

ST. JOSEPH WOODSMILL PRESCHOOL

A HANDBOOK FOR PARENTS

Welcome to St. Joseph Woodsmill Preschool! Our staff has prepared this handbook to acquaint our parents with our policies and procedures. Please take time to read this guide and if you have any questions please don't hesitate to ask.

Woodsmill Preschool was founded in 1969 and has been expanding it's programs continually to better serve our families. We now offer language, Nature on the Move science programs, piano lessons, Pre-K Enrichment Day and lunch bunch.

CONTENTS

Educational Philosophy

Admission Policies

Appropriate Clothing

Arrival/Dismissal

Conferences

Dad's Day

Discipline Policies

Field Trips

Health Policies and Procedures

Injury/Accident Procedures

Lunch Bunch and Enrichment Day

Parties and Birthdays

Physical Education

Religious Instruction

Snacks

Tuition Payments

Weather/Snow Days

***NOTE Please refer to the St. Joseph Parent/Student Handbook for St. Joseph's School Policies.**

EDUCATIONAL PHILOSOPHY

St. Joseph/Woodsmill Preschool educates young children and encourages their natural curiosity through nurturing, exploration, discovery and play. Recognizing and celebrating that each child is unique, our curriculum and teaching methods are tailored to each child's learning style. We believe this is best accomplished by giving our students opportunities to participate in music and movement classes, physical education, art, dramatic play, hands on activities, fine motor development, foreign language, science programs, piano lessons, academics, socialization and more. Our pre-K program is dedicated to preparing each child to excel in kindergarten with confidence in their abilities and a love of learning.

ADMISSION POLICIES

Admission is open to all children aged three through five. Children should be potty trained and capable of independent toileting. Orientation is during the week of Labor Day. Students get to know their teachers and new friends during a shortened day while parents attend an orientation meeting. This is the time to sign-up for field trips, parties, carpools, piano lessons and lunch bunch. School will begin the next week. The week before Memorial Weekend is the Graduation Spring Program and last day of school.

APPROPRIATE CLOTHING

Pre-K children (3 and 4 days) wear the St. Joseph School Uniform. Children enrolled in our younger two and three day programs do not wear uniforms. All children need to wear closed toe and heel shoes with a non-skid sole. We try to have outside play every day so please dress your child for the weather. Please label all your child's clothing with their name. School-sized backpacks, without wheels, need to be brought to school everyday with a complete change of clothing inside.

ARRIVAL/DISMISSAL

Regular attendance is important and results in better adjustment of your child to preschool. Please let us know if your child will be absent by calling 636-391-1253 ext. 1067 and leaving a message, if necessary. Children should arrive by the door between the gym and cafeteria between 7:50 am and 7:55 am for the morning session. If you choose to use the volunteer service in the cafeteria you must contact the parent in charge for their policies. A teacher will be at the door to welcome them until 7:55 am and take them to their classroom. If a parent arrives after that time they will need to go to the school office and sign-in, then bring your child to the classroom. Please hand all notes, tuition, etc. to the staff at the door instead of putting them into the children's book bags where they may be overlooked. The morning children will be dismissed at either the 10:40 time or the 12:00 time at the side door nearest to the church. This is also the door where the afternoon and Enrichment Day children will arrive. Afternoon children will be dismissed from the gym/cafeteria door so those families with other children attending St. Joseph's will be able to park for carpool then come to the door and pick up their preschooler. Please hold your carpool number (assigned at orientation) out of your car window so the staff can easily see it. A staff person will bring your child out to you. Your child's safety is our main goal so if someone other than the usual person is picking up your child, please inform the staff in writing. If a last minute change occurs, call school to inform us. No child will be allowed to leave school with anyone who is not on your designated release list. If the person picking up your child is unfamiliar to the staff, proof of identity will be requested (such as a driver's license). If a child is not picked up by ten minutes after dismissal time, a fee of \$1.00 per every minute will be assessed. This fee goes directly to the staff person who will be staying with and be responsible for the child until the parent arrives. Parents will then need to sign in at the school office and pick up their child either in the office or in the classroom.

HEALTH POLICIES AND PROCEDURES

IMMUNIZATION - All children must have on file at school a copy of their current immunizations. State of Missouri requires children's immunizations be kept current and that they be immunized with varicella for chicken pox or have a signed document on file at school that states that they have already had the disease.

PHYSICAL EXAMINATION - Each child must have on file at school a physical examination from their doctor. If your child has allergies that manifest themselves in a nasal discharge, cough or sneezing a doctor's note will be required.

ILLNESS - If your child is ill and cannot attend school, please call and let us know the nature of the illness if it is contagious. If your child becomes sick while at school, parents will be notified immediately. If unable to be reached, your emergency contacts will be called. It may be necessary for someone to come to school to pick up your child before the school day is over.

If your child has any of the symptoms listed below, the child should be kept from school. This is necessary for the protection of your child as well as the other children and staff.

