



# **Parent / Student Handbook 2021-2022**

## **St. Patrick Catholic Preschool**

1000 N. Beckley Station Road Louisville, KY 40245

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**CHILDREN AND PARENT RIGHTS**  
**Pursuant to KRS 199.89**

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, or guardians of 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 the parent, custodian, guardian, or child;
  - d. The right to obtain information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
  - e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child-care home, or the provider or program receiving public funds within the past year; and
  - f. 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 to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

**Effective:** July 15, 1998

**History:** Amended 1998 Ky. Acts ch. 524, sec. 3, effective July 15, 1998. --

Created 1992 Ky. Acts ch. 57, sec. 1, effective July 14, 1992.

## **PRESCHOOL HANDBOOK**

Welcome to St. Patrick Preschool where your child will have the opportunity to grow mentally, physically, and spiritually, in a safe, structured environment. The program will provide themed units to teach children the concepts needed to be successful in junior kindergarten or kindergarten. The class is center based; giving children the choice to explore art, books, blocks, dramatic play, math, science, music and sensory activities each day. Within the classroom, your Preschool student will develop fine gross motor skills individually, and in small or large group settings.

Please keep this handbook as a ready reference throughout the school year. The handbook is also available online

## **MISSION STATEMENT**

St. Patrick Catholic School community, partnering with the family, provides students with exceptional spiritual and academic programs deeply rooted in our Catholic faith tradition.

## **VISION STATEMENT**

**Excellences. Reimagined...**

## **PHILOSOPHY**

St. Patrick Catholic School faculty, parish staff, parish school board, and parent-teacher organization believe in providing a school program that is clearly Catholic in character and aims for excellence in academics and recognizes the uniqueness of all students. The faculty, supported by the parish staff, parish school board, and parent-teacher organization, recognizes that students must be prepared to meet the challenges of an ever-changing world and live cooperatively as critical thinkers and problem solvers in a global society. Love of God, human dignity, justice, ecumenism, service to others, stewardship and excellence are among the values lived.

## **OBJECTIVES OR GOALS OF PRESCHOOL**

- To prepare children for establishing their positive self being so that they will grow spiritually by saying prayers, learning bible stories and bible verses.
- Striving to help them socially and emotionally in learning to make new friends, having self-control and self-confidence, eager to learn and participate in classroom and school activities.
- Enhancing their physical coordination while developing their small and large motor skills.
- Developing their listening skills, learning to follow directions, increasing their attention span, language and problem solving.
- Developing their pre-reading, writing and math skills.

## **CURRICULUM**

Each week a themed unit will be used to introduce basic learning skills. These will be geared towards ability levels and interests but will include the following:

- Pre-reading and writing skills: such as recognition of the alphabet, sounds associated with each letter, learning to form letters and recognizing sight words.
- Math concepts: counting and learning about shapes, sizes, distance and money.
- Religion: Bible stories will be read along with a study in Bible verses.
- Science and Social Studies will be introduced through the weekly themes.
- Music: Preschool students will sing songs related to our weekly theme throughout the week.
- Spanish: Introduction to basic words such as counting, colors, hello and goodbye
- Learning without Tears curriculum will be used throughout the school year.

## **ATTENDANCE**

Attendance is necessary in order to be successful in everything we do in life. Although we do not have an attendance policy for preschool, we do discourage excessive absences. Preschool is a time to enhance social skills, follow routines and learn as a class.

## **COMMUNICATIONS**

Open communication is a necessity in any learning environment. Any time you have a question please feel free to send an e-mail to the Director ([tbarton@StPatLou.org](mailto:tbarton@StPatLou.org)) or leave a voice mail message (502-244-7083 ext. 226) to speak with her directly. In addition, each teacher may send out a monthly newsletter or a calendar of events for the class via email. They will outline each week's theme along with any special announcements for the Preschool.

## **SCHOOL HOURS**

St. Patrick Preschool is a 5-day-a-week class; Monday, Tuesday, Thursday and Friday 7:45 - 2:15 Wednesday 7:45 - 1:00; Parents may opt for a 1/2-day experience, which the hours would be 7:45 - 11:45 Monday through Friday.

