

# ST. ELIZABETH SCHOOL PRE-SCHOOL PARENT-STUDENT HANDBOOK 2019-2020



**This handbook outlines the philosophy, policies and guidelines used in operating our Preschool Program serving children ages three to five years.**

## **Diocesan Mission Statement**

Working in partnership with our communities, the Diocese of Kansas City~St. Joseph schools will be distinctly Catholic, academically excellent and fiscally stable.

## **School Mission Statement**

St. Elizabeth provides a Christ-centered, child-focused learning environment where Catholic ideals and a tradition of excellence are instilled.

## **Philosophy**

St. Elizabeth school strives to provide students with a Catholic, child-centered, positive learning environment as an extension of the ministry to the community of St. Elizabeth parish. Our educational ministry is founded on the teachings of the Catholic Church, instilling personal faith, practicing social justice and striving for academic excellence in accordance with Diocesan standards. Our faith based community welcomes students and families from diverse backgrounds and all religious denominations.

Students will have opportunities to grow in knowledge of the Catholic Faith focusing on the heritage and sacred traditions, along with Biblical formation and sacramental studies as outlined in the Catechism of the Catholic Church.

Students will have opportunities to grow and extend their faith lives by participating and leading service efforts through various parish and community outreach efforts, liturgical experience, and the daily emphasis on practicing the Christskills.

Students will be provided learning opportunities that facilitate the academic, social, and physical development of each child. Instructional methods and approaches will vary to provide ample opportunities for expression, creativity and development of a wide array of talents and abilities. Each student is valued for their unique capabilities.

Students will be provided a safe, structured environment that strives to meet their emotional, social, and physical needs through the emphasis of routines, procedures, consistent expectations, logical consequences, and developmentally appropriate practices.

Students will have the support of faculty, staff, and families; who in partnership will work to ensure opportunities for growth, achievement, and success so that they are able to identify their own capabilities and vocational possibilities.

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#### **Diocese of Kansas City / St. Joseph Parent Teacher Covenant**

Because our school strives to be a faith and learning community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other caregivers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect, and issues and misunderstandings will occur. When an issue or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience concerns, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

- If the issue involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school. Each teacher has their own extension, as well as voice mail and e-mail. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
- If the issue is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.

All staff members of our school promise prompt attention to concerns or issues, privacy in discussing matters, professional courtesy and respect when issues are presented, and a sincere effort to resolve concerns in a Christian manner. That is, we promise to approach concerns and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically; and also the welfare of his or her fellow students.

With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community:

- We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member.
- We will not tolerate intimidating or verbally abusing any member of the community – in person or in writing.

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Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions.

Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:

- Limiting or refusing permission to enter or use school grounds or facilities;
- Asking that someone other than the person exhibiting poor behavior represent the child's interest in school matters;
- Refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of the covenant so that we may become the genuine faith community we strive to be.

#### **Child and Youth Protection**

The abuse of the spiritual, emotional and moral development of the young men and women of St. Elizabeth School shall not be tolerated. School personnel are required to report to the Missouri Division of Family Services if they have reasonable cause to suspect that a child known to them in their professional capacity may be abused or neglected.

#### **Code of Conduct**

St. Elizabeth provides a Christ-centered, child-focused learning environment where Catholic ideals and a tradition of excellence are instilled. The Christskills provide guidelines for students so they may positively reflect the mission of St. Elizabeth Catholic School.

The Code of Conduct supports the mission statement reflecting the Christskills of St. Elizabeth Catholic School.

St. Elizabeth School strives to be a true community of God which embodies respect for oneself, others and the rights and property of others. Students are expected to act with the Christskills in mind at all times.

Students at St. Elizabeth School will:

1. be respectful
2. use self-control
3. contribute to the learning environment

#### **Christskills**

The school community emphasizes eighteen Christskills which enable students to apply the tenets of the Catholic faith in a concrete way to their daily life.

