

Father McCartan Memorial School Preschool Handbook

Mission Statement

The mission of Father McCartan Memorial School is grounded in Gospel values. The faculty and staff of Father McCartan strive to instill the HEART Values: Hope, Excellence, Acceptance, Respect, and Trust. These values enable our students to love God, others, and self.

Fr. McCartan Preschool strives to promote children's growth in awareness of themselves and their relationship to others as well as God. In a structured environment using activities appropriate to their stages of development, children are enriched and grow into fullness of life. They are adequately prepared for kindergarten by the end of the 4 Year Old Program.

The preschool program accepts all children regardless of race, color, religion, ethnicity or gender.

Hours, Calendar and Schedules

The preschool follows the school calendar and school hours (8:00 a.m. to 3:15 p.m.). The preschool is not in session when Fr. McCartan School is not in session. The preschool curriculum contains Religion, play, pre-reading, math, and writing experiences. Naptime is provided in the afternoon.

School Closings and Delays

In the event of school cancellations or delays, a parent alert will be sent out through the school information system (SIS). Closings will be broadcast on the following radio stations: KRES (104.7), KDWD (99.1). School will begin at 10:00 am if a delay is issued.

Proof of Guardianship

The school presumes that each parent has the authority to enroll the student, consent to various activities and programs, have custody of the student, or discontinue enrollment. In any situation where there is a custody agreement, the schools are to obtain the portion of that agreement that stipulates custody and any other information pertinent for the school.

Schools are to indicate in their registration materials that this is a condition of enrollment. This is also to be stated in the parent/student handbook along with a statement that indicates the parents are to notify the school immediately of any change in the agreement.

When consent by both parents is required by court decree in any/all matters relating to school, the consenting parent represents that the other parent has been consulted, and he or she consents to this registration.

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Enrollment

Preschool enrollment (full-time and part-time) is open to the community. To make the transition to preschool a smooth one, we recommend that the parent and child/ren visit the classroom prior to the first day of attendance.

The following will need to be provided by the parent:

- Completed enrollment packet and medical form
- Copy of child's immunization record and birth certificate
- Signed Parent Acknowledgement Form for Parent Handbook
- \$50 Registration Fee paid in full

Parents/guardians are welcome to put their child on a list of interested students for preschool any time before March 15th of the year they will enter preschool. The child must be of Pre-K age (3 years by Aug. 1) to enter preschool.

In the event that enrollment exceeds capacity, the following acceptance criteria will apply:

First: A Catholic child who has at least one Catholic parent/guardian who is active in the parish, attends mass regularly and contributes financially on a regular basis and has a sibling already in our school.

Second: A Catholic child who has at least one Catholic parent/guardian who is active in the parish, attends mass regularly and contributes financially on a regular basis and has a strong intent to send their child to our school throughout grade school

Third: A child whether Catholic or non-Catholic that has a sibling already in our school.

Fourth: A non-Catholic child whose parent has a strong intent to send their child to our school throughout grade school.

Fifth: A Catholic child who has at least one Catholic parent/guardian who is active in the parish, attends mass regularly and contributes financially on a regular basis.

Sixth: A Catholic child.

Seventh: A non-Catholic child.

The pastor, in conjunction with the principal, may make exceptions to these criteria.

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Fees

Families will prepay monthly services, absences and sick days are not credited. All fees are due by the last Friday of each month for the next month. Late fees will be charged after the 5th of the following month of \$5.00 per day. You will be notified **twice** for payment before enrollment is dropped. Parents must notify the school principal **two weeks before** the child's last day. Unless notified, you will be expected to pay the full month's fees.

There is a **non-refundable \$50** registration fee (guaranteed placement and supplies). Preschool cost is \$20.00 day for 170 school days per year. **Lunch costs are included in the daily charge.**

Meals

Children eat hot lunch at school. Lunch cost is covered in the daily fee. However, if you qualify for free or reduced lunch services, we ask that you fill out the proper paperwork. The school receives funding for each child enrolled in these programs.

Please let us know immediately if your child has any food allergies.

Naps and Rest Time

During nap time, all children are expected to rest. The children are not required to sleep but must remain in their designated area quietly so as not to disturb other nappers.

Morning Drop-Off/Afternoon Dismissal Procedure

Morning Drop-Off: Vehicles should pull up *parallel to the main entrance* of the school to drop off students before school begins. Vehicles approaching from the north should enter the alleyway south of the church and follow around the back of the church to the south and west sides of the school building - ***U-turns should not be made on Kansas Avenue.*** If you need to enter the building, please park in the church parking lot or in front of the multi-purpose room.

Afternoon Dismissal: Drivers should form a line using the following procedure for afternoon dismissal: vehicles approaching from the north should enter the alleyway south of the church and follow around the back of the church to the south and west sides of the school building and form a line that ***is parallel to the school building- U-turns should not be made on Kansas Avenue.***

At 3:15pm, faculty will assist students into vehicles located parallel to the main entrance and then wait for cars to depart and the next group to pull up parallel to the main entrance. Once all cars have come to a complete stop, the next group of students will be assisted into their cars. If you need to enter the building, please park in the church parking lot.

