



ST. CATHERINE'S PRESCHOOL
1618 BEN KING ROAD
KENNESAW, GA 30144

OFFICE HOURS:

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

OFFICE PHONE NUMBERS:

770-590-0480 (PRESCHOOL)

770-419-8591 (PRESCHOOL FAX)

770-428-7139 (CHURCH)

PRESCHOOL EXTENTIONS (1314 AND 1302)

PRESCHOOL EMAIL:

preschool@stcatherinercc.org

WEBSITE:

www.scspreschool.org



St. Catherine of Siena Catholic Preschool
www.facebook.com/stcatherinespreschool

Dear Parents:

Welcome to St. Catherine's Preschool. I know the school year of 2022-2023 will be an amazing year full of many blessed memories.

The main purpose of our preschool program is to give your children a positive learning experience. We believe that a child thrives and grows in all aspects when they are in a faith-filled, loving, nurturing environment. We feel that developing a child's self-confidence by positive reinforcement and actions is the best approach. In order to develop each child at their appropriate age level, St. Catherine's Preschool Program integrates five specific areas:

Spiritual Emotional Cognitive Physical Social

The entire staff of St. Catherine's Preschool sincerely cares about each child. We are committed to seeing that each child meets with success and enjoys learning. We are dedicated to providing a safe and Christian atmosphere where love and acceptance are demonstrated by our words and actions.

We encourage and invite parental involvement in all activities at St. Catherine's Preschool. Your encouragement and participation with your children will greatly enhance their preschool experience.

St. Catherine's Preschool curriculum, staff and procedures are monitored twice a year by the Archdiocese of Atlanta's Director of Parish Preschool Programs.

This handbook is your guide to the policies and procedures of our preschool. After you have read the handbook, it will remain available on the website for your reference. Always feel free to call the preschool office if you have any questions, concerns, or comments.

We are looking forward to a great year together!

God Bless,
Karen Pickens
Director

Children Need

Appreciation, for all they bring into our lives.
Balance, somewhere between too little and too much.
Commitment, it's the little things we do each day that matter.
Dreams, to touch the future.
Empathy, remember what it was like to be a child.
Family and Friends, everyone needs someone to love.
Guidance, actions speak louder than words.
Healthy Habits, to nurture body, mind and spirit.
Inspiration, to explore beauty, wonder and mystery.
Joy, sprinkle laughter and happiness daily.
Kindness, to learn to care for others as they are cared for.
Limits, set boundaries and consequences together.
Mentors, to give wings to their aspirations.
Nature, to delight in rainbow butterflies and shooting stars.
Opportunities, to discover what truly makes their heart sing.
Play, the "work" of childhood.
Quiet Time, to recharge their batteries.
Responsibilities, to build self-esteem and self-confidence.
Security, feeling safe is essential for growth.
Traditions, keep the family tree alive & sprout new branches.
Unconditional Love, for who they are, not for what they do.
Values, live yours and encourage them to find theirs.
Words of Encouragement, You can do it, I believe in you.
Xoxoxo's, hug and kiss them each and every day.
You, your presence more than your presents.
Zzzzzzz's, a good night's sleep.

St. Catherine's Preschool
Mission Statement

The mission of St. Catherine's Preschool is to provide each child with a faith filled learning environment that will enhance their growth both developmentally and spiritually.

St. Catherine's Preschool
Philosophy

St. Catherine's Preschool is committed to providing an excellent, well-rounded curriculum that is developmentally appropriate for children. In order to develop each child at their appropriate age level, St. Catherine's Preschool program integrates five specific areas:

- Spiritual
- Emotional
- Cognitive
- Physical
- Social

SPIRITUALLY: To help your child....

- grow in the knowledge and love of Jesus
- develop happy, wholesome feelings towards his/her church
- become familiar with related Bible thoughts and stories

SOCIALLY: To help your child....

- grow in his/her ability to work and play with others
- respect the personal and property rights of others
- become more friendly, likable, thoughtful, and helpful
- develop an attitude of kindness, cooperation, and courtesy

PHYSICALLY: To help your child....

- establish desirable health and safety habits
- strengthen and coordinate his/her body through large and small muscle activities

COGNITIVELY: To help your child....

- progress at his/her own rate
- develop independent thinking, problem solving, following directions and carrying out planned procedures to the best of his/her ability

EMOTIONALLY: To help your child....

- gradually mature and properly express emotional responses
- face and overcome emotional problems
- develop a positive self-image

Here at St. Catherine's Preschool, we are building a readiness foundation for your child in the areas of language arts, mathematics, science, social studies, music, movement, and art which is presented appropriately according to your child's age. Monthly thematic units will be used to teach and reinforce all skills and meet our objectives.

SPIRITUAL OBJECTIVES

The Spiritual needs of the one-year-old and two-year-old will be accomplished through Christian prayers and songs in accordance with the Catholic faith. The 2-, 3-, 4-, and 5-year-old will expand upon this philosophy by reciting grace before meals, attending Bible class and beginning to learn the Sign of the Cross, Hail Mary, and The Lord's Prayer. Monthly Religious Themes will be used that include Saints, The Ten Commandments, Bible Stories from the Old and New Testament, Bible Verses, Highlighted Acts of Mercy, a monthly Virtue, for the 3's, and a monthly Manner for the 2-year-old.

PHYSICAL OBJECTIVES

The gross motor skills for the one-year-old and two-year-old are enhanced through a movement class, daily playground activities and classroom games. Manipulatives such as beads, puzzles, blocks, play dough and writing materials will be used to develop the 2-year-old child's fine motor skills.

The 3-year-old child will continue to progress in their gross motor skills through additional movement class time, as well as playground activities and classroom games. Fine motor skills will be addressed in a structured, center-based classroom environment.

The 4 and 5-year old's' gross motor development will be accomplished through detailed instruction during their movement class as well as during playground and classroom group activities.

