish currently enrolled in the preschool or K-8 School.
4. Registered members of St. Vincent de Paul Parish.
5. Registered members of other Catholic Parishes currently enrolled in the preschool and enrolling in the all day preschool.
6. Registered members of other Catholic Parishes currently enrolled in the preschool.
7. Registered members of other Catholic Parishes.
8. Non-Catholics.

If the number of children within any of the eight priority levels set forth above exceeds the capacity of a particular class, a lottery system will be employed to assign the remaining slots to the children within that priority level.

- All families wishing to enroll will complete registration forms and pay the current registration fee. After all available slots have been filled, those families not enrolled will be notified the following day. Those families who do not receive first choice of classes may then register for another class if so chosen or may be placed on a waiting list.
- All available slots remaining after open enrollment will be filled employing the same priority as contained in number 1-8 as seen above.

Three Year-old Program:

- All families currently enrolled in the preschool with siblings turning 3 years of age on or before September 1 of the upcoming school year will be pre-registered in the same manner as pre-kindergarten.
- Open registration will be held at the same time and in the same manner as the pre-kindergarten registration.

Registration fees are non-refundable .

Cancellation of a class will occur by June 1 of the upcoming school year.

St. Vincent de Paul Preschool is in compliance with all federal and state nondiscrimination and equal opportunity laws and regulations regarding admission and employment as stated in the Commission on Education policies of the Diocese of Peoria (A-111, D-112). St. Vincent de Paul Preschool shall not discriminate on the basis of race, color, or sex regarding the admission of students.

Children admitted into the preschool program must have the following documents on file at the preschool prior to the first day of school:

- Updated record of physical health and immunizations as mandated by law (the two-page form required by the state) including a TB skin test or exemption, lead screening or exemption and the chicken pox vaccination or proof of infection from a physician.
- Copy of birth certificate
- Copy of baptismal certificate, if Roman Catholic

All file records are to be updated as applicable during the school year.

Renweb/ParentsWeb School Management Database

RenWeb School Management Software is the school's database for your specific demographic information. This is the school system used for most email communication, lunch charges, and access to FACTS Tuition Management. Access is done through **RenWeb's ParentsWeb**, a private and secure parents' portal. All you need is an Internet-capable computer. Here's how to access our easy-to-use **RenWeb ParentsWeb**:

- First, the school will enter your email address in RenWeb.
- Next, go to www.renweb.com and click **Logins**.
- Click **ParentsWeb Login**.
- Type your school's **District Code** SVDP-IL
- Click **Create New ParentsWeb Account**.

Type your email address and an email is sent to you.

- Click the **Click to change password** link. This link is only valid for 30 minutes.
- A web browser displays your Name and RenWeb ID.
- Type a **User Name**, **Password** and **Confirm** the password.
- Click **Save Password**.

A message displays at the top of the browser, "**User Name/Password successfully updated.**" You can now log into ParentsWeb using your new User Name and Password.

Tuition/Cafeteria Fee

All tuition/fee payments must be made by enrolling in FACTS Tuition Management.

STEPS TO SIGN-IN TO FACTS TUITION MANAGEMENT

- Log into Renweb ParentsWeb.
- On the (L) side of the home page, select the "FACTS" link.
- On the FACTS Home page, in the far (R) box, select "Set up a Payment Plan" tab.
- If you have any questions or need assistance in setting up your account please contact the parish office at 691-3602.

Tuition remains the same regardless of your child's attendance regularity, holidays, and other closings. No tuition reminders will be given. For tax purposes, annual records of tuition payments are maintained and statements will be available to you through FACTS Tuition Management. If tuition is outstanding at the end of the semester, the child may be prevented from enrolling in the preschool or school for the upcoming semester.

No refunds of tuition or fees are given when a child is withdrawn from the program. Operating costs require full enrollment.

Tuition

Tuition for the preschool is established annually. For the 2018-2019 school year, tuition and fees for St. Vincent de Paul parish members are as follows:

- **5 Day sessions** – Half Day - \$202.33/month(12), \$220.73/month(11), \$269.78/month(9), \$1214.00/semester or \$2428.00/annually **or** All Day - \$324.83/month(12), \$354.36/month(11), \$433.11/month(9), \$1949.00/semester, \$3898.00/annually
- **3 Day 3 Year-olds** – Half Day - \$157.83/month(12), \$172.18/month(11), \$210.44/month(9), \$947.00/semester or \$1894.00/annually **or** All Day - \$255.50/month(12), \$278.73/month(11), \$340.67/month(9), \$1533.00/semester, or \$3066.00/annually
- **2 Day 3 Year-olds** – Half Day - \$134.58/month(12), \$146.82/month(11), \$179.44/month(9), \$807.50/semester or \$1615.00/annually **or** All Day - \$216.08/month(12), \$235.73/month(11), \$288.11/month(9), \$1296.50/semester, or \$2593.00/annually