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The school will provide a Pick-Up form to be completed at the beginning of the school year. This form shall name all adults with permission to pick up a child from school.

Aftercare: Aftercare services are determined on an annual basis. Check with the school office for more information regarding whether or not services will be provided for the upcoming school year.

Sick Policy

If your child shows any of the symptoms listed below, the staff will immediately report to the parents or emergency contact so that the child may be picked up as soon as possible.

Fever

Vomiting

Diarrhea

Blood in the stool, urine or vomit

Injury or inflammation of the eye

Non-identified rash

Difficulty breathing

Drainage out of the ears

Complaints of pain or constant crying

If your child has a chronic allergy or a serious health condition such as asthma that may require special care, we need a letter from your physician stating that they are able to attend a daycare facility and any special care that is needed.

Sick children may show signs of fever, persistent crying, mouth sores, rash, pink-eye, infestation, tuberculosis, impetigo, streptococcal pharyngitis, chicken pox, shingles, pertussis, mumps, Hepatitis A, measles, rubella or any other contagious disease. Parents will be notified if any contagious diseases are noted in the preschool. **Please make sure your child has been temperature-free and has been taking antibiotics for 24 hours before returning to the preschool. Please call the school if your child is absent due to illness. We also appreciate a note or notification if you know your child will be absent for appointments.**

We cannot administer medication of any form to your child without a written permission statement signed by a parent or legal guardian. All medications must be in the original prescription container.

School Lice Policy

Father McCartan Memorial School and Preschool have a “no-nit” policy. This means that if a child is found to have head lice or their eggs (nits), the child may not attend school until all lice and eggs are removed.

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Discipline

Our staff is dedicated to providing your child with a loving and caring environment. In order to make our environment a fun and peaceful place to be, we will discipline the children in the following way: the teacher will talk to the child and provide an opportunity to apologize and send the child to time-out if necessary for the child to calm down (time-out shall be no longer than one minute per year of age).

Aggression

We cannot allow any child to hurt other children, staff, or themselves. Consistent and constant disruptive or inappropriate behavior is detrimental to the quality of instruction given. When aggressive behavior occurs, the parent will be notified and a mandatory conference will be scheduled. The parent will be expected to begin immediate cooperative effort with the staff to help the child learn appropriate behavior. Parental cooperation and support is an essential element in helping the child learn. Lack of timely action will result in dismissal from the preschool program. In the event of a serious aggressive incident toward others or equipment/materials, the parent will be called and required to pick the child up early, and a parent/teacher/principal conference will be set. The teachers, parents, and principal will discuss the child's behavior, the causes, and possible solutions.

Clothing and Items from Home

We ask that your child have a clean change of clothing in the event that they would have an accident or spill something on them. Please make sure that the extra clothes are appropriate for each season and are labeled with their name. Students will go outdoors for activities and playtime regularly, weather permitting. A coat is mandatory on chilly days and hats, gloves, and/or boots may be necessary when the weather is cold or damp. Shoes must be fully enclosed, no flip-flops, sandals, etc. Socks must be worn at all times. This is a diocesan policy for safety during play.

Students are required to bring a blanket and a small pillow for naptime. These items will be put away with nap cots and sent home regularly to be washed.

Staff

All staff members are screened for child abuse/neglect and criminal records prior to employment. These records are on file in the school office. Parents are asked to speak to their child's teacher regarding any concerns. If concerns persist beyond this level of communication, the director (school principal) should be contacted for a conference.

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Grievance

Please take advantage of our open-door policy by expressing concerns, ideas, or suggestions. We want you to be involved with your child's progress and development. We urge you to participate with them in or outside of school as much as possible. The chain of command is:

1. Parent-teacher
2. Parent-principal
3. Parent-principal-pastor

Dismissal Policy

Preschool will proceed with dismissing a child for the following reasons:

1. Nonpayment of fees
2. Repeated aggression toward teachers and/or children
3. Repeated destruction of property
4. Repeated behavior that causes emotional or physical harm to others

Volunteers and Visitors

We are thankful for any person wishing to volunteer and urge parents to visit the preschool!

These policies and schedules are subject to change as deemed necessary to meet the program and children's needs. Notification will be provided as applicable. We strive to provide a safe and fun learning environment for each student.

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PARENT ACKNOWLEDGEMENT FORM

PLEASE SIGN, DETACH AND RETURN TO SCHOOL

**Father McCartan Preschool
Policies and Procedures**

I have received and read the Father McCartan Memorial Preschool Parent Handbook. I agree to abide by all policies and procedures as outlined in the handbook.

This form must be signed, dated and returned to school with enrollment forms, immunization record, birth certificate and registration fee.

Parent/Guardian

Print Name: _____

Signature _____ Date _____

Print Name: _____

Signature _____ Date _____