



Parent / Student Handbook 2023-2024

St. Patrick Catholic Preschool

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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 and 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.

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, which the director will send out all of the forms to you via email.

- Completed Registration Form (which you completed on line)
- Non-refundable Registration Fee (paid online while registering)
- 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 (which you should have provided online in registering)
- Current Immunization Form

- 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)

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 Bible verse introduced.
- 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 email to the Director (tbarton@StPatLou.org) or leave a voicemail message (502-244-7083 ext. 226) to speak with me 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

Morning Arrivals begin at 7:15 with actual instruction beginning at 7:45. St. Patrick Preschool is 5-days-a-week; Monday, Tuesday, Thursday and Friday 7:45 - 2:15 Wednesday 7:45 - 1:00; Parents may opt for a 1/2-day experience, with the hours being 7:45- 11:45 Monday - 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 2023-2024 school year there will be one full time teacher along with one full time assistant in each classroom.

AFTER SCHOOL PROGRAM

St. Patrick After School Care is provided for those families who need childcare beyond the school hours. This program is for the 3-5-year old's who are enrolled in the St. Patrick Preschool Program.

Your child will stay within the preschool classrooms between the hours of 2:15 - 6:00. They will continue their day of developing friendships while playing, painting, coloring, working puzzles, playing games, singing, and reading books. We want them to do what they do best and that is playing and having fun while growing.

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

1-3 days weekly: \$226 per month for one child
2nd child: additional \$110 per month

4-5 days weekly \$265 per month for one child
2nd child: additional \$147 per month

The holidays, and any other days off are factored into the monthly fees. It is a flat monthly fee which is due on the first day of the month beginning in September going through May.

ARRIVAL AND DEPARTURE PROCEDURES

Morning Arrivals: 7:15 - 7:45

Preschool students are to be dropped off in front of the Cafeteria doors on the back side of the school. Once you turn onto the St. Patrick Campus, you will bear to your right, passing 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. A Preschool staff member 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 in the cafeteria with their teacher and other classmates playing with toys during the arrival time.

This needs to be a quick process because we have so many arrivals that we ask to please have already said your goodbyes before reaching the curb. It can really slow down the line if everyone takes that extra little bit of time for a goodbye.

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 entrance of the school office. You will Park and escort student(s) to 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 classroom.**

Dismissals:

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

Using an encrypted, two-step process, the PikMyKid app, parents, teachers and staff can be 100% clear who is picking up the child.

Parents must register for the app and verify their children. Each student will be given a unique ID number, from the school, which you will receive prior to the start of school, during the back to school Fair. **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: Dismissal is totally different from arrivals. PLEASE READ

Once you enter the school property you will go into the app to announce you are here while continuing on up the hill, bearing to your left, towards the front of the school. Staying to your far left following the parking lot to the end, then turning right, a few feet further you will make another right pulling up to the curb of the school. You will park alongside an orange cone with a number on the cone. 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.**

Preschool is the beginning of the dismissal process and must be quick, so we cannot have a conversation with you during dismissals. 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. Tuesday, Thursday and Friday, 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. IF YOU ARRIVE AFTER 2:40 you will need to park out from the brick awning and walk up to the main school doors for your child to be released to you. Once preschool has dismissed, the rest of the school’s dismissal begins: bus riders are dismissed, walkers and then the rest of the carpool dismissal. So please be aware of the buses, walkers and vehicles if you arrive late (after 2:40).

How this will work for siblings being dismissed with the 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 preschool staff, be united with their preschool sibling and walk to your vehicle for dismissal by 2:40.

CHANGES IN TRANSPORTATION

Must be made 15 minutes prior to dismissal through the PicMyKid app.

A written note signed by the parent/guardian 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, parents/guardians must contact the preschool or 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 PM.
- 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 and preschool 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 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 and/or diarrhea. **Your child must be symptom free for 24 hours and have had a substantial meal without any vomiting or diarrhea before returning to Preschool.**

If your child has conjunctivitis (pink eye), strep throat, lice, impetigo, scabies, chicken pox, ringworm, etc they may not return until they have been on prescribed treatment for 24 hours and/or they are no longer contagious per a doctor's note.

If your child starts to exhibit any of these symptoms at Preschool, you will be called to come pick your child up.

[Please be considerate of not only the other preschoolers but of the staff who may be affected by your child's sickness.](#)

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 the 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
- The parent has to complete a daily medicine sheet which will include time of dosage, date, amount, name of medication and name of the 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 in the school cafeteria. **Please view the following for the cost of purchasing a lunch or a milk (if bringing lunch). The menu and the directions for the EZ Pay accounts are posted here as well, <http://www1.taherfood4life.org/schools/stpatrick/>**

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, an enriched grain, 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. 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. More information is available on the EZ pay accounts through the above website. With this program, you can set up email and/or text message alerts for when your child's account gets low. New families will be given a lunch account number to use by the beginning of the school year. Returning families will use the same lunch account number from last year.

SNACKS

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

Parents pay a yearly fee of \$80 through a push pay link that will be sent to you prior to school starting. Snacks will be purchased weekly for the preschoolers.

WATER BOTTLES

Preschoolers need to bring a stainless-steel water bottle, that they can open and close, 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 backpack for cleaning and refilling for the next day.