Tuition for families who are not members of St. Vincent de Paul or belong to a parish without a preschool is as follows:

- **5 Day pre-kindergarten** –Half Day - \$250.00/month(12), \$272.73/month(11), \$333.33/month(9), \$1500.00/semester or \$3000.00/annually **or** All Day - \$403.50/month(12), \$440.18/month(11), \$538.00/month(9), \$2421.00/semester, or \$4842.00/annually
- **3 Day 3 Year-olds**- Half Day - \$196.08 /month(12), \$213.91/month(11), \$261.44/month(9), \$1176.50/semester or \$2353.00/annually **or** All Day - \$303.58/ month(12), \$331.18/month(11), \$404.78/month(9), \$1821.50/semester, or \$3643.00/annually
- **2 Day 3 Year-olds**- Half Day - \$165.92/month(12), \$181.00/month(11), \$221.22/month(9), \$995.50/semester or \$1991.00/annually **or** All Day - \$267.92/month(12), \$292.27/month(11), \$357.22/month(9), \$1607.50/semester, or \$3215.00/annually

Cafeteria Fee

The cafeteria fee for children enrolled in all-day preschool will be charged in Facts Tuition Management. This fee is \$25.00 for the 2018-2019 school year.

General Guidelines

Attendance

Regular attendance and being on time play an important part in the development of your child's attitude toward school life. Please make sure your child arrives in the classroom no later than 8:30 a.m. for morning classes and 12:30 p.m. for afternoon classes. The classrooms will be open beginning at 8:15 a.m. in the morning and 12:25 p.m. in the afternoon. If your child will not be in school please notify the preschool office by calling 691-5012 ext.105 and leave a message.

A.M classes dismiss at 11:00 a.m. and P.M. classes dismiss at 3:00 p.m. School is dismissed each Wednesday at 2:30 p.m. It is extremely important that children be picked up promptly after class, as preparations for upcoming classes must be made.

St. Vincent de Paul School does offer extended care for children in the preschool program. Enrollment for extended care must be completed through the St. Vincent de Paul website.

Arrival/Drop Off/Pick-Up Procedures

Children will be allowed to enter the building at 8:15 a.m. for morning classes and 12:25 p.m., for afternoon classes. Once inside the building, children should go directly to the preschool classrooms. Parents will accompany children into the building. Assigned parking for preschool families is located on the north side of the building. During both dismissal times, children will be dismissed from the door on the North side of the building. Parents are asked to form a U-shaped car line beginning at this door and ending at the Northmoor entrance nearest University Avenue. Staff will place children in cars and parents are requested to buckle children after pulling forward in the line - OR - Parents may park in the designated preschool parking area and come to the preschool doors to pick up your child. Please do not park inside the designated safety zone outlined with orange cones in the morning or afternoon.

The faculty and staff of St. Vincent de Paul Pre-school will not be held responsible for a child after a class has ended. Persistent lateness may be cause for removal from the program.

Children will be released only to a parent or person listed on your child's emergency card. Please notify the teacher if someone other than usual will be transporting your child to and from school. For your child's safety, if the person is not recognized they will be asked for picture identification, and a signature, before being released.

Dress Code/Clothing

Preschool students are welcome, but not required, to wear the school uniform. They should adhere to a dress code similar to the school's. Shorts may be worn from the beginning of school through October and from April 1 until the end of school. All shorts, pants, skirts and jumpers must be khaki, blue, gray or white. All blouses, shirts, T-shirts, sweaters and sweat shirts must be white, khaki, blue or gray or support St. Vincent de Paul School or Notre Dame High School. Socks should be white or blue.

Students are asked not to wear sandals or clogs for reasons of safety. Hair should be neatly cut and should not exceed the top of the collar for boys. Boys may not wear earrings and girls should not wear earrings that dangle. No makeup is allowed.

All children are required to have an extra change of clothing in his/her back pack in case of an accident or spills.

Curriculum

To accomplish program goals and objectives, the pre-school teachers will employ a unit-based curriculum that is organized around various themes. These units help children to more easily categorize, relate, and remember new information. The classrooms contain learning centers, which offer exposure to a wide variety of materials and experiences. The daily schedule includes a time for free choice, small group activities, whole group activities, and both student-directed and teacher-directed learning. As educators of young children we understand that children learn through play and offer experiences on a daily basis with this in mind. All of these components offer children the opportunity to practice skills in the areas of physical, social-emotional, cognitive, language, and spiritual development. Instruction in the classroom will focus on math and language readiness, science, social studies, health and safety, religion, art, and music.

