

WELCOME TO ST. CLEMENT PRE-SCHOOL

Parents are the child's first and most important teachers. St. Clement Pre-School will help your child make the transition from home to entry into Kindergarten. He or she will be exposed to a wide variety of experiences and skills. The classroom is filled with developmentally appropriate materials and activities. A positive atmosphere is established in which expectations for learning are high. The curriculum addresses the needs of the child's development; physically, socially, emotionally, intellectually, and spiritually. Interest is given to each individual's needs, motivating each child to his or her fullest potential.

The children will be acquainted with a wide range of learning resources and materials. The all-day pre-school program includes activities such as story telling, free play, music, physical and verbal expression, and art. The objectives are to help children:

- Learn of God's wondrous teachings and how to live by them
- Learn to work and play well independently and with others
- Learn to take care of self and possessions
- Learn to follow certain direction words
- Learn to recognize certain shapes
- Develop certain oral expression skills
- Develop certain physical skills

St. Clement Pre-School will provide an exciting and challenging school year for each child, one to help him or her grow in mind, body, and spirit. The information in this handbook is designed to aid parents in making school a successful experience that will benefit the child.

Preparing a child for life is a great responsibility. Parents and teachers working together with cooperation and support will prepare the child for the future.

PRE-SCHOOL PROCEDURES

Admission

St. Clement Pre-School requires that the child must be three years old on or before August 1 to be admitted to pre-school. Prior to admission, all students must be immunized for DPT, polio, measles, mumps, rubella and Hepatitis B. Children must be potty trained and will need to bring a completed physical form before being admitted to the pre-school.

Adjustment time

The first nine weeks of school is a time when the child will learn to feel confident in a new environment. If the child is having difficulty adjusting to pre-school and presents a problem at home, it is important for the parent to discuss this with the teacher. Mutual understanding between the parent and the teacher is essential to the success of the child.

Administrative Responsibilities

The pastor of St. Clement Parish has final responsibility for the operation of the pre-school. The director of the pre-school is responsible for the day to day operation of the preschool. The director will work with the principal of St. Clement School and the St. Clement School Advisory Board to set procedures and direction for the pre-school.

AfterCare

An after school program for the child is available for those families who need these services. The program runs from immediately after school is out until 5:30 pm. There is no additional fee for AfterCare.

Attendance

Children are to arrive at pre-school between 7:30 and 8:00 am. Parents are to bring the child into the pre-school room and sign the child in daily. Breakfast will not be served to the students. The school year is normally 174 days.

If a child becomes ill at pre-school, school officials attempt to locate either the parent or the person listed on the emergency form. The child needs to be picked up as soon as possible for the sake of the child and for the health of the other students. If a child is injured, first aid will be administered as needed at school, and an accident report will be filled out and sent home with the child. If the injury is considered serious, the parent will be notified as soon as possible. Parents are to fill out the emergency forms and notify the school of any changes.

Clothing

All clothing is to be labeled. This includes coats, sweaters, mittens, etc. The child needs to see the markings in the garment so that the child will be able to identify his or her clothes. An extra set of clothes is to be left at school to be used in case of accidents.

Custody

In any situation where there is a custody agreement, the pre-school is to obtain the portion of that Agreement that stipulates custody and any other information pertinent for the pre-school. Parents are to notify the pre-school immediately of any change in the Agreement.

Evaluations and Conferences

Students are evaluated on the skills learned. Students are formally evaluated during the year and parents will receive a written report summarizing the child's progress.

Parents may meet with the teacher at any time, outside of school hours, by appointment. Regularly scheduled conferences are held.

Fees

The cost per week will be \$100 per child. Payment is due the week the service is provided. Should a parent neglect to pay by 5:30 pm Friday, a late fee will be assessed to the child's account and attendance may be disallowed until full payment is received. The pastor has the authority to set fees or to set up a payment schedule if the family wishes to discuss that with the pastor.

A registration fee of \$150 per family per year will be payable when a child is enrolled in pre-school. This fee will provide most of the supplies that are needed for the pre-school. Students may be asked throughout the year to bring things to school for crafts or other projects that relate to a skill that is taught.

Fund Raisers

The pre-school will hold at least one fund-raiser per school year. The purpose of the fund-raiser will normally be for a specific piece of equipment or for some necessary supplies. All families are expected to help with fund-raising activities.

Liturgies

Religion classes are part of the curriculum for all students who attend St. Clement Pre-School. All students, Catholic or non-Catholic, will participate in the celebrating of liturgy, religious education classes and other opportunities for prayer. A list of prayers will be sent home to help parents help the child to learn the prayers.

