

St. Anthony Catholic School Preschool Handbook

119 W. Springfield Rd.
Sullivan, MO 63080
(573) 468-4423

www.stanthonyschoolsullivan.com

Pastor	Father Paul Telken
Principal	Mrs. Mary Wooley
Preschool Teacher	Mrs. Jamie Stark

Contact Information

Please feel free to contact the preschool teacher via the school phone number (573-468-4423) if you have any questions or concerns. You may also email the teacher at jstark@st.anthonyschoolsullivan.com

Admission Guidelines

- ✚ Potential students must be three or four years old by August 1 before the start of the upcoming academic year.
- ✚ Children **must** be fully potty trained.
- ✚ Parishioners will be given one month before open registrations to enroll their child in the program. The announcement for this registration will be in the bulletin and in the school newsletters. After this period of one month, registrations will be accepted from outside the parish.
- ✚ Enrollment is currently capped at 12 students per day.
- ✚ Copy of child's Birth Certificate is needed.
- ✚ Copy of child's Immunization Record is needed.

Tuition for Preschool

Cost: \$20 per day

You may elect to pay weekly or monthly whichever you prefer. If you pay weekly, payment is due on the first day of the week your child attends. If you choose to pay on a monthly schedule, payment is due the first day of the month your child attends. Please note, in a month that has 5 weeks, statements will be invoiced accordingly.

If payment is not received by the close of the current week/month, your child's place in the Preschool Program may be forfeited. ***Any family that is two weeks in arrears may have their child's place forfeited.*** You may leave payment with Ms. Tammy in the School Office or you may take it directly to Mrs. Robin Kaufman, at the parish office. If you have any questions about your invoice or payments contact Mrs. Robin Kaufman at the Parish Office. (573-468-6101).

Lunch

Each day, the school serves lunch. Lunch price includes an entrée (a protein and grain), a vegetable, a fruit and milk. Students are encouraged to take advantage of the meals provided. Free and reduced meals are available for those who meet guidelines. This is handled through the office on a completely confidential basis. Please contact the principal and/or secretary for more information.

1. Lunch time for Pre-K begins about 11:00 am (subject to change).
2. If a child has forgotten his or her lunch, they should check with the office to see if it was brought in. If not, the student will be provided with the school lunch and the parents will be billed for that meal.

3. Meal money should be sent to school on Monday or on the first day of the week your child attends. Please place money in an envelope marked with your child's name and the words "lunch money". For your convenience, you may place the lunch money envelope in your child's daily folder. **Lunch is \$2.50/day and you may pay by the day, week, or month. This check should be separate from the tuition check.**
4. For those students who bring their lunch, milk may be purchased for **40¢/carton**; however, milk is included with the lunch tray.
5. Students need to realize that while dining, the conversation level must be kept at a reasonable level (no loud talking, shouting or excessive noise). We must be considerate of others who are trying to enjoy their meal.
6. Students are responsible for placing their own trays, silverware, trash, etc. in their respective places. Classes are responsible for neatness of tables and making sure the floor is clean near their places.
7. All lunch boxes should have the child's name and grade clearly marked on it.
8. Parents are invited to come and eat with their child. Parents are asked to notify the office by 10:00 a.m. the day they intend to eat with their child or write a note and put it in your child's folder. The adult fee is \$3.00.
9. Parents cannot bring fast food items for their child to eat at school. This is strictly against the Health and Wellness Policy.

School Day

Arrival and Dismissal Times

During the first two weeks of school, parents may drop off their children at the big playground to ease separation. If it is raining, they will meet in the cafeteria so students can say goodbye to parents. After the first two weeks, parents may drop their children off at the middle doors. After 7:40, parents may drop their child off at the far right doors.

After the first two weeks, arriving students will meet in the gym from 7:20-7:40 a.m. The students will be escorted to the classroom by the adult on duty around 7:40 a.m. Please make sure your child is on time because the morning review is very important to your child's educational progress. Class begins at 7:50 a.m. and ends at 3:00 p.m. Before and After Care is available to all students for an additional fee.

A school schedule will be sent home at the beginning of the school year. Any calendar changes will be listed on the monthly calendar. The preschool students will follow the same calendar schedule as the K-8th students.

Tardies

Preschoolers who arrive late (after 7:50 a.m.) must report to the office. Mrs. Tammy or Mrs. Wooley will accompany the child to the preschool classroom.

Absences

The parent is asked to call the school office by 9:00 a.m. when a student is sick and will be absent for either a whole or half day. If you intend to pick your child up early, please send a note that morning or call the school office, so your child and his/her teacher will be ready for an early pickup. Please do NOT text or call the teacher to relay this information. All late arrivals and early dismissal information MUST go through the school office.