Fine motor skills of the 4 and 5-year old's will be developed through specific pre-kindergarten centers in the classroom.

EMOTIONAL / SOCIAL OBJECTIVES

The one-year-old and two-year-old program will create a sense of security and independence by nurturing the emotional growth of each child in an environment other than home.

The 3-year-old program furthers the emotional/social development of each child through interactive group activities that will develop their independence, confidence, and interpersonal skills.

The 4 and 5-year-old program will help to build the child from the inside out and to encourage the emotional and social growth and development needed in a larger group setting.



COGNITIVE OBJECTIVES

The one-year-old and two-year-old curriculum will introduce the child to a variety of experiences that will stimulate cognitive development.

The 3-year-old curriculum will extend the child's learning experiences through centers that encompass individual modes of learning, such as verbal, logical, scientific, and artistic.

The 4 and 5-year-old curriculum is designed to encourage logical and critical thinking skills through music, art, science, and professional programs in math, phonemic awareness, language arts, and social studies.

Child Abuse Prevention Covenant Statement

Child abuse is a painful reality in our society today. Nationally, over 3 million reports of child abuse and neglect are made each year. Statistics indicate that before 18, 1 in 4 girls and 1 in 5 boys will experience some form of sexual abuse. Child abuse occurs in every economic, racial, ethnic, religious, or other demographic group. No community is immune from this problem, it can happen anywhere. St. Catherine's of Siena Catholic Parish/Preschool is a community of faith that can offer a safe haven and sanctuary where children and youth can seek help and be nurtured.

As a Christian community of faith and a Catholic preschool program, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; and we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of Georgia State Law.

The Preschool/Religious Education Department of St. Catherine of Siena Catholic Church will not tolerate any form of child abuse and will take appropriate actions to report suspected abuse and will take all necessary steps to remove offenders.

The Preschool/Religious Education Department of St. Catherine of Siena Catholic Church is committed to the overall well-being of children in our program. This includes being attentive to the physical, social, emotional, spiritual, and safety needs of children. Because of our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children, the Preschool/Religious Education Department follows Archdiocesan established child abuse prevention guidelines and accompanying procedures for addressing child abuse issues.

Safety and protection of our children is of paramount concern to the staff at St. Catherine's. Our staff follows mandatory state reporting guidelines (Georgia State Code 19-7-5) in suspected cases of child abuse and neglect.

Children are our future and all of our most precious commodities!



WISHING WELL PROJECT:

All wishing well proceeds will go to St. Catherine's Outreach Ministry Fund. This has helped ministries such as Habitat for Humanity, Respite Care, and those in our community who are in need.

GIVING TREE

In December, there is a Giving Tree located in the Church Narthex. Preschool families may choose a tag from the Giving Tree and provide gifts to those in need within our community.

COMMUNITY ASSISTED LIVING HOME

This year, our Preschoolers will provide cards and small gifts, from their hearts, for the residents in our local assisted living facility. These gifts will be given throughout the year on special occasions such as Christmas, Easter, Mother's Day, and Father's Day.



Positive Guidance and Discipline Overview

In order to guarantee your child, and all children at St. Catherine's Preschool, the excellent learning climate they deserve, St. Catherine's Preschool follows this general Discipline Plan. Each teacher may have a modified version of this plan in her classroom and will review this with you during Parent Orientation night.

General Classroom Rules:

1. We use "I care" language.
2. Hands are for helping, not hurting.
3. We care about each other's feelings.
4. We are responsible for what we say and do.
5. We listen to each other.

IF A CHILD CHOOSES TO BREAK A RULE:

First Time: The child will receive a reminder of what is expected.

Second Time: The child will be given a second reminder.

Third Time: The child will be put in the "Thinking Chair" for a minute for each year of their age. For example, a two-year-old child would be in the "Thinking Chair" for 2 minutes.

After "Thinking" if the behavior continues, the child will be sent to the preschool office.

Any child who bites will immediately be taken to the preschool office and their parent will be notified either by phone or incident report or both. If three biting incidents occur, the child will be asked to leave the school.

Any child who becomes excessively disruptive verbally and/or physically in the classroom and is being harmful to themselves or their fellow students will be removed from the classroom immediately and taken to the preschool office. A written note will be sent to their parents outlining the event. If a child has three occurrences of this nature, they will be asked to leave the school.

During the year, the children will receive many positive comments about appropriate behavior. The true goal is for the children to feel good about their behavior and to behave because of their inward motivation. St. Catherine's Preschool believes that all children have a right to a safe and healthy school environment.

If at any time you would like to discuss behavior concerns with your child's preschool teacher, please feel free to contact them. When the preschool teacher and the parents work together, positive results are achieved. Please help your child to learn appropriate school behavior by supporting our attempts to instill positive behavior in your child.



Our School Day Begins

When you arrive at school with your child, please enter the upper parking lot off Ben King Road, and then circle around the median to your immediate right in a counterclockwise direction to form a double line in front of the preschool entrance. We will begin meeting your child at the car at 8:55 a.m. We will continue until 9:15 a.m. All 5 Alive students will be met in carpool at 8:00 a.m. until 8:05 a.m. After these times, you must park and come to the Preschool entrance doors to sign your child in. At the glass double doors used for carpool, there is a buzzer and a video camera. Please ring the buzzer and wait for assistance. You will be buzzed into the preschool office where you will sign your child in. One of the preschool staff members will escort your child to their classroom.

If you would like to walk your child into the preschool in the morning, please park, and come to the median where a staff member is directing traffic. You will be able to cross over safely. All children (2-5) are dismissed through carpool in the afternoon.

We are sure you want your child to receive the most possible from their school experience. In order for this to happen, each student needs to attend school regularly and to be on time each day. When he/she misses a day or arrives late, many exciting activities are missed.

