

WELCOME TO

ST. CLEMENT PRE-SCHOOL

2026-2027

Pastor: Fr. Anthony Onyeihe

Principal: Linda Henderson

Teacher: Kelly Grote

Classroom Aide: Melissa Dempsey-

School Secretary: Katy Merz

Nurse: Kayla Pfeifer

School Phone: 573-324-2166

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 of the St. Clement Preschool 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 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 their 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 compliant with immunizations and be potty trained. Copies of current immunizations are required, as well as immunizations received as the year progresses. There may be special circumstances which allow for early enrollment. The principal, pastor, and preschool teacher will make this determination as circumstances arise.

Adjustment time

During the first nine weeks of school, children will learn to and begin to feel confident in a new environment. If a 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 AfterCare program is available for families who need this service. If families choose to utilize this program, their child will go to AfterCare at 3:30 and may stay until 5:30. The fee for Aftercare services is \$10.00 drop-in rate or a monthly fee of \$65 for pre-k per child.

Attendance

Children are to arrive at pre-school between 7:30 and 8:00 am. Parents are to bring the child to the pre-school room. We ask that parents call the pre-school by 7:45 am if the child will not be attending on any day. A yearly calendar that lists all days that school is in session will be available to the parents when registration is made.

If a child becomes ill at pre-school, school officials attempt to locate either the parent or other persons 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 in order to identify his or her clothes. An extra set of clothes is to be left at school to be used in case of accidents. School uniforms are not required for pre-school students. However, please note the following additional clothing expectations:

- Clothing is expected to be respectable. No tank tops or spaghetti straps tops
- Shorts may be worn August thru October, and after the first day of Spring thru May
- For safety considerations, no sandals, flip-flops, heeled shoes, or cowboy boots (snow/rain/non-cowboy boots may be worn during inclement weather only)
- Jewelry and other:
 - Small, plain stud-type earrings that do not dangle below the ear.
 - Hats are to be removed when inside
 - Limited rings and bracelets
- Hair must be clean, neat, and combed and a natural color

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 quarterly 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 in October.

Fees

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.

Families enrolling their child full-time are required to pay the cost of \$130 per week. Payment is due on the last day of the week. If a child attends the Aftercare program, payment may be left with the Aftercare director. If payment is not received in a timely manner, attendance may be disallowed until full payment is received. Arrangements may be made with the pastor to adjust fees or set up alternative payment options.

Fund Raisers

St. Clement School and parish hold multiple fund raisers throughout the year. 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 kitchen and pre-school students will go to the school cafeteria to eat. The cost for lunch and snacks is included in the daily charge for children. Breakfast will not be served to the students.

Medication and Health

The school requires a written parental request to dispense prescription and/or over the counter medicine if it is to be administered during school hours. Parents are to send over the counter medication in a new, unopened, manufactures bottle with the child's name also displayed. The school will require a form to be completed before any medicine can be dispensed. Prescription medicine is to be in a current pharmacy bottle, printed with the pharmacy label with the child's name. Medications will be stored in a safe and secure place in the nurse's office.

24 Hour Rule:

- Fever: Keep your child home until he or she has been fever-free without medicine for 24 hours.
- Vomiting or diarrhea: Keep your child home for 24 hours following the last incidence of vomiting or diarrhea.
- Antibiotics: Keep your child home for 24 hours after the first dose of antibiotic for illnesses such as ear infection or strep throat.

These rules may be adapted if the school is impacted by contagious or other wide-spread illnesses that cause an increase in absences. For instance, the 24 hours may be extended to 48.

Parents are to inform the nurse and administration of any food allergies, dietary needs, or any other health related concerns that require special attention. Physician documentation of diagnosis will be required, as well as emergency action plans if applicable.

Money Transactions and Communication Procedures

Most communications from the teacher or the school are shared via Option C emails, texts, and/or voice messages. Paper communication will be sent home when the child is picked up at the end of the day.

Home and School

Parents are urged to attend St. Clement Home and School Association meetings. Home and School meets four times each year and directs many events for the children throughout the school year. The Association includes children in grades Pre-K through 8.

Playground

Supervised physical activities are planned daily at school. 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 preschool teacher can provide additional information on when the rest period is planned.

Safety Drills

Safety drills will be conducted on a regular basis. Safety drills will include fire, tornado, earthquake, and intruder.

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.

Telephone

Parents are to call the school phone number (324-2166) during the school day. Parents are not to call or leave messages on personal staff phones. You may also call the parish office (324-5545)

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.

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 cancel or dismiss school early due to inclement weather, parents will be contacted by text, email, and phone message at a phone number they designate. Information on school closings will also be shared with local media.

PARENTAL RESPONSIBILITIES

Please note the following responsibilities that will enhance the care your child receives:

1. Informing the St. Clement Pre-School of your child's medical, emotional, mental or physical development, including any medications your child is currently taking.
2. Informing your child's teacher of his/her weekly schedule and any deviations from the schedule.
3. Ensuring more than one seasonally appropriate change of clothing is available.
4. Providing and labeling personal items for your child.
5. Ensuring a primary contact is available during the hours your child is at the pre-school.
6. Picking up your child within 30 minutes if he/she is unable to participate in scheduled daily activities.
7. 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.
8. Paying weekly tuition by 3:30 pm every Friday (unless child is attending AfterCare, which ends at 5:30pm).
9. Informing teachers and staff of your concerns.