Religious Activities

Mass Attendance

During the school year, the students will attend Mass on Fridays during Advent (pre-Christmas) and Lenten (pre-Easter) seasons. Parents are welcome to join us. Mass begins at 8:00 a.m. The preschool students attend only the first half of Mass.

Other Activities

Students will participate in certain Catholic traditions such as the Advent wreath ceremony, St. Nicholas' Day, learning about saints, and learning prayers.

Dress Code

Children should wear clothing that is comfortable, washable, and suitable for all activities. We will go outside almost every day; therefore, please dress your child in weather appropriate clothing. Children should also wear shoes that allow them to run, climb, and participate in movement activities without causing a potential hazard; therefore, only **tennis shoes are allowed**. This is for the safety of your child.

Please supply at least one complete change of clothes that can remain at school. Between accidents, messy activities, and wet playgrounds, every child will need to change clothes at some point. It is strongly suggested that you send elastic waist pants/shorts/skirts; this type of clothing is much easier to handle when your child is in a hurry to use the restroom.

The Preschool Program

Preschool Classroom

The classroom is attractively decorated and is rich in manipulatives and other sensory tools. The children will have opportunities to work with various learning games.

Curriculum

The academic subjects taught will coincide with standards set by the Archdiocese of St. Louis and the state of Missouri. The preschool curriculum will address the following areas of early childhood development: religion, science, health, computer skills, children's literature, math readiness, reading readiness, gross motor skills, fine motor skills, social skills, emotional skills, music, and art. The students will have daily opportunities to explore the curriculum through centers, group projects, theme units, music, and other appropriate activities.

Report/Progress Reports

Twice a year, at the end of the first and second semester, parents will receive information concerning their child's progress in each area of development. At the end of the first quarter, parents will have an opportunity to have a face-to-face conference with the teacher to learn about

their child's progress. If you have any questions or concerns about your child's development and/or progress, please feel free to contact the preschool teacher.

Communication

Cooperation between the school and parents is most important. The following methods of communication are designed to build strong relationships in the community.

1. Monthly newsletters will be sent home in the Friday folders. These letters may contain information about subjects taught, upcoming activities, and any other important information.
2. The Messenger and other information are sent home with the oldest child in the Friday folders.
3. An event and menu calendar is sent home once a month in the Friday folder.
4. St. Anthony Parish bulletin, also, communicates school events. Sunday bulletins are available for students who are not members of the parish.
5. Parents are encouraged to contact the teacher if there are any concerns; the teacher will, also, contact the parent with concerns.
6. Report/Progress Reports will be sent home twice per year and should be reviewed by the parents. These should be signed and returned to school. Also, please affix two stamps to the report card envelope so it can be mailed to you at the end of the school year.
7. Parents can schedule a conference with the principal or teacher at a mutually agreed upon time to discuss a student's progress. If a parent has a concern or suggestion about their child, it is necessary to follow the proper procedure to resolve the situation. The first contact should be scheduled with the teacher. If the problem cannot be resolved with the classroom teacher, the principal should be consulted. If the problem is still unresolved, the pastor should be contacted.
8. Specific issues concerning school safety, philosophy, admissions, fees and legality can be brought to the School Board. It is asked that the School Board be notified at least two weeks in advance for anyone interested in being scheduled on the agenda. Your concerns will be discussed before the School Board begins the official meeting. The School Board meets every third Thursday at 6:00 p.m. in the school.
9. The school must be informed of any change of address or telephone number, or any other change within the family such as separation, illness or death. A significant event or change at home can influence a student's progress or behavior. The school desires to help the student cope with changes; therefore, the school office must be informed of the above.
10. The Home & School Association (HASA) meets five times throughout the year. Attendance at those meetings is encouraged to stay abreast of the school's needs and fundraising activities. There is also parent fellowship. Babysitting is available for the meetings.

The parents, guardians, and teachers believe in a quality Catholic education for our children, where they can grow spiritually, intellectually, culturally, morally, socially, and emotionally. We strive to establish communication between the Home and School Association and the school, and work cooperatively to support the activities for our students.

Daily Folders

Each day the students will take home their daily folders. Inside these folders you may find student work, a behavior chart or personal notes from the teacher. Notes sent to the teacher may also be placed in the folder. The teacher will check the folders on a daily basis; we request that you do the same.

Discipline

In the preschool classroom, we will use a “time-out” space for a child who harms another child, disobeys a teacher or staff member, or displays a temper tantrum. When a time-out is needed, the student will be asked to sit until he/she regains calm and can join the group again. Students will also have a visual behavior chart.