If a child shows any signs of illness, please keep him/her at home. If the absence is planned in advance, please send a note ahead of time. It is not necessary to call the preschool on the day he/she is out. We do request that you call the preschool if the absence is due to a communicable disease so we can notify the other parents.

PLEASE NOTE: The children are not allowed to be in the classroom before 8:55 a.m. The time prior to this is preparation time for the preschool teachers. They will not be available to supervise your child. Please be sure your child has a chance to go to the bathroom just before coming to school.

School Day Dismissal 12:00 noon and 1:00/3:00 p.m. Carpool

At dismissal, please enter the upper parking lot off Ben King Road, and then circle around the median to your immediate right in a counterclockwise direction to form two lines for the 1:00 carpool, in front of the preschool entrance. Each child will be assigned a carpool number. Hang the number from your rear-view mirror in the front car window so it can be easily seen at pick up time. We will then bring your child to you, **please stand outside your car (except in inclement weather), and you will be able to place and** buckle your child into their car seat. When finished and ready to go, remove the carpool number from your rearview mirror, this will let our staff know you are ready. A staff member will then dismiss each line accordingly and bring forward the next set of cars.

For 5 Alive 3:00 p.m. dismissal, please form 2 lines for carpool and follow the above procedures.

For noon dismissal for the Wee's from August through December, please park and ring the bell at the preschool entrance. Parents will gather in room 316/317. Teachers will bring the Wee's to you for dismissal.

The carpool dismissal will start the first day of school. Please be patient with our staff during carpool. It will take some time to learn all the children and their parents. We have approximately 100-120 children every day during carpool. With your cooperation we can have everyone loaded in cars in about 10 to 15 minutes.

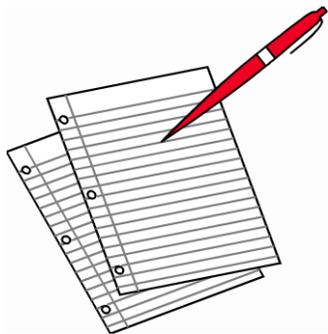
If you must pick your child up early, if possible, please send a note to their preschool teacher. Come to the glass double doors used for carpool and ring the buzzer and wait for assistance. **You will be buzzed into the preschool; please come to the office to sign your child out for the day.** After 12:45 p.m. your child can be picked up only through the carpool line. Please **DO NOT** park your car and come to the door. By using the carpool, our staff can get the children into your car safely and quickly. *Please remember that these procedures have been created for the safety of your child.*

Drive slowly and carefully and refrain from texting while in the parking lot. We have precious cargo to protect.

Please note that once a month there will be a staff meeting for all staff. On this day, ALL CLASSES will dismiss at 12:00 noon so that staff members may attend this very important meeting. On this day there will be a NOON carpool dismissal for all classes. Your child's monthly calendar will note this for you.



Release



WE MUST HAVE WRITTEN PERMISSION TO SEND YOUR CHILD HOME WITH SOMEONE OTHER THAN YOU----NO EXCEPTIONS.

Please send a note with your child and give your carpool number to the person picking up your child. Please note that anyone picking up your child that we do not recognize or is not on your E.A.P. form will be asked for a photo ID at the time of pickup. If an emergency arises and you need someone else to pick up your child, please call the office and we will fill out a phone request for dismissal for your child. This procedure is for your child's protection. If you will be carpooling with another student on a regular basis, one note at the beginning of the year will be fine from each parent, and it will be placed in your permanent file.

Please be prompt when picking up your child. Any child who is not picked up at 12:15 p.m./1:15 p.m./3:00 p.m. will be taken to the Preschool Office or placed in the After School Program. There is a \$5.00 late pick up fee or charges for the After School Program made accordingly. This fee will be billed to your FACTS account.

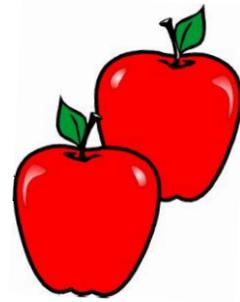
St. Catherine's is exempt from licensing under Bright From the Start Georgia Department of Early Care and Learning. Therefore, we cannot legally operate more than four hours per day with the exception of our 5 Alive class. Your understanding and cooperation in this area is needed and fully expected.

If there is anyone that you do not want your child released to, please make a special notation to the Director. Any changes due to a special circumstance should be made in writing and only by phone in case of an emergency.

PLEASE REMEMBER: Photo ID must be presented by the person picking up your child or your child will not be released.



Snacks



We ask parents to provide a healthy snack for their child each day they are here. 5 Alive children will need to send two snacks, one for the morning and one for the afternoon.

If your child will be staying in the After School Program, please send an additional snack.

With snack we serve refreshing cold water, and the 2's, 3's, 4's and 5's will use their own personal water bottle brought from home. This can be refilled as needed.

Teachers will notify you through their monthly calendar or a note, as to the theme, color, shape, letter etc. that they are learning, so if you want, you may send a snack that goes along with the units of study. Please see the list of ideas for nutritious snacks on the following page.



Ideas for Nutritious Snacks

Two-Year Olds

Animal crackers
Goldfish crackers
Graham crackers (plain or cinnamon)
Vanilla wafers
Cheese Crackers
Pretzels (small twists, not sticks)
Dry cereal (low sugar)
Bread Sticks
Cheese (slices or cubes)

Three-Year Olds

Above list plus:
Raw fruit and vegetables (cut in sticks, slices, or sections)
Dips for fruit and vegetables (yogurt)
Ham and turkey cubes
Bagels (spread with cream cheese, peanut butter and
cut into fourths)
Small muffins
Finger gelatin (Jell-O Jigglers)
Saltine crackers (spread with peanut butter, margarine, or
cheese spread)

Four-Year Olds and Early Fives

Above two lists plus:
Celery (spread with cream cheese, peanut butter, raisins,
chocolate chips, shredded carrot)
Fruit Kabobs (fruit and cheese cubes strung on a toothpick)

We've taken into consideration such things as safety for the children (nothing that would pose a choking hazard), ease of clean up for the preschool teachers, and popular snacks. Please remember that anything you send should be ready to serve.