The School board approved the early dismissal on Wednesdays beginning in the 2017-2018 school year.

By doing this, you will be able to schedule doctor appointments, speech therapy or dental appointments without your child losing any instructional time. Also, it will be mid-week, which will allow your child a little down time to refresh for the rest of the school week.

This also allows the Preschool Staff to attend required Professional Development courses, staff meetings and collaborate with other staff members to ensure we are continuing to improve and to provide an exceptional preschool program.

## **CHILD TO TEACHER RATIO**

During the 2021-2022 school year there will be one full time teacher along with one full time assistant in each classroom.

## **THE AFTER-PRESCHOOL PROGRAM**

Preschool students, who need care after the school day ends, will be able to enroll in the After-school care Preschool Program from 2:45 until 6:00 PM Monday, Tuesday, Thursday and Friday 1:30 – 6:00 on Wednesday. Your preschooler will be staying within in the preschool rooms and among the 3- 5-year-old preschool students.

The registration fee for the year is \$50 per child and the monthly fees are as follows:

1-3 days weekly: \$205 per month for one child  
2nd child: additional \$105 per month

4-5 days weekly \$240 per month for one child  
2nd child: additional \$140 per month

If you are needing after school care, please reach out to the director for an enrollment application.

## **ENROLLMENT**

Eligible students must be 3 or 4 years old on or before August 1st of the school year. St. Patrick is a Catholic Preschool which admits students of any sex, race, color, religion, national origin (to all rights, privileges, programs and does not discriminate in administration of its educational and admission policies.) We ask interested parents and children to take a tour, meet the staff, and to complete all of the necessary paperwork for enrollment. Once the completed application and registration fee are received your child will be placed into the class, as long as there is an opening.

The following information is needed for your child's file before the first day of school.

- Completed Registration Form
- Non-refundable Registration Fee
- Permission for Healthcare Form
- Medical Form
- Consent for Medical Treatment Form
- Sunscreen Form
- Eye Exam Form (for students new to St. Patrick)
- Photo/Video Form
- Child's State-issued Birth Certificate
- Current Immunization Form
- Emergency Information Form (to be completed through ZippSlip, info. Pgs. 7 & 8)
- Copy of the Social Security Card
- Signed handbook agreement sheet (found in the back of Handbook)
- Transportation Form
- Child Dismissal Information (name, social security number or driver's license number of anyone who may be picking your child up)

## **ARRIVAL AND DEPARTURE PROCEDURES**

**Morning Arrivals: 7:15 - 7:45**

Once turning onto the St. Patrick campus, you will bear to your right going passed the main Celtic doors by the gym. You will proceed up the back hill where two lanes of vehicles will be pulling forward, stay on the left side and pull up to the cafeteria doors. Please stay in your vehicle until you pull up to curb where preschool staff will be taking your child(ren) from your vehicle. If you have other students who attend St. Patrick's they may exit the vehicle as well and walk onto their class. Your preschooler will be walked with preschool staff to their room.

If you should arrive after 7:45 A.M. and there is no preschool staff outside the cafeteria door, you will need to go to the main school doors, and walk your preschooler into the school office. They will contact preschool and a staff member will come to the office to pick up your child and walk them to their class room.

**Dismissals: Monday, Tuesday, Thursday and Friday 2:15 – 2:40  
Wednesday 1:00-1:25**

The school partners with a student dismissal solution and school safety company, PikMyKid. You can read more about the tool here: <https://www.pikmykid.com/>

Using an encrypted, two-step verification process through the PikMyKid app, parents, teachers, and staff can be 100% clear who is picking up the child and how to do it safely.

Parents must register for the app and verify their children. Please call the school if you need assistance. Each student has a unique ID number which you will receive prior to the start of school. Parents or designated pick-ups must use the app. Paper tags are provided to the primary guardians and can be used in cases of emergency.