BIRTHDAYS

Parents may bring birthday treats for their Preschooler. These have to be store-bought, pre cut individually wrapped, with ingredients listed 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. Parents may come to lunch and eat with their child on the date of their birthday or the date that the teacher has approved

CELEBRATIONS

We will have the following Holiday Celebrations

- Halloween
- Thanksgiving feast
- Christmas
- Valentine's Day
- St. Patrick's Day
- Easter

We ask that at least two different parents sign up for each party, during that back to school fair. The parents are responsible for sending in a simple snack, drink, paper products, and maybe a fun holiday book for us to read.

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 they will use the same one each day. Also, we ask that you send a crib sheet and a small light weight blanket(that can fit into a shoe box sized container and lid closes) each Monday to be used during rest time. We ask that no stuffed animals, pillows or bulky blankets be sent in. The storage for sleep items is limited, plus we do not want to cause any distractions. Sheets and blankets will be sent home every Friday for laundering and need to be brought back every 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 Breckenridge Lane. We ask that the preschooler be able to manage their own clothing when going to the restroom, not wearing belts or have buttons. **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 Cubby. This is in case we have paint spills, muddy pants or accidents. Please label all clothing, with a marker (not stickers), 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.

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 dress must be buttoned up if there are buttons, not low cut, and must have sleeves 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 it if one of these items, if worn, caused injury. Also, they cause major distractions within the classroom.

BACKPACKS

No add-ons may be placed on the outside of a backpack such as toys, key chains or hand sanitizers. Here again, these are safety issues and distractions. They weigh the backpack down and get caught on the cubby 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, water bottle, crib sheet and blanket.

SHOW AND TELL

Each week we will have our show and tell 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. The item needs to be labeled with their name, NOT BREAKABLE and no bigger than 12 inches. Show and Tell 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 attendance is required. January and May are optional.

TUITION AND FEES

- Tuition, 2023-2024 school year-
- One child: full time \$7,560.00 -- part time \$5515
- Two Children: full time \$14,360 – part time \$10,475
- Administrative Registration fees- \$150.00 (due with application submission online) increases to \$250 after open enrollment deadline of January 15th
- Program/event fees- \$300.00 (is paid online as a new student commitment fee in order to complete your enrollment process) 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- cost of daily lunches and milk may be found on Taher's website
<http://www1.taherfood4life.org/schools/stpatrick/>
- Snack and milk fee- \$80.00 per preschool student, which will be paid through a push pay link be sent to you before school starts (the snack fee is used by the Director in order to buy fresh snack items for preschool students weekly)

Delinquent Tuition and Fees Payment Policy from the Parish Business Office

The success of St. Patrick Catholic School relies upon the commitment of families to:

- Make Catholic education a financial priority;
- Be involved in their children's education;
- Make their tuition and fee payments on a timely basis.

The school relies upon tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Business Manager as soon as possible. Some examples of such circumstances may be a family emergency, an illness, or loss of employment. Failure to comply may impact your family's ability to get tuition assistance at a future date.

When payments are not made in accordance with the agreement in the FACTS program, the following steps will take place:

Returned Payment:

When a payment is returned in FACTS, it will be re-attempted twice. If the payment is successful upon re-attempt and the account becomes current, no further action is necessary. If the payment is returned again, the family must make a payment either online or by bringing in a payment within the next five business days. If this does not occur, then the 30 days past due policy (below) will apply.

PLEASE NOTE: A valid payment account must be set up within FACTS at all times. If a family is notified that their payment source is invalid, a new payment source must be set up by the family within 5 business days.

30 days past due:

When an account becomes 30 days past due under the established agreement, the financially responsible party will receive a notification from FACTS. They will also receive an email from the Business Manager. It is the responsibility of the family to contact the Business Manager within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment.

60 days past due:

When an account becomes 60 days past due under the established agreement, and the alternate payment plan is not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:

- o A face to face meeting will be held with responsible parties, the Business Manager, and Finance Council Chair.

- o Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.

- o Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.

90 days past due:

When an account becomes 90 days past due under the established agreement, and previously arranged payment plans are not being fulfilled, the responsible party will receive written notice explaining the commitment and requiring immediate attention to the matter. In addition to this notification, the following will also take place:

- o The Finance Council will be informed of the past due account information.

- o The Finance office of the Archdiocese of Louisville will be informed of the account delinquency.
 - o Student(s) will be withdrawn from St. Patrick Preschool, School, After School Care and Extra-Curricular Activities.
 - o Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full.
 - o Report cards and transcripts will be withheld until full payment is made.
- If a student leaves for any reason during the school year, responsible parties are **accountable** for tuition and fees according to the following parameters:
- 25% of tuition and fees from the first day of school through September 30
 - 50% of tuition and fees from October 1 through November 15
 - 75% of tuition and fees from November 16 through December 31
 - 100% of tuition and fees after January 1

St. Patrick Catholic School encourages all responsible parties to maintain open dialogue with the Business Manager to ensure a complete understanding of each family's financial circumstances. Our goal is to provide a Catholic education to every student that desires one. By working together, we can make sure this goal is met.

Policy is subject to change after annual review. 11/20/2018

PHOTO/VIDEO RELEASE 2023- 2024

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 2023-2024

We have read the St. Patrick Preschool Handbook.

We will support these policies and will follow them.

Parent/ Guardian _____

Date _____

Parent/ Guardian _____

Date _____