Please notify the preschool teacher in writing if your child is allergic to any foods or juices. A back up supply of "safe snacks" will be provided by the parent and kept on hand for any child who has a specific allergy. Allergies will be posted in a discreet area of the room.

PLEASE DO NOT SEND POPCORN, WHOLE GRAPES (THEY CAN BE CUT IN HALF), OR NUTS. THESE ARE THE FOODS CHILDREN MOST OFTEN CHOKE ON.

Birthdays and Holiday Parties



You are welcome to provide a special snack/treat on or near your child's birthday. Summer birthdays are usually celebrated at the end of the school year during the month of May. Our preschool teachers will provide you with more information and a scheduled date. We suggest that you send a healthy snack to share, such as, juice pops, fresh fruit, etc. Juice or drink boxes may also be sent in for this occasion. You are welcome to come and share this experience with your child and his friends at snack time.

Invitations for parties at home will only be distributed to the **"ENTIRE CLASS"**. If you wish to invite an individual child, please do so on your own.

We will have five special parties during the year: Halloween, Christmas, Valentines, Easter, and End of Year. Each parent will be asked to volunteer to help with at least one holiday party during the year. A room mother will contact you regarding the party approximately two weeks before the scheduled date. Some suggested simple party ideas for parents are a simple craft, a holiday related story, a game, a light lunch, etc. Our end of the year parties are all scheduled to be outside. Some ideas for this party: scavenger hunts, relay races, beach ball volleyball, and picnic lunch.

Class parties are from 11:00 am to 12:00 noon for all children who normally dismiss at 12:00 noon.

Class parties are from 12:00 noon to 1:00 p.m. for those children who normally dismiss at 1:00 p.m.

Parents and siblings are invited to attend. Date and times will be found on your monthly calendars. To follow Georgia Fire Code Regulations and due to the number of family members that usually attend these special events, we ask that all strollers be left in Room #317 during the event.

For holiday parties, please come to the glass carpool entrance doors for access. We will open the doors at party time and you can proceed to your child's classroom.

On all party days there will be park and pick up for children.

Health

We ask for your cooperation in keeping your child at home whenever he/she is ill. We will contact you if your child becomes ill while at school. We ask that someone be available to pick up a sick child within 30 minutes; they will be cared for in our resting/health room.

Health conditions that may represent a contagious disease are:

- * Fever within the last 24 hours (100° or greater)
- * Vomiting or diarrhea within the last 24 hours
- * Rash of unknown origin
- * Cold symptoms-bad running noses, frequent cough, etc...



Child may not return to school until symptom free, with no medication, for 24 hours.

Currently under DPH and CDC guidelines, if a child test positive for Covid-19, they must quarantine for 5 days. On day 6, they may return to school if they have been symptom free and fever free, with no medication, for 24 hours. They will mask for the following 5 days.

WE WILL GIVE NO MEDICATION AT SCHOOL It is best that a child who needs medication during school hours be kept at home.

We will go outside each day if the weather is above 32 degrees and is not considered severe weather. If your child is not well enough to go outside on the playground each day, he/she is probably not well enough to come to school. Please do not ask the teacher to allow your child to remain inside during this time.

Immunizations:

All children attending Catholic parish preschools must meet Georgia state standards for immunization. Preschools require 3231 vaccination form to be current and on file before the child enters the program.

Religious Exemption: Catholic doctrine does not support an exemption from immunization based upon a matter of conscience/religious exemption. For this reason, religious exemptions are not accepted in parish preschool programs.

Medical Exemption: The medical exemption is applicable when a child has a long-term condition that contraindicates immunization. Parents requesting exemption from immunization must provide a detailed explanation of the child's condition as documented by his pediatrician. The Archdiocese of Atlanta reserves the right to obtain a second opinion. The medical exemption must be renewed annually. (Form 5300 "Archdiocese of Atlanta Office of Catholic Schools Medical Exemption Statement" must be completed and signed by your physician. Please request this form from the preschool office.)

Delayed/Alternative Vaccination Schedules: Parents whose children are on a delayed or alternative vaccination schedule must submit documentation from child's pediatrician indicating the reason for the delayed/alternative schedule and the vaccination schedule that will be followed.

Epidemic, Outbreak, Exposure: In the event of a contagious disease epidemic, outbreak or exposure, children with medical exemptions or delayed/alternative vaccination schedules will be required to remain at home until their health and safety is no longer at risk.

During any outbreak of communicable disease, we will follow the requirements of the Georgia Department of Early Care and Learning and are under the guidance of the Archdiocese of Atlanta, Office of Catholic Schools and take into consideration recommendations from the CDC.

Infectious Disease School Closing: If the preschool closes, for a two-week period, lesson packets and virtual videos will be offered, and tuition would be paid during this time. If the closing exceeds a two-week time period, tuition will be suspended until the preschool reopens. It is the Archdiocese of Atlanta intent, not to have any mass closings of schools – unless dictated by the governor.

Infectious Disease Policy: The primary responsibility for the prevention and control of infectious diseases lies with individuals, families, and public health authorities. Schools are not responsible for providing expert infectious disease advice or treatment for students; this is the role of medical practitioners and health authorities.

Attendance at any school may be denied to any student reasonably suspected of or diagnosed with a contagious or infectious disease that could make the child's attendance harmful to the welfare of all other students, faculty, and staff.

Schools reserve the right to require a statement from the student's primary care physician authorizing the student's return to school. Schools will respect all students' privacy. Parents of other children attending the school may be notified that their child has been exposed to a communicable or infectious disease in a manner that avoids identifying the student with the disease to the maximum extent appropriate in each particular circumstance.