**Directions for dismissal pick up of your preschooler:**

Once you enter the school property you will go into the app to let us know you are in the preschool carpool line. You will bear to your left going up the hill towards the main school doors. Staying to your left, driving to the end of the parking lot, turn right and then in a few feet take another right which will bring you along the curb by the preschool building. You will park alongside the curb by one of the orange cones. Preschool staff will begin walking your preschooler to your vehicle. Once your child is brought to you, please help them into their car seats quickly. We are the beginning of the dismissal process and must be quick, so we cannot have a conversation with you during dismissal. You will be instructed when you may pull away from the curb. The preschool staff will update the app that your preschooler was dismissed and you will be notified.

Dismissal for preschoolers who have no older siblings will begin 30 minutes prior to the end of the school day (2:15 on Mondays, Tuesdays, Thursdays and Fridays, 1:00 on Wednesdays).

If you have an older child attending the school, they will be dismissed between 2:30-2:40 along with your preschooler. In the upper lot along the curb closest to the school. IF YOU ARRIVE AFTER 2:40 you will need to pull up to the concrete island out from the brick awning and your children will be brought to you by preschool staff. Once Preschool is dismissed the rest of the school's dismissal process begins: Bus riders are dismissed, then walkers and then they do their carpool dismissal. So please be aware of other bus and foot traffic if you are arriving after 2:40.

**How this will work for siblings being dismissed with preschoolers:**

Your older children will be dismissed via announcements. When they hear “**ALL PRESCHOOL SIBLINGS ARE DISMISSED**” then they need to walk to the Main School lobby where they will check in with staff and be united with their preschool sibling. All of your children will be walked to your vehicle and dismissed by 2:45

## **CHANGES IN TRANSPORTATION**

### **Must be made on the app prior to 2:00.**

A written note by the parent is no longer accepted. Verbal messages, via students, will NEVER be regarded as valid permission from a parent/guardian. In cases of an **emergency** that requires a change of transportation, parent/guardian must contact the School Office prior to 2:00 P.M.

### **EMERGENCY CLOSING OF SCHOOL/INCLEMENT WEATHER CLOSINGS**

St. Patrick Catholic School will not necessarily be closed when Jefferson County Schools are closed due to inclement weather. When weather conditions cause school openings to be questionable, one of the following announcements will be made via Radio and TV for Catholic Elementary Schools in Jefferson County:

- All **Catholic** Elementary Schools in Jefferson County are open . . . St. Patrick will be open. (If road conditions are icy, please use your good judgment in driving to school. Please call the school office and let us know if you are going to be late.
- **Catholic** Elementary Schools in Jefferson County will be open, but on a Delayed Schedule. St. Patrick Catholic School will begin at 9:45 A.M.; and we will
- dismiss at 2:45 P.M. If St. Patrick is on a delayed schedule, students may not arrive until 9:00 A.M. If St. Patrick Catholic School is delayed on a morning we have Mass, the Mass will be rescheduled for another day.
- Catholic Elementary Schools in Jefferson County are closed ... We will be Closed.
- Announcement of these decisions will be aired via Radio and TV, and every effort will be made to have the media use exact wording indicated by this policy.
- If a delayed start is announced by the Archdiocese, on a scheduled conference day, due to inclement weather, we will begin conferences at 9 A.M.
- If schools are closed on a scheduled conference day, due to inclement weather, conference day will be rescheduled.

## **EMERGENCY READINESS**

Throughout the school year fire (monthly), earthquake, intruder and tornado drills (quarterly) are held. If you would like to read the emergency plans, please contact the Preschool Director.

## **SCHOOL COMMUNICATION:**

### **CONSTANT CONTACT COMMUNICATION SYSTEM**

The Catholic community of St. Patrick utilizes Constant Contact for all communication. School and parish staff will use Constant Contact to keep you informed on school activities throughout the year, including school newsletters and letters.

Contact information in Constant Contact is pulled from the PowerSchool information system. This information is provided by parents and should be updated as needed. Please call the school office if you have any questions or need to make changes.

