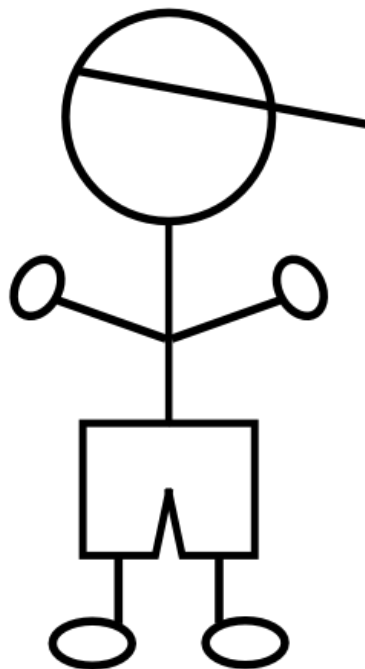
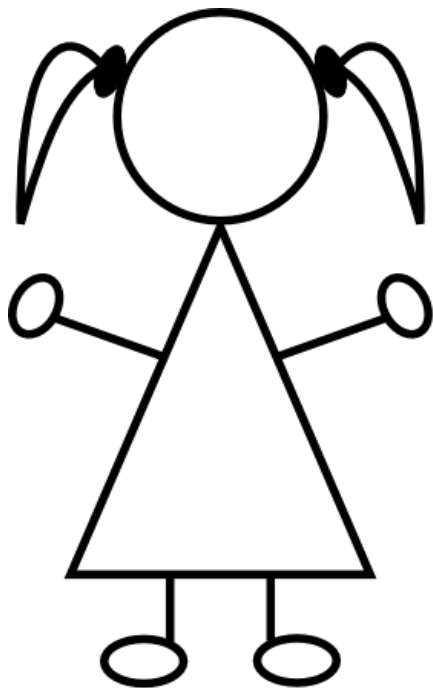


**ST. PAUL
PRE-K
HANDBOOK**



Welcome to the St. Paul Early Childhood Program! Within this handbook, you will find information that can hopefully answer any questions you may have regarding our program.

Our Staff/Faculty

Early Childhood Director: Mrs. Jenny Gibson

Pre-Kindergarten Teachers/Assistants:

Ms. Angela Blain/ Mrs. Pam Thornhill

Mrs. Christine Smith/ Ms. Katelyn Lux

Preschool Teachers/Assistants:

Mrs. Jenny Gibson/ Mrs. Kendra Jones

Mrs. Kendra Ray/Mrs. Amber Turner

SCHOOL HOURS

All students will begin at 7:50am and we will begin dismissal at 2:20pm. The doors of school open at 7:15am. Please make sure your child is here by 7:50. Children will not be admitted in school after 9:30 without a doctor's note. If they will be absent, or will be tardy, please call the Office to let us know.

After-School Care

After-School Care hours are 3-5:30pm. If you desire to use it, you will need to complete and return the After-School Care enrollment form.

SNACKS/LUNCH

We will have a daily snack around 9:00 each morning, in our classroom. You may send in a snack or students may purchase a snack from the cafeteria for \$0.90-1.00 and/or milk for \$0.80. If your child is buying snacks please be sure to specify what he/she will be purchasing on their snack/lunch ticket.

Lunch is served at 12. The cost of lunch is \$4.00 a day. FACTS is available to check the amount in your child's lunch/snack account. To put money on your child's account, please go to your FACTS account, click "Financial" on the left-hand side, and click "add funds". Money will be added daily at 10:30AM, if you add money after this time, it will be added to your child's account the next school day.

You can also send a marked envelope that says SNACK/LUNCH with the student's name on it and it will be given to Mrs. Skaggs, our Cafeteria Manager. Information from the cafeteria is available by emailing Debbie.skaggs@saintpaulschool.net

*Lunch brought from home should be a balance of food groups. This is a state regulation.

*Our staff is not allowed to cut or cook food items.

***Each day in your child's folder there will be a snack/lunch ticket. It is extremely important that you fill this out each day, as it makes it easier in the morning when taking attendance.**

UNIFORMS

We do wear uniforms to conform to the rest of the school. The children can wear either black or khaki shorts or slacks. With the shorts/slacks they are to wear either a white blouse/shirt or a white, black, or red polo. The girls can also wear the St. Paul plaid jumper. When wearing a jumper, girls **MUST** wear shorts underneath. Belts are optional for the Pre K. School shorts are allowed from August to October 31st and after April 1st. ***Sandals, backless shoes and party shoes should not be worn for safety reasons.**

On Fridays we have Spirit Day. On these days students may dress out of uniform. They may wear any spirit wear item or a red, black, white, or gray shirt along with either jeans or school shorts/slacks.

***Spirit Wear & PE uniforms are purchased through Cole's Creations. Please visit her website at <https://colescreations-shirts.com> and click on RAIDERS to order!**

***Please label all clothing items (jackets, sweaters, hats, etc...)**

Dress Down Days:

Dress down days require the same clean, neat appearance as any other school day. Clothing is to be properly fitted and in a style appropriate for school. **Dress down day is not the same as Spirit Day.**

*** Boots and sandals are NOT allowed.** Tennis shoes are the only allowable footwear.

RESTROOMS

Each child is required to be **INDEPENDENTLY** toilet trained!! **ABSOLUTELY no pull ups will be allowed.** The children may use the restroom as needed, accompanied by an adult. We will also go as a group throughout the day. Please stress the importance of washing their hands after using the restroom. **If your child has 3 accidents in a 10 day period they will be required to take a 2 week break from school until potty training is complete. If accidents continue to happen they may be dismissed from school until the following year.**

***REMEMBER** to send in a change of clothes (including underwear and socks) in the event of any accidents.

REST TIME:

Students will take a nap daily. Please send in a small blanket for your child. They will be sent home at the end of every week to be washed.