During periods of infectious disease, some operational procedures and events may be added, modified and/or cancelled including but not limited to:

- Prevention techniques – hand washing education, coughing, and sneezing education; hand sanitizers in classrooms; sanitizing wipes in classrooms for computers, desks, common areas, etc.; tissues in all rooms; sanitation procedures; and if appropriate, the mandated use of facial masks along with social distancing.
- Preparedness – Schools will comply with CDC, State Department of Health guidelines, and directives from the Office of Catholic Schools.
- Response – Schools will follow the Office of Catholic Schools policy for school closures (Policy 5285) and directives from State and Local (County and Municipal) jurisdictions. The Office of Catholic Schools will provide a written Reopening of Schools Plan specific to the infectious or communicable disease present.
- Recovery – Schools will publish a return to school procedure in accordance with directives from the Office of Catholic Schools which aligns to the Reopening of Schools Plan approved by the Superintendent of Schools.

Your child's **E.A.P.** (Emergency, Allergy, Permission) and immunization forms (#3221) must be kept up-to-date and on file in the preschool office. If your child has an allergy of any kind, please see that we have written information explaining what offends him/her and what his/her reactions are. We will try to keep him/her as comfortable as possible.

Any child that requires an EpiPen or other medical device to be secured in the preschool office must fill

out a Medical Form for their file. Medical Forms are available through your preschool teacher or the preschool office.

If your child has a minor accident at school, the staff will administer first aid and you will receive an "Incident/Ouch Report." If your child becomes ill at school, he or she will be taken to the resting/health room and a parent or guardian will be called. A "Health Form" will be sent home explaining the events of your child's illness. If medical attention is required, the staff will call the local ambulance service, which will transport the child to the local hospital. Every effort will be made to contact the child's own physician. You will be notified as quickly as possible.



EMERGENCY NUMBERS

When you are not at home during school hours, it is very important that we are able to reach a person of your choice should your child need extra attention. You will receive one **E.A.P.** (EMERGENCY/ALLERGY/PERMISSION) form during parent orientation. Please fill out and return to your child's teacher. This form is necessary for our preschool to have all current information and permission in case of an emergency. Please give them explicit instructions of any emergency procedures when notifying the person of your choice. This form will stay in the preschool office.

It is very important to keep updated emergency numbers on file at the preschool. Please notify your child's preschool teacher or the preschool office of any changes.



SCHOOL BAGS

A school tote bag will be provided for your child to bring papers home from school. A St. Catherine's Preschool tag with your child's name and carpool number will be attached to your child's school bag. It is important that they bring their bag every day. Please do not send backpacks. If your child loses their bag, we have extras for \$10.00.

TOYS

Please DO NOT allow your child to bring toys, stuffed animals, etc... to school except on days designated for "show and share" by your child's preschool teacher. No toy guns, swords or weapon-like toys are permitted. Your child is permitted to bring books to share with the class at any time. Please be sure and put your child's name on any books or toys.

Clothing / Weather / Conferences



We recommend that children wear play clothes that are practical, comfortable, washable, and easy for the child to put on and take off. (Example: overalls and rompers that have a lot of buttons and snaps do not give the children a feeling of success and accomplishment when attempting to use the bathroom by themselves.) Any piece of clothing that your child might take off at school (sweaters, coats, hats, gloves, raincoats, etc.) should be clearly marked with your child's name.

ALL CHILDREN will need a complete change of clothes, including socks that can be left at the school.

ATTENTION ALL TWO-YEAR-OLD PARENTS: Please send in diapers if your child is not potty-trained. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IN PULL-UPS, UNLESS THEY ARE EASY OPEN SIDES THAT REFASTEN.**

ATTENTION ALL PARENTS: All children in our Three, K-4 and Five-year-old classes **MUST BE FULLY POTTY TRAINED.**

Fully potty trained includes the following:

- ✓ Ability to recognize the need to go to the restroom.
- ✓ Ability to convey to teacher that they need to go to the restroom.
- ✓ Ability to undress as needed to use the restroom facilities.
- ✓ Ability to clean self properly after restroom use.
- ✓ Ability to redress when the restroom facilities have been used. (We are more than happy to assist with overalls, complicated snaps and buttons, and stubborn zippers.)
- ✓ Ability to wash and dry hands after restroom use.
- ✓ A student is not considered fully potty trained if she/he is wearing a pull-up. No child registered in the 3, 4, or 5-year-old programs may begin the school year wearing pull-ups.

SEVERE WEATHER

In case of severe weather, St. Catherine's Preschool will be closed. Please listen to your local radio and TV stations, Channel 11, preschool website, and preschool voicemail for this information. We do not make up any days that are lost due to weather.

PARENT CONFERENCES

After the first 8 weeks of preschool your child's preschool teacher will send home a brief written evaluation to let you know how your child is adjusting to school. Please feel free to leave a message at the preschool office or your teachers' direct voicemail, for your child's preschool teacher anytime a question may arise. If there is a problem at school that needs immediate attention, your child's preschool teacher will call you at home to discuss the problem or concern. Written Spring Evaluations will go home for all children in March/April. Face-to-face Parent/Preschool Teacher Conference will be scheduled in October for the 2-year-old parent, January for the 3, 4 and 5-year-old parent. During parent-teacher conferences, no video/audio recordings may be used. This policy also includes tape recordings of conversations, in person or on the phone, by or among students, parents, teachers, or school administrators.

Tuition

Your child is enrolled for the entire school year from August through May. We do not refund or credit any absences. All tuition payments are handled through the FACTS Management Company. Agreements were submitted at the time of registration and tuition payments are automatically withdrawn from your account over a 9-month period or semi-annually. Tuition deposit is paid in May and is non-refundable. The remaining balance is paid beginning July 2023 and ending March 2024.