- Organization** – to plan, arrange and carry out activities and projects in an orderly way
- Faithfulness** – to be committed to one's promises to God and man
- Stewardship** – to care for all God's gifts by sharing our time, talent and treasure
- Responsibility** – to be accountable for your actions
- Hard Work** – to do the best you can at all times
- Forgiveness** – to pardon those who have done us harm
- Patience** – to wait calmly

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- ❑ **Generosity** – to be unselfish in giving and living with open hands
- ❑ **Initiative** – to do something because it needs to be done
- ❑ **Cooperation** – to work together toward a common goal
- ❑ **Integrity** – to conduct oneself according to a sense of what is right and wrong
- ❑ **Love** – to be kind to one another, tender hearted and forgiving
- ❑ **Curiosity** – to desire, learn and know about one's world and one's faith
- ❑ **Problem Solving** – to seek answers to difficult questions or everyday concerns
- ❑ **Sense of Humor** – to perceive the amusing side of life or to create amusement without hurting others
- ❑ **Perseverance** – to continue in spite of difficulties
- ❑ **Flexibility** – to alter plans when necessary
- ❑ **Humility** – to have a modest sense of one's own importance and be open to God's plan

#### Christskill Pledge

Students and teachers will begin each day by reciting the following pledge:

I will do the right thing even if I don't feel like it.

I will treat people right even if I don't feel like it.

Today I will remember my willpower is stronger than how I feel or think.

All things are possible through God who strengthens me.

Good news is heading my way.

#### Preschool Goals

Our curriculum identifies goals in all areas of development:

- **Social:** to help children feel comfortable in school, trust their new environment, make friends and feel they are a part of the group. We want to provide positive experiences in a classroom setting for the development of self-esteem and social competence. We provide opportunities for learning in a group, taking turns, sharing classroom materials and following directions.
- **Emotional:** to help children experience pride and self-confidence, to develop independence and self-control, to have a positive attitude toward life and to make better connections with others. We want to expand their understanding of themselves and the world around them.
- **Cognitive:** to help children become confident learners and to acquire foundational skills that lead to the ability to solve problems, ask questions and use words to describe their ideas, observations and feelings.
- **Physical:** to help children increase their gross and fine motor skills and feel confident about what their bodies can do. We want to encourage appropriate independence in children through the use of routine tasks and self-help skills.

#### Curriculum

The usual daily curriculum, which is posted in each classroom, provides a developmentally appropriate program, which includes but is not limited to:

- **Free Choice or Center Time:** Children may choose activities from a variety of classroom centers, which may include blocks, house, puzzles, books, music, computer, dress-up and art. Teachers provide experiences with a variety of manipulatives that allow the children to make decisions, explore, act and do. The activities develop fine motor skills to match the different

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developmental levels of the children. Free choice also provides the children with daily opportunities to remain in touch with a wide range of feelings, both positive and negative and learn to recognize and express them in an acceptable way. During this time, teachers take the opportunity to spend relaxed morning time with each child. This gives the teacher information as to the mood of the child for that day.

- **Circle Time:** Teacher-directed readiness skills such as math, science and literature are incorporated in a discussion of the calendar, weather, jobs for the day and story time. The teacher provides any special information the children need to further their understanding of the theme.
- **Student Work Time:** These activities, which include art, science, language arts, math, religion and social studies, provide children with opportunities to learn new concepts while gaining experience with work techniques and ways of thinking. Projects enhance and reinforce these concepts being introduced at school. Teachers understand that the process is more important than the end product. While the children are at work, teachers can move around the room and spend individual time working with each child on developmentally appropriate projects.
- **Group Time:** This provides large group social encounters, which allow children to gain confidence in their social skills. This includes sharing time such as show-n-tell where children learn to work and cooperate with their peers when talking and listening.
- **Enrichment:** Children will have enrichment opportunities throughout the week such as physical education, music, art and library media class.
- **Lunchtime and Snacks:** This is an opportunity to relax and socialize with other children. It is also an opportunity for children to learn about nutrition, food safety, cleanliness and manners.
- **Recess and Gross Motor Activity:** Vigorous play in the outdoor play area or the school gymnasium offers children the opportunity for physical growth and coordination. The children can develop new skills while being encouraged to run, jump, climb, skip, hop, swing, play games, etc.
- **Rest Time:** Children are required to rest every day. Each child will need to bring a tri- fold mat, small pillow and blanket from home.