***Please do not send in any toys, sleeping bags, large pillows or pillow pets**

BACKPACK/COMMUNICATION:

Backpacks should be large enough to hold a regular folder. You should check the folder each night. This is your primary means of receiving school information such as calendars, newsletters, etc. I will check folders each morning for any notes you may send in.

Criminal Records Check/Safe Environment:

In order for any parent to attend any field trips with us, you must attend a Safe Environment class. This class must be retaken EVERY 5 years. A class schedule is attached.

DISCIPLINE

St. Paul prohibits children from being subjected to discipline by: humiliation, intimidation, or any physical harm. Our staff will redirect and talk with the child about his/her behavior and actions in a nurturing way. Actions or behaviors that affect or disturb the proceedings of the class will not be accepted. Biting, hitting, kicking, and other forms of physical aggression will be grounds for removal. If behavior does not improve, communication from the child's teacher will be conducted. We may call home for the child to be picked up due to behavior. A conference or meeting with the principal, Mrs. Burba and the Early Childhood Director may follow to discuss the child's behavior and actions. Failure of the child to adjust after a reasonable amount of time may result in a determination that the child is not ready developmentally for the program. Every effort will be made to prevent expulsion or dismissal of the child St. Paul, but we do reserve the right to ask a child to leave the program after all of these measures have been taken.

***All parents are to sign the copy of the discipline plan & return to school.**

CHILD ABUSE

While we make every effort to support the parenting role, it is our legal responsibility to report suspected child abuse and neglect to the proper authorities. Child Abuse Hotline: 595-4550

CUSTODY

If there is a problem regarding custody of a child, a copy of the court document verifying legal custody must be given to us for our files. We cannot be placed in the position of arbitrating a child's departure or parent's visitation rights.

HEALTH AND ILLNESS POLICY

No child will be admitted to class who has any signs of illness/contagious symptoms such as: fever, vomiting, diarrhea, unexplained rash, etc.

If your child should become ill throughout the school day, you will be notified. If parents cannot be reached, we will contact the persons on the provided list. An adult must be present within an hour.

***Children must be free of fever for 24 hours, without medicine before we can admit them back into class.**

We understand that it is difficult for a family member to leave or miss work, but to protect other children & staff; you may not bring a sick child to school. We have the right to refuse a child who appears ill.

RECORDS

***Items that we MUST have on file: birth certificate (official one from Vital Records), immunization certificate, physical and an eye exam. The eye exam MUST be completed by an Ophthalmologist. All documents MUST be on file by Tuesday, August 12th, or your child is not allowed to start school.**

CURRICULUM

Our program is curriculum based and intentionally designed for Kindergarten preparation. You will also receive our curriculum for you to follow along with each week in our weekly newsletter.

Kindergarten Readiness and Placement

Throughout the year, each child will be thoroughly screened and assessed in the following areas: emotional maturity, physical development, social interaction, behavioral competency, and academic ability. A child must be determined competent in all 5 categories to receive a recommendation for Kindergarten placement. Additionally, a thorough academic assessment will be intermittently administered to your child throughout the school year to track progress. A score of 75 or above must be obtained to be determined to be Kindergarten ready in this category.

Once Kindergarten readiness is determined, acceptance into Kindergarten will follow the order as listed below:

1. The proposed student must be the appropriate age.
2. Once level of readiness is verified, the order of acceptance is as follows:
 - A. Children of school families with siblings already enrolled, parishioner or non-parishioner.
 - B. Children of school families registered in St. Paul or Incarnation with child/children enrolling in St. Paul for the first time. (Parishioner)
 - C. Children of families belonging to another parish. (area Catholic)
 - D. Children of families not registered in a parish. (Non-Catholic)

*These can also be found in the St. Paul School Handbook at www.saintpaulschool.net

Parent Teacher Conferences

Parent-Teacher conferences will be scheduled in October & again in February, to discuss the intellectual, emotional, social, behavioral, and physical development of your child based on our assessment results. You may also schedule a conference at any time during the year if you have any questions or concerns.

NATURAL DISASTER

We will follow the rules set forth by the state for all Natural Disasters. The procedure will be as follows: in the event of a Natural Disaster, we will go to the assigned places we have practiced in our monthly drills; the Department of Human Resources will be informed in the event of an actual disaster. This will be done in a written report within 24 hours of the disaster.

If you have any questions, please feel free to call between 7:15AM and 3PM @ 935-5511, or feel free to email anytime:

angela.blain@saintpaulschool.net

christine.smith@saintpaulschool.net

Please follow our Facebook Pages:

Prek Red Raiders BlainThornhill

Pre-K White Smith

Ms. Angela Blain/Mrs. Pam Thornhill

Mrs. Christine Smith/Ms. Katelyn Lux

***Please sign & return to school the next page**

I, _____, parent of _____
have read this Pre-K handbook and understand all policies and agree to
follow them accordingly.

Signature

Date