When using FACTS, you have authorized your bank to automatically transfer your monthly tuition bill from your checking or savings account. Neither FACTS nor the preschool will have direct access to or any knowledge about the status of your bank account. Your bank makes the payment for you directly to FACTS on the day you authorize, either the 5th or the 20th of the month.

There may be some miscellaneous payments made directly to the preschool. If a check is returned for insufficient funds, your account is subject to a \$30.00 returned check fee. We must have a money order or cash payment to replace the NSF check.

TUITION FOR 2023-2024 IS AS FOLLOWS:

	<u>Monthly</u>	<u>Yearly</u>
Wee Two (16-23 mns) (2 day)	\$240.00	\$2160.00
Two Year Program (3 Day)	\$305.00	\$2745.00
Two Year Program (4 Day)	\$348.00	\$3132.00
Three Year Program (3 Day)	\$320.00	\$2880.00
Three Year Program (4day)	\$350.00	\$3150.00
Three Year Program (5day)	\$385.00	\$3465.00
Four Year Program (4 Day)	\$357.00	\$3213.00
Four Year Program (5 Day)	\$423.00	\$3807.00
Five Year Program (5 Day)	\$423.00	\$3807.00
Five Alive Program (5 Day 8-3)	\$714.00	\$6426.00

(Monthly payments are adjusted after your family deposit of \$250.00 is paid in May)



Registration

Each child must be the age of the class on or before September 1st to be admitted to the class. (i.e., he/she must be 3 by Sept. 1st to be in the Three-Year-Old class etc...) No exceptions will be made.

A registration date for the following school year will be on your current school calendar. Currently enrolled students and their siblings will register first. **Afterwards, outside applicants will register.** Enrollment is limited to ensure a low student/teacher ratio and provide the best program possible for each child.

The preschool welcomes all children and does not discriminate based on physical, mental, emotional, religious, or racial differences. However, our facilities, equipment, staff training and ratio numbers limit our ability to meet the needs of some children who may apply. Therefore, admittance and continuance in our program will be considered and reviewed on an individual basis by the Director and/or Pastor.

In accordance with the Catholic Church, catholic preschools shall not discriminate on the basis of race, sex, or natural origin. In addition, the Internal Revenue Service requires a tax-exempt, private school to be non-discriminatory in its enrollment policies.

A registration fee and resource fee are due at the time of registration and are **non-refundable** at any time. This fee holds the child's place in a class and helps purchase supplies.

A family deposit is due by May 5th of the school year. This fee applies to the total tuition amount but is non-refundable if a student withdraws from the preschool. A thirty-day written notice is required if a child is being withdrawn from the preschool. During those thirty days, the child's spot is held—your child may attend during this time; tuition for these thirty days is required.

Once classes are full, names will be added to the waiting list. Should space become available at any time during the year, you will be contacted.



Areas of Communication

St. Catherine's Preschool has many forms of communicating with our parents. Listed below are explanations of the areas we utilize:

1. **Monthly Calendars and Preschool Teacher Letters** - These items list upcoming field trips, special guests, snack person, birthday's etc. Your child's preschool teacher provides these at the beginning of each month.
2. **Daily and Weekly News** – The Two and Three-year-old classes will be sending home "Weekly News" forms to give you a more current update on the status of your child's classroom activities. The Four and Five-year-old classes will be sending home "Daily News" forms to give you daily updates on your child's class activities.
3. **Monthly Chit Chat** - This item is a school newsletter that gives many important dates and reminders for the month. The preschool office provides this newsletter at the beginning of each month via email.
4. **Voice Mail** – Each Preschool Teacher and Assistant will have an individual voice mail that can be accessed by a direct line number. This will be given to you at parent orientation.
5. **E-Mail** – You may correspond with the Preschool by using our email address at preschool@stcatherinercc.org. There can be no email interaction between parents and preschool teacher's personal email.
6. **Website** – You can look on the church website and click the preschool link for additional information on our preschool or go directly to the preschool website. The church website address is www.stcatherinercc.org or preschool at www.scspreschool.org.
7. **Facebook** – locate us at www.facebook.com/stcatherinespreschool



St. Catherine of Siena Catholic Preschool

Family and Custodial Situations

Relationship with the School

St. Catherine's Preschool is aware of an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have been recently changed. For this reason, we find it necessary to clarify and re-state the usual procedures followed by the administration and faculty in dealing with parents in such situations.

In two-parent families it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Catherine's Preschool personnel will, therefore, send home notices, communications, and etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes but is not limited to conference appointments, fall and spring evaluations, discussions with school personnel, and tuition statements.

In families experiencing separation of parents, or pending divorce, the above information will be sent home with the child to whichever parent currently has custody of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the director and teacher of this fact so that appropriate support can be given to the child. St. Catherine's Preschool personnel cannot proceed on hearsay, rumors, or demands of a parent, but only with the appropriate documentation detailed below.

In cases of an actual divorce decree involving clear custody by one parent, the director is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the final page bearing the judge's signature are to be submitted to the director. Unless the decree indicates otherwise, school communications will be sent home to the custodial parent. Custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. St. Catherine's Preschool will, unless instructed by a Court Order, release such records upon request to the non-custodial parent. "Records" include evaluations, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily class work and papers, or routine communications sent through the children to the home of residence. In these cases, the custodial parent is asked to cooperate with the school and share this information directly with the non-custodial parent. This avoids time-consuming duplication of services.

Further, you should realize that unless restricted by Court Order, any non-custodial parent has the right to attend any school activity of their child, which includes class programs, class parties, and Spring Fling. Parents should keep each other informed as to these activities to avoid duplication of communications and to allow the school to better attend to the duty of teaching your children. In cases of 'joint custody' (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Every effort will be made to keep communications open with both parents while at the same time avoiding duplication of services and excessive demands on the teacher's time.

St. Catherine's Preschool remains neutral in divorce/custodial situations.