Religious Curriculum

The goal of the religious program is to provide experiences and instruction in the Catholic faith so that the student will have:

- Been exposed to the principle teachings of the church as taught by Scripture and tradition.
- Participated in formal prayer services.
- Participated in formal prayers and been exposed to spontaneous prayer
- Participated in social action projects.
- Practiced appropriate church behavior.

Discipline

The goals of discipline at the preschool include helping children learn how to cooperate in a group setting and the development of internal self-control. It is our belief that a well-designed and well-equipped classroom tailored to the developmental needs of the children prevents frustration, interruption, and hazards. Our classrooms offer privacy, independence, and easy adult supervision. In addition, the daily routine provides ample time for play, a sense of security, little waiting, and few transitions. However, if a situation arises in which the teacher needs to become involved for the safety and well-being of a child, the following procedures will be used:

- Positive Redirection- redirecting unacceptable behavior to an acceptable alternative.
- Modeling- appropriate behavior and communication methods modeled by the teachers.
- Limit Setting- a few reasonable, definable, and enforceable expectations are implemented and consequences developed which are immediate, consistent, and logical. Warnings are given and follow-through is completed if the undesirable behavior continues.
- Problem Solving- teachers help children identify their needs, feelings, causes, alternatives and choices through the use of questions and cues.
- Children will never be subjected to any threat or form of corporal punishment, threatened or actual withdrawal of food or use of bathroom, abusive or profane language, any form of private or public humiliation or other forms of emotional abuse, or punishment for toileting habits.
- Each teacher will distribute a discipline policy for each individual classroom at orientation.

If a child needs to be isolated (time out) from the group, it will be noted in the teacher's daily log. Information included will be the child's name, staff person's name, time, date and information indicating the methods used to guide the child's behavior and how the behavior continued to threaten the well-being of self, other children or school property.

If a child is separated from the group three times in one day, the child's parent shall be notified and notation of the notification will be indicated in the daily log.

If a child is separated five times or more in one week, eight times or more in two weeks, or displays behavior seriously threatening the well-being of other children, the following procedure will be followed:

1. Persistent unacceptable behavior requiring an increased amount of teacher guidance and time will be documented by the teacher. The teacher will additionally document procedures used to respond to the unacceptable behavior.
2. A meeting will be conducted with parents and teachers to address the documented behavior and develop a written plan to correct it. This plan may include the removal of the student from the class (suspension) if certain behaviors are not obtained. (Tuition during suspension is not refundable).

If a child needs to have more than two of these plans developed in the course of the year the Administrator/Teacher may find it necessary for the well-being of all children to recommend that the child no longer attend.

Field Trips

Parents must sign a permission form and a liability waiver in order for a child to participate on each field trip the class takes. If you prefer that your child not attend a particular outing, please inform the teacher and keep your child at home the day of the trip. Parent volunteers will provide transportation for events occurring away from school grounds. All parent drivers must provide the Administrator with a copy of a current driver's license and a copy of and proof of insurance before the start of the trip and completed all Diocesan requirements for volunteering in the Catholic Schools. Children are not required to adhere to the dress code on days in which field trips have been scheduled.

Supplies

Parents are asked to provide one container of Clorox wipes or baby wipes and one box of tissues at the beginning of each school year. It is also recommended that each child have a backpack large enough to hold 9" x 12" papers. All other school supplies are ordered and purchased by the teachers as needed.

Snacks/Birthday Celebrations

Parents will be assigned days to supply snacks on a rotating basis. The snack calendars will be distributed on a monthly basis. Snacks should include 100% fruit juice or milk or water, an individually wrapped, pre-packaged and nut free healthy food item to serve each child in the class, as well as cups and napkins.

We welcome birthday celebrations and look forward to sharing in your child's special day. All birthdays will be celebrated as close to your child's birthday as possible, with summer birthdays being celebrated either as a half-year birthday or at the end of the school year. Please do not pass party invitations out at school. It is requested that if choosing cupcakes or bakery items only "school friendly" nut free cupcakes, cakes or bakery items be provided for birthday celebrations.

A detailed snack guide line will be given to you on orientation day.

Holiday Parties/Special Events

Holiday parties will be planned for Halloween, Christmas, St. Valentine's Day, Easter, and the end of the year. Each set of parents is asked to help with at least one party during the year. A sign-up sheet will be provided for each party at orientation.

At various times throughout the year, other special events may be planned which will require additional efforts by parents. Your child's teacher will notify you of these events and requests in the weekly newsletter or through a special note.

Toys/Share Days

Each student will have the opportunity to share items from home many times throughout the year on assigned share days and during special events.

Except on these days, it is asked that no other toys be brought from home.

The teachers request that items brought for share day correlate with the current unit in the classroom, making this time a part of the educational process. Weapons, action figures, and items related to action figures are prohibited from preschool.