Lunch and Snacks

Lunch will be prepared in the school cafeteria and will be transported to the pre-school by pre-school staff. Meals will meet the requirements of the School Lunch Program and will be eligible for some federal financial support. Snacks will be provided to the children in the afternoon. The cost for lunch and snacks is included in the daily charge for children.

Medication and Health

The school requires a written parental request to dispense internal medicine. Parents are to send non-prescription medicine in a properly labeled bottle with the child's name also displayed. The written request is to include the name of the drug, dosage, and time medicine is to be given. Prescription medicine is to be in a prescription bottle, printed with the child's name. Medications will be stored in a safe and secure place and administered by a responsible adult.

Supervised physical activities are planned daily at school. A well-balanced lunch will be furnished at school and is included in the daily cost. Students are encouraged to taste all foods and eat at least one nutritious food along with milk. Parents are to inform the teacher if the child has any food allergies or dietary needs that require special attention.

Money Transactions and Communication Procedures

Most communications from the teacher or the school are sent home with the child in a large brown envelope provided at the beginning of the year. Parents are to initial, date and return the envelope to signify that the information was received. Any money sent to school should be placed in a sealed envelope with the child's name, the amount and the purpose of the money. In the event a check is returned, the parent will be assessed a returned check fee.

Parents Council

All parents are invited to participate in meetings of the Parents Council. Meetings will be held in the evenings two to three times per school year. The director and other staff members will be in attendance. The purpose of the meetings will be to discuss fund raisers and to make suggestions for improvements to the pre-school. Any issues or concerns about the operation of the pre-school or about personnel are to be brought to the director and are not to be a part of discussions of the Parents Council.

Playground

A secure area will be available for outdoor exercise and play. All children will go outside for exercise unless the staff determines that the weather is unsuitable. Children may use the gym on days that outside exercise is not available.

Rest Time

A rest period is given daily for each child. The time and length depends on the age of the child. The child's teacher can give you more information on when the rest period is planned.

Safety Drills

Safety drills will be conducted on a monthly basis. Safety drills will include evacuation for fire drills, safe positions for earthquake and tornado drills and evacuation after the staff determine an appropriate time. Safety drills of all three types will be conducted during the first month of school.

Standards/Licensing

While St. Clement Pre-School is not required to be licensed, the goal of the pre-school is to meet Missouri State Licensing Standards as soon as possible.

Telephone

Parents are to call the pre-school phone number during the school day. Parents are not to call or leave messages on personal staff phones

Transition to Kindergarten

Pre-school staff will work with the Kindergarten teacher at St. Clement School to make sure that children are prepared for Kindergarten work when the child has completed the 2nd year of the pre-school.

Transportation

Parents are to give written notice to the pre-school of any change from the normal transportation to and from school. Each family will designate those family members or friends who may pick up the child from pre-school. In an emergency, parents may call to inform the school of another individual who has permission to pick up the child that day. The individual must present appropriate

identification before any child is released. A late pick-up fee will be charged to the child's account for each 15 minutes the child is in attendance after 5:30 pm.

Parents who drop students off in the morning are to drive slowly around the school and park in front of the parish center. Parents are to escort the child to the classroom every day. When arriving to pick up the child at the end of school, parents are to park in front of the pre-school and are to enter the pre-school room and sign the child out each day.

Weather and Early Dismissals

When it is necessary to dismiss school due to inclement weather, parents will be contacted at a phone number they designate. School closing announcements will be made on local radio stations (KWWR – Mexico, KJFM – Louisiana), and on St. Louis TV stations (Channels 2, 4 and 5 – Be sure not to confuse us with St. Clement of Rome School in Des Peres). The announcement is also placed on the school website (www.stclementmo.org).

On occasions it will be necessary to dismiss during the school day. Parents will be contacted at a phone number they designate and told when school will be dismissed. Media outlets will be contacted and the announcement will be posted on the school's website.

PARENTAL RESPONSIBILITIES

In order to ensure the highest quality education for your child, we have listed several responsibilities that will enhance the care your child receives:

1. Informing the St. Clement Pre-School of any medications your child is currently taking.
2. Informing the St. Clement Pre-School of your child's medical, emotional, mental or physical development.
3. Informing your child's teacher of your child's weekly schedule and any deviations from the schedule.
4. Ensuring more than one seasonally appropriate change of clothing is available.
5. Providing personal items for your child that are clearly labeled.
6. Ensuring a primary contact is available during the hours your child is at the pre-school.
7. Picking up your child within 30 minutes if he/she is unable to participate in scheduled daily activities.
8. Working cooperatively with the pre-school staff to provide quality care and education for your child such as taking advantage of parent-teacher conference opportunities.
9. Paying weekly tuition by 5:30 pm every Friday.
10. Informing teachers and staff of your concerns.