### **EARLY DISMISSALS**

No public announcements will be made about early dismissal in Jefferson County Catholic Schools from the Central Office except in the case of an extreme emergency (i.e., city emergency, chemical leaks/spills, etc.). At St. Patrick Catholic School, the Principal, will determine whether an early dismissal is warranted after consulting with the pastor and superintendent. When early dismissal is warranted, due to inclement weather or any other emergency (under the Emergency Action Plan), the following procedures will be followed:

- The administrator, or designee, will send a school-wide Constant Contact Alert notifying parents, and other individuals they have designated, of the early dismissal and place a recording on the school telephone answering service.

**PLEASE NOTE:** In case an evacuation is necessary, buses will be sent to move students to an alternate location. This location will be communicated in the announcement so parents can pick up their children.

### **HEALTH**

Medical and emergency information forms have to be on file before a child can begin Preschool. All Immunizations must be current as well. To maintain the health of all children, parents are asked to keep a child home if there are any signs of fever-(100.4+ degrees), vomiting, diarrhea, conjunctivitis (pink eye), strep throat, lice, impetigo, scabies, chicken pox, ringworm, etc. If your child exhibits any of these symptoms at Preschool, you will be called to come pick your child up, within the hour. **Your child must have a doctor's note and be symptom free for 24 hours before they may return to Preschool. In the event your child is exhibiting corvid -19 symptoms.**

### **MEDICATION**

If a medication has to be given at school for prescription or over-the-counter, we must have the following:

- medicine has to be in original container with directions on label (if over-the-counter, dosage has to be age/ weight appropriate for the child. If Label does NOT state age/weight appropriate dosage for child IT CAN NOT BE GIVEN to the CHILD)
- not expired
- parent has to complete daily medicine sheet which will include time of dosage, date, amount, name of medication and name of child.
- medication will be stored in a locked container out of reach of the children.

### **ALLERGIES**

When enrolling your child, please identify any allergies on the form provided by the preschool. We will take the necessary precautions. A listing of the allergy along with their picture will be posted in our classroom to alert Preschool staff.

### **CHILD ABUSE AND NEGLECT**

The Preschool staff is required by law to report any suspected child abuse or neglect to the proper authorities. A Preschool staff member will not release a child to a parent or designated



adult if we suspect alcohol on their breath. Your child's safety is our main concern and we will notify child protective services and local authorities.

### **LUNCH**

Taher prepares a well-balanced lunch daily for a cost of \$3.75 and milk (for those that bring their lunch) for \$0.50 cents. Menus are posted on the St. Patrick Catholic School website and one in the classroom. Preschool will also send home a copy of the menu each month, so you may circle the selection of an entrée that your child will eat each day of the month. Parents should return when choices have been circled so we will know each day what to order for your child.

If your child chooses to bring their lunch it has to contain the following: milk (purchased at school), protein, bread, two servings of vegetables or one serving of fruit and one serving of a vegetable. If your child's lunch does not meet these requirements, we will be supplementing from the cafeteria and your account will be charged.

Your child will need to have an account established with EZ Pay. You may set up an account online through the school website by going into the Parents tab, then cafeteria tab and follow the instructions. St. Patrick contracts with EZ Pay for a simple payment solution for parents to load student accounts, check balances and purchases, and reload accounts as needed. Parents can utilize this tool to track spending, receive low balance alerts, and more. You can even set up an email and/or text message alerting you that your child's account is low. New families will be given a lunch account number to use. Returning families will use the same lunch account number from last year.

### **SNACKS**

Preschool students will have an afternoon snack and milk or water to drink. The snack will be a protein, bread, fruit or vegetable.

Parents pay a yearly fee of \$70 (check made out to St. Patrick and given to the Director, NOT THE CAFETERIA). Snacks will be purchased, by the preschool weekly. You will also receive a monthly calendar of what snack will be served each day.