Lost and Found

Lost and found articles will be collected at the entrance to each classroom. Articles are donated if not claimed by the end of each school year.

Safety/Health Procedures

Illness

A sick child should never be sent to school. Please keep your child home until he/she is symptom free and Tylenol free for 24 hours or until a doctor has deemed him/her non-contagious. It will be at the teacher's discretion to determine if a child is "too sick" to remain at school.

For the well being of all the children enrolled in the program, please notify the Administrator as soon as possible if the child has a contagious illness. If your child will not attend school please notify the preschool by calling 691-5012 ext. 105.

No medication will be dispensed in the preschool.

If special medical needs exist please contact the Administrator.

Vision and Hearing Screening

All preschool children are screened for both vision and hearing by private trained and certified contractors. You will be informed if further diagnostic evaluation is required.

Safety/ Emergencies/ Drills

- In the case of minor injuries, a faculty member will administer first aid and the parents will be notified upon arrival.
- In the case of an illness or injury, which requires emergency medical attention, an ambulance will be called and you will be notified as soon as possible. If you cannot be reached, an attempt will be made to contact emergency contacts listed on the emergency card.
- In the event of a tornado, fire, or other emergency, teachers will follow all safety guidelines outlined by the school. Please do not attempt to take your child at this time. The preschool will not release any child until all threat of danger is over.

Fire, tornado, earthquake and safety drills are conducted periodically during the school year.

Closings

The closing of school due to weather will be announced by the administration through ALERT NOW which includes a phone message and email sent to all enrolled in the preschool. It will be announced on local radio and television. The preschool will follow the closings of St. Vincent de Paul School.

Personal Hygiene

It is expected that all children in the preschool are toilet trained and fully capable of tending to their own personal hygiene. Although accidents may occur the definition of a fully toilet trained child will be left to the discretion of the Administrator. If a child is deemed to be not fully trained, the parent will be asked to keep the child at home until toilet training is complete. Tuition during this time is non-refundable. Children are required to meet their own needs or the parent will be called to either assist your child or take them home for the day. This is in accordance to Diocesan policy. Although accidents occur, the definition of a fully toilet trained child will be left up to the discretion of the administrator.

Asbestos Management Plan and Warning

In accordance with the AHERA Regulations of the United States Government, parents, students, and employees of St. Vincent de Paul Pre-school should be aware that some materials used in the construction of the school buildings do contain asbestos fibers. The materials that contain asbestos are monitored, inspected and repaired as need requires, according to the St. Vincent de Paul Asbestos Management Plan. The Management Plan is available to interested parties for inspection in the Principal's office. Questions regarding the location of the asbestos, the Management Plan, and the AHERA Regulations should be directed to the Principal. No decorating, construction, or repair work inside St. Vincent de Paul School can begin without first obtaining the permission of the Principal.

Parental Communication/Involvement

We believe that parents are a child's first and most important teachers. We strive to become your partners in the educational process. While parents are always welcome in the classroom, we have a very short time to spend with your children and ask that good byes be made at the entrance to the classroom. We strongly encourage your participation in classroom activities

whenever possible. Also, we will strive to keep you informed of classroom happenings and your child's individual development through weekly newsletters, bulletin boards outside the classroom doors, conferences and phone calls and e-mail.

Phone Calls

Phone calls from parents are always welcome. The best times to reach the teachers are before school (prior to 8:30 a.m.), between classes (11:15 a.m. – 12:30 p.m.) and after school (after 3:00 p.m.). The teachers may also be reached at home if necessary.

- Preschool Phone #691-5012 X105
- School Phone #691-5012
- Kathy Barnett (Administrator/Teacher) Home Phone #....453-1182
kbarnett@svdpvikings.com
- Marci Betts (Teacher) Home Phone #370-7186
mbetts@svdpvikings.com

Conferences Progress Reports

The method of reporting student progress in the preschool is through scheduled parent teacher conferences. The children will be assessed in the areas of cognitive development, social development, and physical development. Pre-kindergarten Progress reports will be distributed two times a year; at the scheduled parent teacher conference in November and in March at the scheduled spring conference. Three-year-old conferences will take place in January. Other conferences may be scheduled as needed. If you would like to schedule a conference, please contact your child's teacher or the Administrator.

Volunteer Requirements

According to the policy of the Diocese of Peoria all volunteers must complete a Criminal History Background Search form, a DCFS Child Abuse and Neglect Tracking System (CANTS) form and complete the Safe Environment Workshop.

NOTE IN ALL CASES WHERE THE POLICIES OF THE DIOCESE OF PEORIA DIFFER FROM THE POLICIES OF ST.VINCENT DE PAUL PRESCHOOL, THE POLICIES OF THE DIOCESE TAKE PRECEDENT.