#### Identifying Learning Needs

St. Elizabeth School and Early Childhood Center recognize the importance of supporting the needs of all learners and their families. While our Catholic School/Center is not equipped to provide for all of those needs, we will attempt to address the special learning needs of students to the greatest extent within the parameters of the school's financial and human resources. It is important the school/center fairly evaluate both student needs and the capabilities of the school/center to successfully meet those requirements.

The school/center in their professional capacity, will apprise parents of any concerns relating to identifying and planning for special needs throughout the course of a student's enrollment at St. Elizabeth's. Upon the recommendation of the school/center, testing, consultations, and evaluations that

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will assist in providing a positive learning environment and a model for student success, shall be carried out by parents who in partnership with the school/center want to provide the best possible environment for learning.

All results will be handled with the utmost focus on confidentiality. The request for such intervention will result only after a series of documented interventions and observations have been carried out by the professional staff at St. Elizabeth, while in communication with the family.

Parents/guardians agree to employ outside sources, when necessary and advised by St. Elizabeth staff, for such things as testing, evaluation, therapy (ies), counseling, tutoring, etc.

Upon review of any evaluative procedures, the school/center will then ascertain what is necessary to address the needs of the student and whether it is feasible for the school to meet those needs.

If the school/center finds it cannot properly educate a student after implementing adjustments and/or modifications, if a student continually disrupts the learning environment of other students, or if parents refuse to participate in evaluative procedures including sharing results and recommendations, the administration, pastor, and parents may need to meet to determine continued enrollment.

## **School Hours**

8:05 a.m. – 3:30 p.m.

Carpool drop-off/arrival at the ECC begins at 7:50 a.m.

Children may not be dropped off prior to 7:50 a.m.

## **School Closings and Late Starts**

School closings or late starts due to extreme weather or other severe emergencies will be announced via the Twilio call system, parent email communication, posted on our Sycamore Education school site, and St. Elizabeth School website. Information may also be found through local radio and television stations. St. Elizabeth closings will be included with the group identified as: Southwest POD Schools, Kansas City/St. Joseph Diocese.

As safety is a primary concern, the school will prudently evaluate the predicted and current weather conditions in making the decision to cancel school or hold a late start. When a significant weather (snow or ice) event is reliably predicted, the principals of the SW POD will collaborate in making the decision to cancel school or hold a late start. Data from accu-weather along with local school closings will be utilized in this decision making process.

Parents/guardians may, at their discretion, choose to remove their children from school when they believe weather or streets are hazardous. In these cases, students must be dismissed through the school office.

In the event of school closing due to the weather, all extracurricular activities scheduled for the afternoon and evening will be cancelled also. This includes athletics, band, scouts, etc.

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If extreme cold is a weather issue, the following criteria will be used:

Predicted or actual temperature of 10 degrees below zero at 8:00 a.m., along with snow and ice accumulation, street conditions, as well as wind chill factors.

After a significant snow event or predicted extreme cold, SW POD principals will collaborate to determine the feasibility of a late start. Late starts would be issued the evening before with consideration of snow/ice accumulation, road conditions, and predicted weather for the upcoming day. Late start school days would start at 10:00 a.m. School would dismiss at the usual dismissal time of 3:30 p.m. Holding a late start may allow us to better meet the required number of school days in the school year according to the state of Missouri and the Diocese. Utilizing a late start option will also support the benefits of uninterrupted instructional days and take advantage of the most optimal learning opportunities. Some evening and after school events may be affected by late start school days.