### **WATERBOTTLES**

Preschoolers need to bring a stainless-steel water bottle, that they can open and shut, to school each morning. These will be kept in their cubby, so that when they are thirsty, they may go to their cubby to get a drink. The water bottle must be one that closes easily and completely. No plastic ones please, they break too easily. The water bottle has to be clearly marked with your child's first and last name. Each afternoon, they will be sent home in their back pack for cleaning and refilling for the next day. **WATER FOUNTAINS ARE NOT USED DURING PRESCHOOL.**

### **BIRTHDAYS**

All Preschool students' birthdays will be celebrated as follows:

- name announced on announcements,
- birthday sticker given to student by teacher.

Parents may bring birthday treats for their Preschooler. These have to be store-bought, pre-cut and individually wrapped and should be delivered before school. Party invitations, gifts or thank you notes are never allowed to be distributed on school grounds. This is to ensure that the feelings of each and every child are respected and protected and keeps disruption of instructional time to a minimum.

## **PARTIES**

We will have the following Holiday Parties

- Halloween
- Thanksgiving feast
- Christmas (only snacks served after the program)
- Valentine's Day
- St, Patrick's Day (only a special snack)
- Easter

We will be asking that two different parents sign up for each party. The parents are responsible for a simple snack, drink, paper products.

## **REST TIME**

St. Patrick is required by law to have a rest period for our Preschool students. Each child will have their own labeled mat, so they will use the same one each day, which will be cleaned and sanitized after use. Also, we ask that you send a crib sheet and a small blanket to be placed into their plastic shoebox with the lid closed. (No stuffed animals, bulky blankets or pillows are allowed). The sheet and blanket will be sent home on Friday for laundering and should be brought back on Monday. Staff will be with the Preschoolers during rest time.

## **DRESS CODE**

The dress code consists of a white or hunter green polo with navy pants or shorts. The girls may wear the plaid jumpers, but navy shorts are required to be worn under the jumpers. The plaid jumpers may be purchased at Shaheens located at 994 Breckinridge Lane. We ask that the preschooler, to be able to manage their own clothing when going to the restroom, not wearing belts or have buttons. However, we do ask that they wear tennis shoes (LIGHT UP SHOES ARE NOT ALLOWED) and white socks every day. Plus, they will need to keep a change of clothes (including underwear and socks), in a labeled zip-lock bag, in their locker. This is in case we have paint spills, muddy pants or accidents. Please label all clothing to ensure its return if lost. Every Friday Preschoolers are allowed to wear their St. Patrick Preschool t-shirts or sweatshirts along with navy shorts, sweats or pants. They do not have to wear their white or green polo. These may be purchased through the PTO.

## **DRESS UP DAY**

The first Wednesday of every month students may adhere to the following Dress up Dress Code Policy. Attire should be modest and appropriate to wear to church.

Boys:

- A neat, clean, appropriate dress shirt with a collar (neckties or bow tie optional).
- Sweaters and/or sweater vests in good repair may be worn over the dress shirt.
- Dress slacks may also be worn. Dress slacks should not be form fitting.
- Jeans, cargo shorts, sweatpants, track pants, and other casual wear are not permitted on Dress Up Days.
- Students may wear dress shoes.

Girls:

- A neat, clean, appropriate length skirt and blouse or dress.
- Skirts, dresses, and jumpers must fall no higher than 2 inches above the knee for both the front and the back of the skirt. They should not be form fitting or revealing.

- Skirts must hang from the waist with no undergarments showing.
- Sweaters which fully cover the shoulder and are not form fitting may be worn over the blouse.
- An appropriate blouse and dresses must be buttoned up if there are buttons, not low cut, and must have sleeve that fully cover the shoulders. Blouses cannot be worn unbuttoned over a tank top or dress.
- Dress slacks or khakis may also be worn with an appropriate blouse following the guidelines above. Dress slacks should not be form fitting.
- Jeans, sweatpants, track pants, and other casual wear are not permitted on Dress Up Days.
- Leggings may not be worn unless they are under a dress or skirt that follows the above guidelines for length and coverage.
- Students may wear dress boots that are made out of leather or leather-like materials. Cowboy boots are not allowed. These boots cannot go above a student's knee (patella). Students may not wear Ugg's or boots with fur on Dress Up Days.
- All footwear may not have a heel exceeding one inch.