Positive reinforcement will be given to those students who share, cooperate, listen carefully, follow the directions of the teacher and staff, and abide by the classroom and school rules. Each student who maintains good behavior will be rewarded a sticker; it will be placed on the daily behavior chart. Once the child is rewarded a certain number of stickers, he/she will be given the opportunity to choose something from the prize basket.

Personal Property

Please do not send toys to school. These can be disruptive to learning and are easily lost or broken. Throughout the year, there will be special “Show and Tell” days when the children are allowed to bring toys. These items must be small enough to fit in their backpacks. Toys of a violent nature will not be allowed. If the toy is “extra special” to a child, please do not send it to school.

Snack

Every afternoon, the students will be given the opportunity to eat a snack. This healthy snack is provided by the school.

Birthdays

On the day or week of your child’s birthday, you are welcome to bring **one** item to share with the rest of the class. This will be given to the students during snack time and they will be given water to drink. The preschool teacher will schedule a day for the summer birthdays.

Rest Time

Rest time is every day at approximately 1:00-2:00 p.m. Children who do not sleep are required to rest on their mat for the first part of nap time and then they are allowed to look at books on their mat until nap time is over.

We also request that the bedding be taken home at the end of each week to be washed; please return the following Monday.

Recess

Recess is offered twice a day. Students will be allowed to play in one of these areas: the large playground, the smaller playground, the field, or the gymnasium. At times, students may be restricted to their rooms for indoor play, if their designated area is not available.

Fundraisers

St. Anthony Home and School Association holds a fundraising raffle each year. **We require every school family (including Preschool) to participate by purchasing or selling at least one (1) \$100.00 ticket in the \$10,000 dollar raffle.** We thank you for your cooperation.

There are other fundraisers throughout the school year. You are encouraged to volunteer or participate in some way to raise money for the Home & School Association. The Home & School Association helps with funding activities and operating expenses.

Safe Environment Policy

We at St. Anthony are committed to providing a safe, secure environment for your child in accordance with the Archdiocesan requirements and guidelines, and to monitor campus access to the best of our ability. We wish to ensure that unrelated visitors, parents, teachers and staff who come in contact with your child(ren) are registered with and cleared through the Missouri Family Care Registry.

To this end, we have adopted the following policies. This policy was written in alignment with the Safe Environment Policies of the Archdiocese of St. Louis. If you will be supervising children **other than your own**, you are subject to a compliance check by our Safe Environment facilitator. This is nonnegotiable. There are liability issues that come into play when people ask for and are granted exceptions. Exceptions will not be made, because we do not want to put your child or any other child at risk.

Protecting God's Children Requirements

Anyone who plans on volunteering in the following capacities: room mother/father, field trips, coaching, or any other time where school children are present, **MUST** complete all of the requirements prior to volunteering. **There are no exceptions to these requirements.**

The Archdiocese's Safe Environment Program requires all adult employees and volunteers who work with or near minors and/or vulnerable adults to comply with the following policy requirements:

- Attend a Protecting God's Children live workshop and complete online updates every three years.
- Understand and sign the Archdiocese's Code of Ethical Conduct for Clergy, Employees, and Volunteers Working in Ministry.
- View two online training modules regarding abuse reporting and relevant topics from the Code of Ethical of Conduct.
- Complete a national criminal record check and agree to regular updates.

For more information or if you have questions, please contact Marcia McKay at the Parish Office (573) 468-6101.

Regarding Field Trips

Field trip forms are sent out with a “return by” deadline. The deadline is not only for the children but also for those adults wanting to, or thinking they MIGHT want to chaperone or drive. The purpose for this is so that

- 1) we know if we have enough chaperones and/or drivers,
- 2) we can include the total number of adults in our reservation for the trip and
- 3) we can check to make sure all adults going are in compliance with our Safe Environment Policy.

We ask you to return these in a timely manner (i.e. by the deadline date on the form).

Names of prospective chaperones are sent our Safe Environment facilitator on the Wednesday two weeks before the field trip, so she can confirm each chaperone’s compliance on the Virtus website. Only that person has access to this information. No one else can give you clearance to go on the field trip. If you are not in compliance, you will be contacted by the Safe Environment facilitator and will not be allowed to go on the field trip.

Names of potential drivers (who are also considered chaperones) are first sent to the Safe Environment facilitator for clearance. Cleared drivers are sent to the school office. The secretary will check to make sure that we have a copy of your driver’s license, registration and proof of insurance. The secretary will let you know if any of these items need to be turned in or updated before the field trip. Those wishing to drive who do not have this information will not be allowed to drive students. This information needs to be in the school office two days prior to the field trip. This must be done so that the teacher has time to make adjustment for drivers/and chaperones, if needed. Even if you think there is a slight chance that you will go, please sign the field trip form. Put a “**Maybe**” by your name, so that you have clearance in case you decide to go that day.

