

St. Marys Catholic Preschool

2016-2017 Handbook



114 Queens Road
St. Marys, Pennsylvania 15857
814-834-4169
www.eccss.org

Member of the Elk County Catholic School System

**Accredited through the
Middle States Association of Colleges and Schools
Commission on Elementary and Secondary Schools**

Elk County Catholic School System

Contacts

Sam MacDonald, President

Elk County Catholic School System
600 Maurus Street | St. Marys, PA 15857
814-834-7812 | macdonalds@eccss.org

Debbie Slay, Principal

St. Marys Catholic Elementary School
114 Queens Road | St. Marys, PA 15857
814-834-4169 | slayd@eccss.org

John Schneider, Principal

St. Marys Catholic Middle School
Elk County Catholic High School
600 Maurus Street | St. Marys, PA 15857
814-834-7800 | schneiderj@eccss.org

Bob Breindel, Director of Finance

Elk County Catholic School System
600 Maurus Street | St. Marys, PA 15857
814-781-3144 | breindelb@eccss.org

Sue Jansen, Director of Advancement

Elk County Catholic School System
600 Maurus Street | St. Marys, PA 15857
814-834-1480 | jansens@eccss.org

Lindsey Straub, Director of Communications

Elk County Catholic School System
600 Maurus Street | St. Marys, PA 15857
Phone: (814) 834-1480 | straubl@eccss.org



ALWAYS smile cheerfully, give your little one a gentle hug, assure him or her that you will return at dismissal, then quietly leave!

Activity Fee

The activity fee covers the entire year. This amount is for craft projects, cooking supplies, and little extras needed during the year. It is due the first day of school in a special envelope marked "Activity Fee."

Admission Policy

St. Marys Catholic Preschool is open to all denominations. It is a self-sustaining, independent entity that offers open enrollment. Children will be admitted into our preschool on a first-come, first-serve basis with families who are registered at St. Marys Catholic parishes given first priority. Three-year olds must be three by August 15 of the school year and four-year olds must be four by August 15. All children should be at least 95% toilet trained. Good independent toileting practices are encouraged (wiping, pulling pants up and down.)

Allergies

Please complete the medical papers provided to explain any allergies that your child may have. Also, if dietary restrictions will affect any snack or treat given to your child, PLEASE SEE THE TEACHER.

Arrival and Dismissal

When you arrive for school, please park near the school and bring your child into the room using the door near the church/elevator. Someone will be at the door to open it at arrival times (**8:05 - 8:30 a.m.**) so please be patient if you arrive early. If you arrive late, please ring the bell once and wait. (We may be leading prayers and cannot answer immediately.) Once in the building, please encourage independence by allowing your child to take off his or her own coat and find their own name.

At dismissal, (**11 a.m.**) you will be asked to enter the building by the gym door when the aide comes to open it (10:50 - 11:05 a.m.) Wait quietly in the hallway until your child is dismissed to you. Remember, there is a **10 mph** speed limit in our parking lot for the protection of all our children!



TIME AND LOVE - The best gifts you can give your child.

Attendance

- Morning classes run from 8:30 to 11 a.m. (Doors open at 8:05 a.m.)
- Classes for three-year-olds are held on Wednesdays and Fridays.
- Classes for 3 day four-year-olds are held on Mondays, Tuesdays, and Thursdays.
- Classes for 5 day four-year-olds are held Monday-Friday.
- Holidays and days off are marked with an X on the school year calendar.
- Make-up snow days will be the same as the elementary school. You will be notified by note when these make-up days will occur.

Be a good listener! Ask your child about his or her day and then really listen.



Bathrooms

Children must be 95% potty-trained to enter preschool. We are fortunate to have bathrooms right beside our classrooms. Children may use the facilities whenever the need arises. We will use them as a group before snack time. If an accident occurs, we do have spare clothes for the child to wear. Please make sure that they can dress and undress themselves in the bathroom. If your child has a bowel movement accident, you will be called so that you can personally help your child clean themselves.

Birthdays

Birthdays are very special to preschoolers. We try to make **Snack Person** on this special day or as close to it as possible. If your little one has a summer birthday, we will celebrate it in August or April and May.

Book Bags and Folders

Each child needs a simple book bag. Please make sure that the bag is large enough for artwork and larger library books. **Please do not send any toys, extra clothes, candy, gum or hand sanitizer in these bags. At orientation, we will provide a folder for use all year.** We will use the folders as a means of communication. You should place **all** tuition, homework, notes, etc in the folders for us and we will send newsletters, etc. back in the folders for you.

Book Orders

Order forms will be sent home periodically. The due date is written on the form. If you wish to order, put the money in an envelope with the order and mark your child's name on the envelope and identify it as a "Book Order." Make checks payable to the **book company**.

Child Custody

If there are custody papers involving your child, a copy **MUST** be submitted and kept on file in the school office. This information is necessary so school officials will know who may and may not legally have access to the child.