### **ACCESSORIES**

Preschoolers are not allowed to wear fit bits, watches, bracelets, necklaces, rings, big hair bows, tattoos, or nail polish at any time. It is for their safety. We do a lot of playing and would hate for one of these items if worn to cause injury. Also, they cause major distractions within the class room.

### **BACKPACKS**

No add-ons maybe placed on the outside of a back pack such as toys, key chains or hand sanitizers. Here again, these are safety issues and distractions. They weigh the backpack down and can get caught on the cubbies when they are taking them in and out each day.

### **TOILET TRAINING**

Preschool students must be toilet trained in order to attend. We understand that an occasional accident could occur. The Preschool staff will do their best to discreetly assist your child with cleaning up and changing clothes.

### **HANDWASHING**

Washing of the hands with soap and running water is a must to prevent the spread of disease. We will all be washing our hands before and after snacks or meals, after going to the restroom, coming from recess, blowing our noses and coughing. Also, at the beginning of our day before school even starts, we will wash our hands.

### **CUBBIES**

Each Preschool student will have their own Cubby in which to keep their extra change of clothes, backpacks, coats, hats, gloves and plastic shoe box with their sheet and blanket.

### **SHOW AND SHARE**

Each week we will have our show and share during circle time. Your child is asked to bring one (1) item that begins with the letter we will be learning or reviewing for the week. They will stand up before their friends and tell them about their item and then pass it around the circle. The item needs to be labeled with their name, NOT BREAKABLE and no bigger than 12 inches. Show and Share is the only time that an item (toy or personal play item) from home will be allowed in class.

## **DISCIPLINE**

Disciplinary methods shall be designed and implemented through positive guidance to help the individual child develop self-control and assume responsibilities for his or her acts. We set limits which consist of simple guidelines. No child will ever be subjected to any type of physical or harsh discipline which would be degrading, threatening or frightening. Discipline will never be associated with rest, toileting or withholding of food.

In preschool, we use the Dojo behavioral system where parents will be invited to join at the beginning of the school year. The parent will be notified instantly, once the teacher adds any behavioral points or comments to their child's file.

## **CONFERENCES**

Conferences will be held in October and February: **parent and student attendance are required.** January and May are optional.

THE MAIN SCHOOL HANDBOOK may be referred to for additional information that may not be covered in the preschool handbook. You may access this through the school website.

## **TUITION AND FEES**

- Tuition, 2021-2022 school year-  
One child: \$6,855.00 fulltime \$5000 part time  
Two Children: \$13025 fulltime \$9500 part time
- Administrative Registration fees- \$125.00 (due with application submission for new families)
- Program/event fees- \$200.00 (will be paid through your FACTS account) this fee can include but not be limited to being used in the following ways:
  - \* Age appropriate instructional materials or manipulatives needed to develop small and large gross motor or critical thinking skills.
  - \* In house field trips
  - \*Supplies that were not listed on your school supply list
  - \* school yearbook
- Lunch- \$3.75 daily (if purchasing lunch). If bringing lunch milk purchase is \$0.50 cents.
- Snack and milk fee- \$70.00 per preschool student (the snack fee is used by the Director in order to buy fresh snack items for preschool students weekly) This fee is given to your child's teacher of the Preschool Director and not the cafeteria.

**PRESCHOOLER'S NAME:** \_\_\_\_\_

**SCHOOL YEAR:** \_\_\_\_\_

**PHOTO RELEASE FORM**

Preschool students at St. Patrick Catholic School may be photographed or videotaped for educational or informational purposes regarding the curriculum or other programs. the photographs/videos may be published in newspapers, magazines, websites or other media publications.

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

**PRESCHOOL HANDBOOK FORM**

We have read the St. Patrick Preschool Handbook.

We will support these policies and will follow them.

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_

Parent/ Guardian \_\_\_\_\_

Date \_\_\_\_\_