Fever within the last 24 hours

Vomiting and/or diarrhea within the last 24 hours

Rash

Inflamed or discharge from the eyes

Is very tired

A cold (sore throat, runny nose, sneezing or has a cough)

An earache or discharge from the ear

A stomachache or upset stomach

A child who has chicken pox will need to be out of school for a full ten days or until the "pox" are totally dry.

Please notify the Preschool in writing if your child has any medical, physical, or behavioral concerns that would require special attention by the Staff.

INJURY / ACCIDENT PROCEDURES

St. Joseph Woodsmill Preschool Staff have been certified in First Aid and CPR by the American Red Cross. If a child has a non-serious injury, appropriate treatment will be administered by the teachers or the school nurses and the parents will be notified in writing on the Accident Report Form at dismissal. In case of a serious injury, 911 will be called and the parents immediately notified (or emergency contacts if necessary). The child will be transported to the nearest hospital if it is not in his/her best interest to take him/her to the preferred hospital as stated on his/her medical form.

LUNCH BUNCH AND ENRICHMENT DAY

Lunch Bunch (10:45-12:00 or 1:00) is available every day for our students for an additional charge. The children bring their lunch with a drink (lunch box needs child's name clearly written on the top and should include an ice pack) and stay and play. A variety of activities, including outdoor play, are offered to the children. When you sign up for a particular day or days, it is assumed that you will continue for the entire year on that schedule unless we receive a note explaining any changes. We encourage the children to eat their healthy foods first then eat any desserts, while talking about which foods are best for them. It is helpful if lunches do not include foods such as shredded cheese, cupcakes in paper cups, self-made pizza or tacos (as in some Lunchables) and Capri Sun. Please send only the amount of food that your child usually can eat for lunch and which they can open themselves. Enrichment Day is offered to our Pre-K students from 10:40 until 2:40. Enrichment includes lunch, language, music, gym, art, math, science, dramatic play, journaling, etc. Lunch Bunch Rules apply to this program, also.

PARTIES AND BIRTHDAYS

Celebrations are special days at Woodsmill. Parents sign up to be on the party committee at orientation.

There is a planning meeting a couple of weeks before the party to organize the day. Parties are usually from 9:15 to 10:30 for morning sessions and 1:15 to 2:30 for afternoon and include games, snack, story, art projects, etc. Unfortunately, we are unable to accommodate siblings during the parties because of space restrictions and parent participation needed to make the parties run smoothly. Parents giving the parties will need to be registered on the Family Care Safety Registry and have taken the Protecting God's Children Program. Please call the parish office for information.

If your child has a birthday or half birthday during the school year, the Staff would like to make it a very special day for your child. We ask that you request the day you would like to celebrate in writing to your child's teacher so we do not have duplicates and to check for any food allergies. Treats must be commercially made. Cookies, donuts, brownies, or Rice Krispie treats are good choices for birthday treats. We ask that you do not send a cake or cupcakes. You may send napkins, cups, juice, or favors if you wish. Parents are included in this day, if they wish, and should ask the teacher for the time of the party.

PHYSICAL EDUCATION

Woodsmill offers, as part of our curriculum, physical education which includes activities such as: parachute play, scooter boards, bean bag activities, basketball, frisbee, tumbling, soccer, tee ball, mousercise and ball skills. For your child's safety appropriate non-slip shoes with closed toes and heels need to be worn to participate in gym or playing outside.

RELIGIOUS INSTRUCTION

St. Joseph Woodsmill Preschool will provide religious education in a developmentally appropriate manner. Teaching will be by example, role playing, discussion, work sheets, and stories. We will provide an educational program that supports parents in training students to be an example of Catholic Christian life by the way they think, speak, and act.

SNACKS

The children receive a snack every day at school. This usually (unless we are cooking) consists of a cookie, crackers, and fruit juice with no additives. If your child requires a special diet, please inform the staff in writing and we will try our best to accommodate. Parents are asked to donate 2 boxes of crackers, 3 boxes of cookies and 3 bottles of juice once a year. Alternate snack donations include: granola (no nuts), raisins, cheese crackers, etc. If you wish to bring something perishable, please let the classroom teacher know and bring it in a cooler with an ice pack. Your donation is greatly appreciated.

TUITION PAYMENTS

To maintain our high standards of quality education, tuition is paid monthly in nine installments starting in August. There is no May payment of tuition, only Enrichment and Lunch Bunch fees are due. There is no reduction of tuition, Enrichment or Lunch Bunch fee if a child is absent for illness, vacation, or other reasons.

The Lunch Bunch and Enrichment fees are due on the 5th of the month (September through May). There is a grace period until the 10th of the month after which a \$5.00 late fee is assessed. After the 15th of the month, a \$10.00 late fee is added to the total.

It is necessary to give the school at least one month notice if you plan to withdraw your child from school.

WEATHER AND SNOW DAYS

St. Joseph Woodsmill Preschool will be closed for inclement weather if St. Joseph School of Manchester closes. You will be notified of this on most network television and radio stations. If you see that St. Joseph's is closed Woodsmill is closed. Also you will receive a computer generated phone call if school is closed due to inclement weather.