There will not be before school extended care on late start days.

#### **Extended Care**

St. Elizabeth offers before school care from 7:00 a.m. to 7:50 a.m. every day that school is in session. After school care is available every day until 6:00 p.m., including most early dismissal days. Enrollment may be full or part-time with fees adjusted accordingly. Children must be enrolled prior to using the services of these programs.

#### **Enrollment Policy**

Preschool students must be three years of age by December 31 and fully potty-trained for admission to the Early Childhood Center (ECC). Pre-kindergarten children must be four years old by August 1st.

Enrollment is open to children ages 3 to 5, regardless of race, color or creed.

Families of current ECC students will have first priority during enrollment provided their registration materials are returned by the specified deadline. After the deadline, registration will be opened to all St. Elizabeth families and others who have requested enrollment information.

Consideration is given to:

- Families who are active members of our parish, which means:
  - Registered and on file in the parish office
  - Attend Mass regularly at St. Elizabeth
  - Pledged and met pledge commitment to the parish
- Families currently sending children to our school
- Families from other parishes and the surrounding community

Enrollment takes place in early January for the upcoming school year. A completed registration form and non-refundable deposit are required each year. Confirmation letters are sent out in mid-February.

#### **Toileting**

All children attending our preschool are expected to be potty-trained and able to use the bathroom independently. We have no facilities for changing diapers or pull-ups. There are scheduled bathroom times, and children are allowed to use the bathroom anytime, always under supervision. We understand accidents happen, so please be sure to send an extra set of clothes to keep at school to

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handle such occasions. If your child experiences frequent accidents, your child's teacher will contact you to discuss if this may be an indicator of a lack of readiness for a structured preschool setting.

#### **Fees and Payment Schedule**

Fees are the major source of income for our program. Each family must understand the importance of fiscal responsibility and how this can directly affect the quality of care and education for the children. It is important for families to pay on time so that we can meet our expenses.

- Monthly Tuition: Billed in nine equal payments, due by the 1st of each month, September through May. A 10% late fee will be assessed if tuition is not paid by the 10th of each month.
- If payment is not received by the last day of the month, the student may not return to class until payment is made unless prior arrangements have been made through the school office.

2 days per week = \$453

3 days per week = \$535

5 days per week = \$680

#### **Additional days**

We understand there may be times when parents need their child to attend additional time at school. If possible, we will try to accommodate these needs. The rate for each additional day is \$40.00 per day.

#### **Annual Enrollment Fee**

\$200 non-refundable, due at the time of registration

#### **Returned Check Fee**

We will notify you immediately if we have a returned check. You will be assessed whatever bank fees are incurred.

#### **Fundraisers**

Preschool families have the option to participate in all-school fundraisers throughout the year. Participating in these sales helps to build community and raise funds for many school programs and your child's future.

#### **Arrival and Pick-Up**

Parents taking their children to their classrooms are asked to be certain the teacher knows he/she has arrived when arriving late. You may have to wait during prayers and announcements. Children dropped off in the carpool line will be taken to their classrooms by the school staff or safety patrol.

Parents who are taking children out of school early must come to the main office first and sign the child out and get a pass to present at the door of the ECC. Parents who have not come to the office first cannot take their child.

Children will only be released to parents and/or guardians unless written permission is on file. This form shall state the person's name, their relationship to the child, their phone number and the parent's signature. Parents should advise their teacher in writing if a person not listed on the written permission form will be picking up your child. Staff members will ask for photo identification of anyone with whom they are not already acquainted.



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In the event of divorce or separation, we require a copy of the custodial arrangements.

#### **Traffic Safety Procedures**

Parents are asked to follow the traffic safety procedures to ensure the safety of all of our students at drop off and dismissal. Students who attend classes in the ECC must be picked up at the ECC. Students who attend class in the main building, must be picked up from the main building. Students who are walking or riding bikes, should exit the school property upon dismissal. Students may not be on school grounds, including playgrounds, without parent supervision.