Please understand that, if you do not submit your name by the field trip “return by” deadline, or contact the supervisor of the field trip by the “return by” deadline, we cannot check for your compliance. So please do not call the Safe Environment Facilitator the day of the field trip or at home on her day off because you did not turn your form in on time. This is inappropriate and discourteous.

Regarding Special Visit Days

At certain times of the year, many parents and relatives want to come to school to join in the festivities, assemblies, or just to have lunch with their child. While we want you to be able to do this, we still need your cooperation to keep all the children safe. Special Visit Days include Grandparent’s Day, Mission Carnival, Talent Show, Kite Day, Christmas Play dress rehearsal, Field Day, Mardi Gras, last day of school assembly, etc. These Visit Days take place at school, or on the school grounds, during school related hours (Monday through Friday 6:00 am to 3:45 pm). These do not include saying the Pledge around the flagpole or joining the school in the gym for Advent prayer 15 minutes before school ends, because the students are with their own teacher/class and will not be allowed to leave their teacher/class with anyone.

There are several layers of protection put into place to ensure your child’s safety and we expect all visitors to abide by them. We reserve the right to exclude, expel or refuse admittance to persons who do not abide by these rules.

Visitors to the school buildings (old and new school) or school grounds **must** stop at the school office upon arriving for the event. You will sign a Visitor’s Log with your name, date, event, and time of arrival. You must also write your first and last name on a name badge. The name badge must be worn on the right or left chest area. The badge must be visible at all times.

You will also be asked to indicate the family name of the child (ren) you are visiting, or the grade/purpose of your visit. You may be asked for identification, if we are not familiar with you. We reserve the right to make a copy of your identification.

Doors and access to parts of the school may be restricted. For example, during Mission Carnival, access to school and hallways will be secured, as will the door to the rear bathrooms. The front doors and bathrooms will be monitored so that students do not leave the premises and so that students are paired only with the adult who is visiting them. Parents who come to eat lunch with their child will sit with their child (ren) in the lunchroom. The teacher and cafeteria staff will be informed of your visit.

All visitors **must** sign out when leaving the building with the time of departure. Students will remain at school until dismissal unless a note has been sent in by the parent permitting them to leave early with the visitor.

Visitors without name badges will be directed to the office before being allowed to engage with any student. If the visitor refuses, he or she will be asked to leave the premises or will be removed from the premises. Visitors are not allowed to chaperone any student whose family name is not on their badge, even if they are very good friends with that other family. These are school grounds, so school rules will apply.

Volunteers for Events

If you wish to volunteer to help with an event, you will be considered a chaperone and rules for chaperones will apply. This is because you will be interacting with and possibly chaperoning students who are not your own. Therefore, you must send in your name to volunteer for the event by the deadline set on the volunteer form. The same process for clearance through our Safe Environment facilitator is in effect. This applies to volunteers for school parties, Mission Carnival helpers, Field Day event staff, Walk-a-Thon or Snack Duty volunteers, etc.

High School Aged Volunteers

If a student in high school wishes to volunteer at an event or at school during school hours, he or she must complete and sign a "Code of Ethical Conduct" form. These are available in the school office. A parent or legal guardian needs to sign this form also. It must be turned in to the school office before volunteering the first time. This form is valid for one school year. If your student is 18 years of age, he or she still falls under the "minor" classification for the document. After graduation, he or she will be required to complete the same requirements to be an adult volunteer.

Health and Wellness

Health Guidelines

State law requires that health forms be kept up to date in the office. Please notify the school of any changes or additions to your child's immunizations, disease or serious illness.

1. First aid is administered for minor scrapes according to parent direction on emergency form.
2. Communicable disease: Since children are in close proximity in a classroom, diseases spread rapidly. When not feeling well, children are usually more comfortable within their home environment; therefore, please do not send your child to school if he/she is running a temperature, has a rash, inflamed eyes, etc. **A child must be free of fever, vomiting and**

diarrhea for 24 hours before a child returns to school. If a child is sent to school before the 24 hour period, the parent will be called to have the child picked up.

3. A child suspected of head lice must be removed from school, treated and re-inspected before being readmitted to school. Parents should notify the school if their **child has head lice.**
4. If a student has a special health problem such as diabetes, severe allergic, etc. his/ her teacher and the school office should be made aware of this at the beginning of the school year, and kept aware of any changes throughout the school year.
5. If a child becomes ill at school, the office will determine if the child is to be sent home.
6. If your child has an accident (feces), during the school day, you will be called, by the school secretary, to come, to school, to clean and change your child's clothing.