If there are questions concerning this policy, or other arrangements are necessary, please contact the director personally.

Legal Request for Records

A legal request for children's records requires the preschool director to contact the Archdiocese of Atlanta legal department. Families who submit a legal request for records for a non-preschool related case (ex. custody dispute, birth injury, child abuse, etc.) will be responsible for all costs the preschool incurs as a result of the legal request for records. Legal requests for children's records must be made within 30 days of the child leaving our program. If a preschool staff member is subpoenaed to appear in court for a non-preschool related case, (ex. child custody, birth injury, child abuse, etc.) the family initiating the subpoena will be responsible for the staff member's pay (including required taxes, transportation costs and parking) during the time the staff member is away from the preschool for the staff member to appear in court. Checks should be made payable to St. Catherine's Preschool.

Withdrawal / Dismissals



WITHDRAWAL

If a child needs to be withdrawn from preschool, 30 days written notice is required so that another child can fill the space; tuition for those 30 days is charged. The child may attend preschool during those 30 days. Should more notice be possible, it would be appreciated.

REASONS FOR DISMISSAL

Non-payment of fees--any account as much as 30 days in arrears will make the child subject to suspension until payment is received or dismissal from the Preschool. Extremely disruptive, destructive, or dangerous behavior of a child in a classroom will be cause for dismissal. Every effort will be made to work with the parents and a trial period can be arranged.



Emergency Procedure Plan

At St. Catherine’s Preschool, we promote a safe environment, which is conducive to learning for children and staff. The following procedures shall be observed and followed by all St. Catherine’s Preschool children and staff:

Fire Drills

Fire drills shall be conducted unannounced at least once a month and the preschool will participate when given during our preschool hours. Upon hearing the sounding of the fire alarm bell, all children and staff shall evacuate the building along the designated route posted in each classroom. The children shall evacuate orderly and quietly.

1. All children shall stop work immediately at the sound of the alarm.
2. Children shall not stop to take books, coats, or other personal belongings with them except valuables immediately accessible, like purses.
3. Speed should be subordinate to control and order. Children should remain quiet at all times. No running or pushing.
4. The last one to leave the room shall check to be sure everyone is out and then close the door.
5. The teacher shall pick up their attendance sheet and green/red cards and move with her class.
6. All school personnel and visitors shall leave the building immediately or as soon as their assigned fire duties are completed. Teachers are to take classes to the upper Church parking lot or to the field to the right of SCS School, or to the garden.
7. Children in music shall go to the grotto. Children in movement will go to the grotto or the side parking lot.
8. The teacher shall see that the class goes to its assigned position on the grounds, after which roll is called to make certain all children are present. Teachers should hold up a GREEN card if all children are present. A RED card is held up if a child is missing.
9. Any missing children shall be reported to the Director immediately. The teacher must remain with the class.
10. Teachers should move their children as far from the building as possible.
11. Children shall not stop in front of gates or other entrances or driveways that may be used by the fire department.

SEVERE WEATHER DRILLS

The following plan will be implemented in the event of severe weather warning. Please read through this section and be familiar with your responsibility.

- **WATCH** A TORNADO WATCH MEANS CONDITIONS ARE RIGHT FOR A TORNADO. DURING A WATCH, BUSINESS IS CONDUCTED AS USUAL.

- **WARNING** A TORNADO WARNING MEANS A TORNADO HAS BEEN SIGHTED. DURING THE WARNING, WE WILL EXECUTE THE TAKE COVER POSITION. IF THE TORNADO IS NEAR, WE WILL EXECUTE THE DROP DRILL POSITION.

OUTSIDE PROCEDURE: During inclement weather, all outdoor classes will be moved to the inside. In the event of a rapid approaching storm with no warning, follow these guidelines:

1. Crouch or lie down behind available protection.
2. If in the open, drop to the ground with your back to the sky.
3. Stay in this position until the drill is over.

EMERGENCY PROCEDURES & DRILLS

Emergency drills are to be conducted without talking and in an expedient manner. The first practice of each drill will be announced: however, other drills will be unannounced. All persons, including those in conferences, must participate in any emergency drill. Teachers should always take attendance sheets and green/red cards. Roll should be called outside after fire drill evacuation. Remain in your drill area until the appropriate all clear is sounded.

1. Fire Drills

- A. Warning signal will be the school fire horn.
- B. All clear signal will be three short bells.
- C. At the sound of the warning, teachers are to take their class out of the building to their designated area. Door and windows are to be closed.
- D. Fire drills will be held once each calendar month and the preschool will participate when given during preschool hours.

2. Take Cover Drill

- A. The beginning of the drill will be announced over the intercom.
- B. All clear signal will be over the intercom.
- C. At the sound of the warning, children are to proceed to their designated area as follows:
 - 1) Children in classrooms without windows are to remain in their rooms.
 - 2) Children in classrooms with windows are to move to a designated room without windows.
 - 3) Children in the movement room are to move to a designated room without windows.
 - 4) Children outside the building are to find the lowest elevation, such as a ditch.
- D. Upon arriving at their designated area, children are to assume the drop drill position.
 - 1) Drop to knees with back to windows and face wall, knees together.
 - 2) Clasp both hands firmly behind the head, covering the neck.
 - 3) Bury the face in arms, protecting the head. Close eyes tightly.
 - 4) Remain in this position for ten seconds. In an actual emergency, children would remain in their area and assume the drop drill position at the teacher's command (see #3 below).

3. Drop Drills

- A. There is no warning signal. The drill is conducted at the teacher's command.
- B. All clear will be the teacher's command.
- C. At the teacher's command, the children will:
 - 1) Drop to knees with back to windows and knees together.
 - 2) Clasp both hands firmly behind the head, covering the neck.
 - 3) Bury their face in their arms, protecting the head. Close eyes tightly.
 - 4) If outside crouch or lie down in low areas and behind any available protection, but far away from trees and power lines.