Parking in the Parish Ministry Center is reserved solely for parish staff and visitors to the PMC. Parents may not park in the PMC parking lot.

#### **Morning Drop-Off - begins at 7:50 a.m.**

- Enter carpool line on Walnut Street heading south
- Proceed to school lot entrance on Walnut Street and pull up carefully
- Preschool parents should stop outside of the ECC east door to allow students to exit the car
- Pre-K and Kindergarten parents should proceed to the front of the ECC to allow students to exit the car
- Teachers and Jr. High safety patrol students will aid the children in getting out of the cars and into the building
- Exit out onto 75th Street -- PLEASE NOTE: RIGHT TURN ONLY
- Parking is permitted in the designated spots along the fence line facing 75th street.

#### **Afternoon Pick-Up - begins at 3:30 p.m.**

Children in the ECC are designated for dismissal as “walker”, “carpool” or “After Care”. Parents will be asked to fill out a form at the beginning of the year selecting the student’s primary method of dismissal.

**WALKERS** - Children who are picked up by someone “on foot” will wait by the back door of the ECC and be dismissed by the teacher on duty through the door on the north (back) side of the building.

**EXTENDED CARE** - Students will assemble in the lobby of the ECC and be escorted to the main building by teachers and safety patrol students.

**CARPOOL** - Preschool and pre-kindergarten classes dismiss from the doors on the east side of the ECC. Kindergarten dismisses from the front (south) door.

- Students in the ECC will be dismissed as walkers, carpool riders or After Care. Your preference should be communicated with your child’s homeroom teacher.
- Walkers / bike riders (anyone on foot) will be dismissed from the back door of the ECC building
- Enter carpool line on Walnut Street heading south
- Proceed to school lot entrance on Walnut Street and pull up carefully
- Preschool and Pre-K students will be dismissed from the doors on the east side of the building
- Kindergarten students will be dismissed from the front door
- Teachers will be on duty in the afternoon to aid the students in getting into cars
- Do not go into the classroom(s) to pick up your student(s). This could prevent the teachers from getting to their supervisory carpool responsibilities on time.

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>You must pull out of the carpool line to the fence in order to assist children with seatbelts.

#### **Clothing and Supplies**

Coat hooks or cubbies for each child are located in the classrooms. Each child must have a complete change of clothes: underwear, socks, a shirt and pants or shorts appropriate for the season. We also ask that you bring a jacket or sweater for use in case the weather unexpectedly changes. Please mark all items with your child's name in permanent marker.

- **Seasonal Dressing:** We take children outside daily. During the winter months children should wear mittens, hats and warm, sturdy shoes. Please dress your child appropriately for active play and the weather. Fresh air is important, even if it is only for a short period of time.
- **Dressing Safely:** Children should wear comfortable clothing that they are able to manage by themselves. Shoes must be soft soled and flexible and provide adequate protection for feet during outdoor and indoor play. Tennis shoes are best and are required on days when the children have P.E. Shoelaces must be a safe length. Flip flops, slip-on shoes, open toed sandals, crocs, jelly shoes and any shoes with heels can be unsafe for running and climbing and therefore not allowed.

#### **Bedding**

Children may bring a blanket and small pillow to be used during rest time. Each child also needs an XL large zip lock bag with name on it to facilitate sending home weekly laundry.

#### **School Supplies**

School supply lists are available on the Sycamore website. Parents will have the option to purchase Supply Kits through the CPTA in early spring.

#### **Lunches and Nutrition**

Preschool and Pre-Kindergarten students must bring a sack lunch to school. Please do not send items that require heating or preparation.

Students may purchase chocolate or white milk.