Clothing

Please dress your child in comfortable play clothes. We sit on the floor, crawl on it in the gym, paint, work with glue, and sometimes we even go outside. **Sneakers and pants with elastic waists must be worn on gym days.** We strongly suggest that you always send your child to school in sneaker-like shoes. For safety reasons, sandals, clogs and flip-flops are not permitted.

PLEASE LABEL ALL BOOTS, HATS, COATS, ETC. We often have disputes over identical items of apparel.

Children are our greatest natural resource.



Conferences

Checklists are sent home monthly with a comprehensive checklist in the spring for the four-year-old program. The three-year-old program will receive a checklist at the end of the school year. However, PLEASE do not feel that you have to wait for these checklists to discuss something. If you have a concern or question at any time during the school year, please call!

Discipline

When a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are:

- Positive Reinforcement: The child will be encouraged when he or she is demonstrating acceptable behavior.
- Redirection: The child is redirected to another activity and given the opportunity to try again another time.
- "When... Then" Statements: A statement in which the child is encouraged to accomplish something before going onto something else. Sample: "When you finish picking up the blocks, then you can go outside."
- "If... Then" Statements: A statement in which the child is encouraged to make a positive choice. Sample: "If you pick up the blocks, then you can go to the dramatic play area."
- Time Out: The child is separated from the group for a child-regulated period of time. This technique is used only when a child is exhibiting temper tantrum-type behavior or hurting self, others, or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again. This technique will not exceed 1 minute per year of age.
- Children are **NEVER** called bad. They are assured that even if we don't like what they did, we still like them very much.

Develop a POSITIVE attitude! It's so much more fun!



Illness

Cooperation of parents is essential in preventing the spread of communicable diseases. If your child shows the symptoms of nausea, vomiting, diarrhea, skin rash, inflamed eye, fever, etc., **please keep him or her at home**. Children will be more comfortable there, and it will prevent the spread of their condition to the others in the class. If your child gets sick in school, we will call the numbers on the pick-up form that you completed. If your child is going to be absent, please call the school office at 834-4169.

Here are a few guidelines to help in determining when to send your child back to school after an illness:

- **Strep throat:** 24 hours after medication begins.
- **Pink eye:** Usually after the eye is clear. Follow your doctor's recommendation.
- **Impetigo:** After treatment from your doctor.
- **Chicken Pox:** Approximately 6 days from onset, but only after the rash is dry and scabbed, with the scabs beginning to fall off. There can be no open sores.
- **Lice:** After treatment and a change of clothes.
- **Fever:** After 24 hours.
- **Vomiting:** If the child has vomited in the morning, do not send him to school



Pre4 Library – This program needs parents to operate it.

Reading to your child may be one of the single most important contributions that you as a parent can make toward your child's success in school. Each week, we have a library manned by parent volunteers. Sign-up sheets will be posted in the hall. Children are encouraged to choose a book once a week. Please take the time to read the book to your child and encourage him to embrace the magic of books.

Medicine

For safety reasons, medicine will not be administered during school hours. Since the children are only in school for a short time, please make arrangements for medicine to be taken before/after class. If it is absolutely necessary to give it in school, WRITTEN permission must be **handed to the teacher** including the name of

the child and the medication, the time and date and amount to be given. Also, the medicine must be in a clearly marked container.

Little eyes see the wonders of the world that big eyes miss.



Messages

Verbal messages from your child cannot be accepted. Please write a note if there are any changes or notices and hand it to the teacher. You may also pin important messages to your child's clothing. Last minute changes need to be called into the main office 834-4169.

Printing Names

When working with your child to print his or her name, please print them with a capital letter first followed by lowercase letters. (Ex. Connor)

Registration

- A state verified certificate of birth is required (for new students only.)
- A child's parent or close relative must be present at registration.
- A \$10 non-refundable registration fee is required at the time of registration.

Religion

We work at developing the WHOLE child including his or her physical, emotional, social, and cognitive skills. Spiritual development is vitally important. In addition to teaching about God, we also have discussions of right and wrong, moral values, and behaviors appropriate for their age level. We use a simple prayer at snack time, a religious curriculum in booklet form, and Bible stories. Occasionally, we make visits to Church. Catechesis of the Good Shepherd is being offered to 4 year olds this year on an optional trial basis.



**Moms and dads are the first and most important teachers
a child ever has.**

Safety

The police have asked us to remind you to please buckle everyone's seatbelt before leaving the parking lot. It is a Pennsylvania state law. When you drive through the parking lot at school, please drive slowly as we have many precious little people to guard.

Scent-Free Environment

The academic success of a student can be directly linked to his or her health. For this reason, it is imperative that ECCSS insures the well-being and safety of all its students to support a positive learning environment. Strong scents and fragrances can contribute to poor indoor air quality that can be unhealthy to all students and school staff. Allergic and asthmatic patients, as well as those with other conditions, report that certain odors, even in the smallest amounts, can trigger an episode.