Administration of Medication in School

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illness or disabilities. Physicians should be aware of the problems associated with giving medication in schools. They may be able to change time schedules so medication can be given before and/or after school hours. A new written prescription and a new prescription container must be provided each new school year. Any pupil required to take prescribed medication during regular school hours must comply with school regulations: Written orders from the physician must include the following:

- ✚ Name of student
- ✚ Name of medication
- ✚ Dosage (any change must be submitted in writing)
- ✚ Time interval the medication is to be given (If the medication is given as needed, a plan is required)
- ✚ Duration of the treatment
- ✚ Diagnosis or reason for medication
- ✚ Drug allergies of the student
- ✚ Written permission by the parent/guardian requesting the school comply with the physician's order.

The volunteer School Nurse, Principal or School Office Staff has the right to contact your child's physician to clarify a medication order. Physician name and number must be on file for emergency authorization.

The above requirements also apply to ALL inhalers or other asthma treating devices. Asthma Action Plans must be on file with inhalers.

All medication should be brought directly to the school office in a container appropriately labeled by the pharmacy or physician. A current prescription label on container may serve as a physician's order. **Medicine must be handed from an adult to an adult. Students must not have medicine in their hands ever.** The Principal, Health Aide, or trained staff member will dispense the medication. All medication will be kept in a locked cabinet unless it requires refrigeration. Cough drops should be given to the teacher to be dispensed as needed. Lip balm is permissible but may not be shared.

Over the Counter Medication

If a prescription drug or over the counter drug is to be administered, a doctor's permission slip is to be sent to school with the medication. School personnel are never permitted to give pain relievers, unless medication is sent to the school office and a permission slip with the doctor's signature is on file.

Storage of Medications

All medication sent to school will be kept in a secured lock place under the supervision of the administration. Students may **not** carry medicine on their person unless approved by the Principal. Students may **not** share medication with others. Parents may **not** give permission to administer medication different from the doctor. A trained staff member will be assigned to administer medication. Proper documentation must be kept on every dose given.



Wellness Policy

The St. Anthony Wellness Committee has adopted the following established policies from the Archdiocese of St. Louis aimed at achieving the nutrition, physical activity and nutrition/physical education goals of the Wellness Program at the school. A copy of this is on file at the school.

Students in grades preschool through eighth grade will be provided: access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students, and meet the nutrition requirements of the U.S. Dietary Guidelines for Americans.

A clean, safe and pleasant environment will be provided with an adequate amount of time to eat.

Opportunities, support, and encouragement to be physically active on a regular basis while in the school setting. The use of physical activity (running laps, pushups) or withholding opportunities for physical activity (recess, physical education class) as punishment will not be practiced. In extreme cases or at parent request, the student may be kept in for half of the recess or P.E. time.

Health and nutritional education and physical education to foster lifelong habits of healthy eating and physical activity will be practiced. St. Anthony School will strive to establish linkages between health education and school meal programs, and with community related services.

A policy that does not allow food sharing is for the health and safety of our students. The first concern is disease transmission. Simply sharing food becomes a mode of transmission when food touched by a person's hands and/or mouth is consumed by another person. The possibilities are legion. For example, Hepatitis A, mononucleosis, herpes simplex, a host of bacteria and viruses that causes gastroenteritis. Another concern is students with life-threatening food allergies. Children may think that a certain food is safe for the allergic child to have, not realizing that the food was made in a plant that processes foods to which that child is allergic. In this case, innocently sharing food could cause a life-threatening emergency.

Handbook Acknowledgement

Parents are required to sign and return a Handbook Acknowledgement Form to the school office within the first week of school. The following is the content of that form:

As a parent, I understand the importance of the need for policies and procedures so that there are consistent expectations for all members at St. Anthony School. I understand that St. Anthony School's goal is to educate my child in a caring environment using best practices. I agree to support the school in all matters outlined in the **St. Anthony Parent Student Handbook (Preschool or K-8, as applicable)**, **St. Anthony Before/After Care Handbook** as well as the **School Device Handbook (K-8)**, all located on the school website www.stanthonyschoolsullivan.com/handbooks.

I agree that, if I have a concern or disagreement with policies or procedures within the Handbooks, I will bring it to the attention of the principal or School Board. I certify that I have read and will abide by the policies and procedures in these handbooks, and to expect my child to abide by the handbook(s) as a condition of enrollment.

Student Name(s): _____

Parent Signature

Date