We believe good nutrition is essential for children. Lunch should consist of one serving of protein, two servings of vegetables and/or fruit and one serving of bread or grains. A small dessert may also be included. Our goal is for mealtime to be a pleasant and enjoyable social time for the children. We never force children to eat, we will only offer and encourage.

Teachers and staff are present at all meals. Withdrawal of food is never used as a disciplinary action. If a child forgets their lunch, a parent will be called.

Food Allergies - Guidelines for snacks, birthdays, classroom parties, and school related food events are posted on the Sycamore website (Safe Snack List).

**\*Please notify us in writing of any food allergies for your child.**

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As a community devoted to creating a Christ centered and child focused learning experience, the security and safety of all students is a guiding element of our daily activities and practices. Increasingly we are aware of students who have limitations in their diet due to allergies and other health related concerns. Strict avoidance is the best way to ensure that students with food related health issues experience a safe and threat free environment.

To reduce a life threatening allergic reaction and the possibility of cross contamination, all foods brought into the school for class snacks, birthday treats and class party purposes must be purchased in stores, come in the original packaging, and not be homemade or bakery items. Homemade or bakery items cannot be distributed and will be declined by the classroom teacher. Always make arrangements with classroom teachers before bringing birthday treats to school. (Updated 7/30/13)

We require parents to choose from the approved brand specific list provided on Sycamore and at [www.snacksafely.com](http://www.snacksafely.com) when selecting classroom snacks and in selecting birthday treats. By limiting the type of food entering the school, we are better able to ensure a safe environment for our students with nut and food allergies, other food related health conditions, and of course encourage healthy eating habits.

Understandably, product availability is continually changing. Products are reformulated and new items are introduced. Inclusion on the approved list is not a guarantee that the item is nut free. Never purchase food items for school use if the label states the food contains any nut product, or traces of nuts, or is made in a facility with nut products.

Additional cafeteria practices will ensure safety in the lunchroom, including separate eating areas, and hand and table washing. Students may bring peanut or other nut items in their own school lunch.

#### **Health Services**

St. Elizabeth School maintains a health room located on the main building. A registered nurse is available daily from 10 a.m. – 2 p.m. Student health records and confidential communication with the school nurse can be accessed through the SNAP health portal. Login information is sent via email to new school families. Returning families have the same login information as previous years.

The nurse or office staff assesses a student's condition and then decides if there is a need to go home. The health room staff notifies parents who are then responsible for transporting the student home. Parents will be notified if a student is injured or ill at school. Student should be picked up and signed out from the office.

#### **Health Policies**

- Medical Health Form: Each child enrolled must have a health form stating that they are a well-child and are current on all immunizations. Immunizations are recorded and submitted to the health department annually.
- Medicines: Missouri State Law states that school personnel, including the school nurse, are not authorized to practice medicine by administering medicine (including non-prescription medications), giving treatment (other than first aid) or making a diagnosis. In certain circumstances where prescription medicine is necessary for the student to remain in school, the medicine must be in the original container exhibiting a current prescription with the child's name and dosage, accompanied by a signed note from a parent/guardian. All medications will be

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verified and signed in by the Nurse prior to administering any medication. If there is a need for a student to take non-prescription medication at school, there must be a physician's written order specifying the type and use of such medication on file (this includes Tylenol, cold & cough medicine, cough drops, etc.).

- A signed note from the parent/guardian must also accompany the physician's order. Such orders are valid for the entire school year and the medication may be sent to school in its original packaging for use when the need arises.
- Staff: Early Childhood staff members are required to have a medical exam upon employment and TB tests every other year. Staff is expected to follow the same illness policy as the children.
- Illness Policies: The health of our children and staff is a primary concern. Illness affects our families and staff physically, mentally and financially. Our illness policy is based on input from the Kansas City Missouri Health Department and is strictly enforced.
- Plan Ahead for Illness: Group care is an ideal place for the spread of infection. Young children are ill several times a year. All families must plan ahead for illness at home or school. We feel it is best to have at least two family members "on call" to assist in these situations.