Therefore, ECCSS requests that all students, staff, and visitors refrain from wearing perfume, cologne and other fragrances, and use unscented personal care products in order to promote a scent-free environment. Fragrance products can include: hand sanitizers, cologne, perfume, scented lotions, hair products, candles, air fresheners, and plug-ins, just to name a few. All teachers, students, and staff members are asked not to bring cleaning products, deodorizers or other personal care products into the classroom unless they are identified as fragrance-free.

The school should be notified of any fractures, communicable diseases, allergies, or long-term illnesses the child may have.

SCHOOL... from the very beginning of his education, the child should experience the joy of learning.



Show-and-Tell

When your child is Snack Person, he or she is to bring an item for Show-and-Tell. Please don't forget this. The children get very upset when they don't have anything to share. It doesn't have to be a toy. We also have a few theme show-and-tells during the year when everyone brings a specific item to share.

Please refrain from sending in hand held games and computers that cannot be easily shown to the entire class. Toy weapons are not permitted.

Snack Person and Snacks

Children will take turns bringing in snacks for the class. A monthly snack calendar will give you advance notice of your turn. This person also may bring in a show-and-tell item. He or she may also be line leader, flag holder, calendar person and helper. This makes it a very special day for him or her. If your child is sick that day, don't worry - we keep snacks on hand for emergencies. Also, please **do not** send the snack for the next class as that is someone else's day. We will simply reschedule them for the first available day in the next month.

We will offer milk and water for drinks. Occasionally, if the snack is too sugary, we serve everyone water.

When it's your child's turn to bring the snack, you may send cookies, of course, but there are lots of other choices as well. Some suggestions are pretzels, raisins, cheese and pepperoni, fruit, veggies, fruit roll-ups, or even ice cream. **Please do not send cake or cupcakes.**

Toys and Jewelry

Please do not send ANY toys to school except on designated Show-and-Tell days or on special theme days scheduled for the entire class. Toy weapons are prohibited. Please discourage children from wearing jewelry that can be taken on and off. Often, this is accidentally broken.

Tuition

You should have already received a letter about tuition and a tuition booklet. Please refer to this letter concerning when and where to pay your tuition.

Checks should be made payable to the Elk County Catholic School System (ECCSS). It is vital that these payments be made on time or your child will not be eligible to continue to attend class until payment is made. If you send the payment to school, place it in an envelope and label it with your child's name and the word "Tuition." **Please do not include any other notes or payments such**

as the activity fund or book orders with your tuition payment. You may also use a credit card by visiting or calling Mr. Bob Breindel, ECCSS finance director, at 781-3144.

Don't forget, you may use Scrip to reduce your tuition. These credits will be accrued to reduce next year's tuition costs.

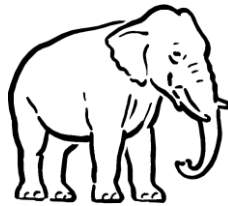


Weather... is as unpredictable as ever!

Weather Delays and Cancellations

We follow the public school's decisions concerning school delays and closings. If the public schools are delayed, we are delayed. If they close, we are closed. There will be no other announcement. If they are delayed, we follow the following delay schedule:

Morning Classes - 10:30 a.m. to 12:15 p.m.; Afternoon Classes – 1:15 – 3 p.m.



REMEMBER ... If you have any questions, please call the school office (834-4169) or the teacher!



REACH FOR THE STARS!!! Encourage your children to be all they can be!

Elk County Catholic School System

PRESCHOOL PARENT/STUDENT HANDBOOK

RECEIPT & ACKNOWLEDGMENT

One critical component of each and every thriving community is a set of mutually beneficial rules, policies, and guidelines. This Preschool Handbook provides a framework that enables each parent to recognize the philosophy and mission of the school and the rules and procedures that serve to promote and maintain that mission and philosophy.

Due to the dynamic environment that education finds itself in today – the amount of available knowledge growing at exponential rates, the invasion of technology into all of life on earth, ever-changing economic conditions – the contents of this handbook may be changed at any time at the discretion of ECCSS. No changes will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such will have on you, the parents and students, and on ECCSS. ECCSS recognizes the need for prompt notification if changes are made.

We strongly encourage a parent-student discussion of this handbook and invite questions and/or constructive suggestions that might serve to improve school-to-parent communications. Note that this handbook is not the final word in all cases. Individual circumstances may require individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Elk County Catholic School System Parent/Student Handbook for Preschool.

- ♦ I have received and read a copy of the parent/student handbook. I understand that the policies and rules described in it are subject to change at the sole discretion of ECCSS at any time. I understand that this manual replaces all other previous manuals for individual schools within ECCSS.
- ♦ I understand that, should the content of the handbook be changed in any way, the school may require an additional signature from me to indicate that I am aware of and understand any new policies.
- ♦ I understand that my signature below indicates that I have **read and understood** the above statements and that I have found and read the Elk County Catholic School System Parent/Student Handbook for SMCES preschool on the website at eccss.org.

Parent/Guardian (Print)

Parent/Guardian (Signature)

Date