4. **Bomb Threats:** If a bomb threat is received, we will follow the procedures as outlined below:

Total School Lock Down

CODE RED:

When the **Code Red** alert is given, the Director will take the following actions immediately:

- The Director or his/her designee will take appropriate action to investigate and determine the facts and circumstances surrounding the lock down.
- Turn off the bell system.
- An incident log will be maintained to include times of notifications and actions taken.
- Teachers will close and lock their doors immediately and create a list of children not in class.
- Director of Facility Management will be notified immediately.
- All adults who do not have supervisory responsibility for children will report to the front office for monitoring, reporting, and supervision.
- All classes that are participating in outside activities should remain outside until notified of the appropriate response.
- Appropriate public safety and medical assistance will be summoned as appropriate.
- An announcement to children and staff will be made as quickly as circumstances will allow. Factual, timely information will assist in rumor control.
- Prepare a letter to be sent home explaining the facts and circumstances surrounding the incident and the action taken.
- A **Code Red** also means that there is an emergency staff meeting at the end of the school day.

Bomb Threat/Biological Incidents

CODE BLUE:

When the **Code Blue** alert is given, the Director will take the following actions immediately:

- Immediately begin documenting the event.
- Attempt Call Tracing
- The Director or designee will immediately begin a threat assessment.
- Notify the Director of Facility Management.
- Conduct fire drill if facility is to be evacuated.
- Based on the threat assessment, make a decision to conduct an overt or covert search.
- An active response to the threat must be made.

General Heightened Security Alert

CODE YELLOW:

When **Code Yellow** alert is given, the local school administration will take the following actions immediately:

- Contact Director of Facility Management immediately.
- Communicate the facts and circumstances surrounding the security alert.
- Immediately begin documenting the event.
- Take the appropriate action.

Normal School Operations

CODE GREEN

The Director or designee, after appropriate consultants, declares a **Code Green**—back to normal operations. To reduce any confusion that might result, teachers will need to be advised of any class situations.

St. Catherine's Preschool Year at a Glance 2023-2024

(REVISED 06/05/2023)

August

- 7th – 11th Teacher In-Service Week
- 8th & 9th Supply drop off
- 9th & 10th Parent Orientation
- 11th Meet and Greet
- 14th First Day of Preschool
- 15th First Day of Preschool for the WEE's
- 21st Specials Begin

September

- 4th Preschool Closed – Labor Day Holiday
- 8th Celebrate Mary's birthday
- 12th & 13th Science Classes
- 13th Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
- 18th – 22nd Bible Classes
- 25th – 29th Preschool Closed – Fall Break

October

- 4th Feast of St. Francis
- 9th Feast of the Most Holy Rosary
- 10th & 11th Science Classes
- 11th Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
- 16th – 20th Bible Classes
- 18th & 19th Fall Pictures
- 23rd 2's Parent Teacher Conferences
- 30th Halloween party MWF classes
- 31st Halloween parties All Others

November

1 st	All Saints Day (4s and 5s presentation)
7 th	Preschool Closed – Election Day
8 th	Science Class
8 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
9 th & 10 th	Art Show Days
13 th – 17 th	Bible Classes
14 th	Science Class
15 th & 16 th	Preschooler’s Thanksgiving Feast
20 th – 24 th	Preschool Closed - Thanksgiving Holidays

December

4 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
5 th & 6 th	Feast of St. Nicholas
6 th & 7 th	Christmas Programs 11:30 a.m.
11 th & 12 th	Class Christmas Parties
20 th – Jan. 3 rd	Preschool Closed - Christmas Holidays

January

4 th	Preschool resumes
9 th	3’s (M-Fri) Parent Teacher Conferences
10 th	3’s (MWF and M-Th) Parent Teacher Conferences
11 th	4’s and 5’s Parent Teacher Conferences
15 th	Preschool Closed – Martin Luther King Holiday
16 th & 17 th	Science Classes
17 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
22 nd – 26 th	Bible Classes
24 th	Rhyme Time 3’s only
Jan. 29 th – 2 nd	Catholic Schools Week & Move-a-thon
Jan 31 st	In-house registration forms due

February

2 nd	Feast of St. Blasé
6 th & 7 th	Science Classes
7 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
12 th & 13 th	Valentine’s Day Parties
14 th	Ash Wednesday – Lent begins
19 th – 23 rd	Preschool Closed – Winter Break
26 th – 1 st	Bible Classes

March

6 th	Donuts for Dad for 2’s only 1:30am
12 th & 13 th	Science Classes
13 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
23 rd	Superhero Shuffle
25 th – 27 th	Bible Classes
28 th	Preschool Closed – Holy Thursday
29 th	Preschool Closed – Good Friday

April

1 st - 5 th	Preschool Closed – Spring Break
8 th & 9 th	Easter Parties
10 th & 11 th	Spring Pictures
16 th & 17 th	Science Classes
17 th	Staff Meeting – ALL CLASSES DISMISS AT 12:00 NOON
18 th	“Come Play With Me” – WEEs Only
22 nd	Spring Fling for entire preschool
24 th & 25 th	Barnyard Friends
26 th	5’s Presentation - “The Life of St. Catherine of Siena”
29 th	Celebrate Feast of St. Catherine of Siena/Faith Rally

May

2 nd	Last day of Music
6 th	Spring Fling Rain Date
8 th	Music with Mom Program for 3's only – 9:30 a.m. & 11:30 a.m.
10 th	Last day of Movement
13 th	Crowning of Mary – 11:00 a.m. in Garden
TBD	School Bus Visit – 4's and 5's only
15 th & 16 th	End of the Year Parties
17 th	Graduation for K4's and Early 5's – Parish Hall & Patio 10:00 a.m.
20 th – 24 th	Post Planning Week for all Staff

**Please note that these dates and times are tentative and are subject to change.



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