If your child is ill, please keep them home from school. Please call and tell us what is wrong so we can watch the other children for similar symptoms. Some illnesses need to be reported to the Health Department.

#### **Exclusion from School for Illness:**

A child who develops any of the following symptoms will be sent home. Your child must be picked up within an hour of notification.

- |   |                                 |
|---|---------------------------------|
| ● Fever of 100 degrees orally, 99 degrees auxiliary | ● Severe and frequent coughing  |
| ● Vomiting  | ● Yellow or green discharge     |
| ● Diarrhea  | ● Yellowish skin or eyes        |
| ● Impetigo or ringworm                              | ● Difficult and rapid breathing |
| ● Conjunctivitis (Pink-eye)                         | ● Headache or stiff neck        |
| ● Sore throat or trouble swallowing                 | ● Unknown rash or bumps         |
| ● Head or body lice                                 | ● Infected crusty skin patch    |
| ● Chicken Pox                                       |                                 |

Readmission: The standard rule is 24 hours out. Children must be able to follow the full daily routine to be back in school. If you bring them back and symptoms reappear, they will be sent home again.

Fever and vomiting	24 hours fever/vomiting free
Diarrhea	24 hours digesting solids
Impetigo or ringworm	24 hours on antibiotic
Conjunctivitis	24 hours on antibiotic
Sore or Strep Throat	24 hours on antibiotic
Head or body lice	After treatment
Chicken Pox	Completely scabbed over
Severe and frequent coughing	Signed note from physician
Yellowish skin or eyes	Signed note from physician
Difficult and rapid breathing	Signed note from physician
Unknown rash or bumps	Signed note from physician
Infected crusty skin patch	Signed note from physician

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#### **Accidents:**

Young children routinely suffer minor scrapes, bumps and bruises while playing. If your child has a minor accident or injury, teachers and staff will administer appropriate first aid, complete an accident report and inform parents.

#### **First Aid:**

Universal precaution will be used when treating any accident or illness that involves body fluids, (blood, vomit, urine or bowel movements). Gloves and appropriate sanitizing and clean up materials are on site. Each teacher has a small first aid kit, while a larger kit is located on the main floor of the ECC building.

#### **Serious Illness or Accident:**

In case of serious emergency, we will call 911 and administer first aid. The parents will be called immediately (or the emergency contact, if we are unable to reach a parent). A staff person will accompany the ambulance to the hospital with the signed statement giving permission for emergency treatment. The staff member will remain with the child until the parents arrive.

#### **Fire Inspection:**

Our school is inspected annually by the KCMO Fire Marshall's Office.

#### **Safety Drills:**

Fire, tornado and lock down drills will be held regularly. Safety plans are posted in each classroom and practiced regularly.

#### **Field Trip Safety:**

We only select safe and age-appropriate field trips. Permission slips are required for each field trip. We provide adequate supervision on each trip, as parents help chaperone these events. The first aid kit and emergency forms are taken on each trip. Each child will wear a nametag with the school name, address and phone number. Children are instructed in bus and stranger safety before each trip. You may keep your child home if you do not want them to attend field trips.

#### **Safe Environment:**

The following provisions are followed to ensure a safe environment for our children:

- Cleaning and chemical supplies are located in locked cabinets
- Smoke-free environment
- Furnace and storage areas are kept locked
- Building is exterminated monthly
- At least one staff member on site at all times is trained in child CPR and First Aid

#### **Parental Involvement**

Parental involvement is an important part of our program. Your involvement is essential for your child and the preschool's success. Here are a few ways you can help:

#### **Classroom involvement:**

- Assist with school parties
- Assist on field trips
- Share special talents or professional services with children

# ST. ELIZABETH SCHOOL

## PRE-SCHOOL PARENT-STUDENT HANDBOOK

### 2019-2020

- Donations

#### **Volunteers**

Parents are encouraged to become involved in school activities. All persons working with children in the Diocese of Kansas City/St. Joseph must meet the following requirements:

- Have an active Virtus account ([www.virtus.org](http://www.virtus.org))
- Complete the Ethics and Integrity in Ministry (EIM) module on the Virtus site
- Submit a background check on the Virtus site -- There is no cost to you for this and it is valid for five years.
- Attend a Protecting God's Children workshop

All volunteers who drive on a field trip are also required to provide the school office with a copy of their driver's license and current insurance card.

The CPTA coordinates volunteer efforts, which include being teacher aides, room parents, library aides, testing assistants, lunch program assistants, etc. Athletic volunteers are coordinated through the school board athletic committee. Names of current CPTA officers and Athletic Committee members are listed in the annual school roster or may be obtained by calling the school office.

#### **Communication**

The philosophy of St. Elizabeth School reflects the belief that the education of our students is best accomplished when parents and school personnel work as partners. Please keep the school informed of any good news, problems or situations your child may be experiencing which may affect school performance or behavior. Teachers are expected to keep parents up-to-date regarding your child's progress as well as notifying parents immediately should a problem or concern arise.

- Newsletters: A newsletter from the principal will be emailed and available through the Sycamore website. E-mail updates are sent weekly from the school office.
- Teachers update Sycamore classroom pages weekly and e-mail newsletters that highlight curriculum, important upcoming information and good news.
- Open House: Preschool Open House is held in August, prior to the start of school. This is a chance to meet your child's teacher and visit the classroom.
- Parent Teacher Conferences: Conferences are scheduled in October. Parents will receive a developmentally appropriate assessment of their child's progress. These conferences are the perfect time to ask questions or express any concerns you may have. But you don't have to wait for conferences since the teachers are always available to discuss your questions or concerns. Feel free to speak with them anytime.
- Portfolios: This is a collection of your child's work throughout the year, showing the progression of learning that has taken place. These are shown to parents at our Portfolio Night in late April and taken home during the last week of school.

# ST. ELIZABETH SCHOOL

## PRE-SCHOOL PARENT-STUDENT HANDBOOK

### 2019-2020

#### **Discipline**

Discipline is a process which helps children to see the sense in acting in an appropriate manner. Physical, emotional and verbal punishment will not be practiced. Each child is treated with respect and patience. Our philosophy is based on the NAEYC developmentally appropriate practices.

- **Anticipation:** First we try to anticipate any discipline problems we could have with young children. We do this by evaluating our schedule, the environment, our transitions, and classroom activities to make sure they are safe and developmentally appropriate. We arrange the children's environment and schedules in a way that will allow for a variety of choices in equipment and activities.
- **Hesitation:** When there is no physical aggression involved the children will be given the opportunity to work out the problem without teacher intervention first. If the argument escalates, the teacher will gently intervene by identifying the problem and identifying the feelings involved with both parties. The teacher will then help the children look at different solutions for the problem.
- **Redirection:** We use redirection as our main strategy. If there is an argument over a toy or activity, we can redirect the child/children to another toy or activity.
- **Time Out:** Time out is primarily used when a child is out of control. If a child is having a temper tantrum and needs to regain self-control they will be asked to sit in a designated cool down area until they regain control. They can rejoin the group when they are able to.

If escalating behaviors are a concern, parents and teachers will work together to develop a plan to meet the student's needs.

#### **Dismissal**

Our program reserves the right to request the withdrawal of a child from our school, which includes, but is not limited to:

- Failure to seek professional services for a serious physical, cognitive, emotional or behavioral problems displayed by the child or failure to follow the prescribed plan.
- Consistent disregard for our illness policy.
- Consistent late payment or failure to pay.
- Consistent late pick-up of your child.
- Consistent disregard for any program policy stated in the handbook.
- If your child is not adjusting to a group setting within a reasonable amount of time.
- A parent who would show disrespect for our staff or children.