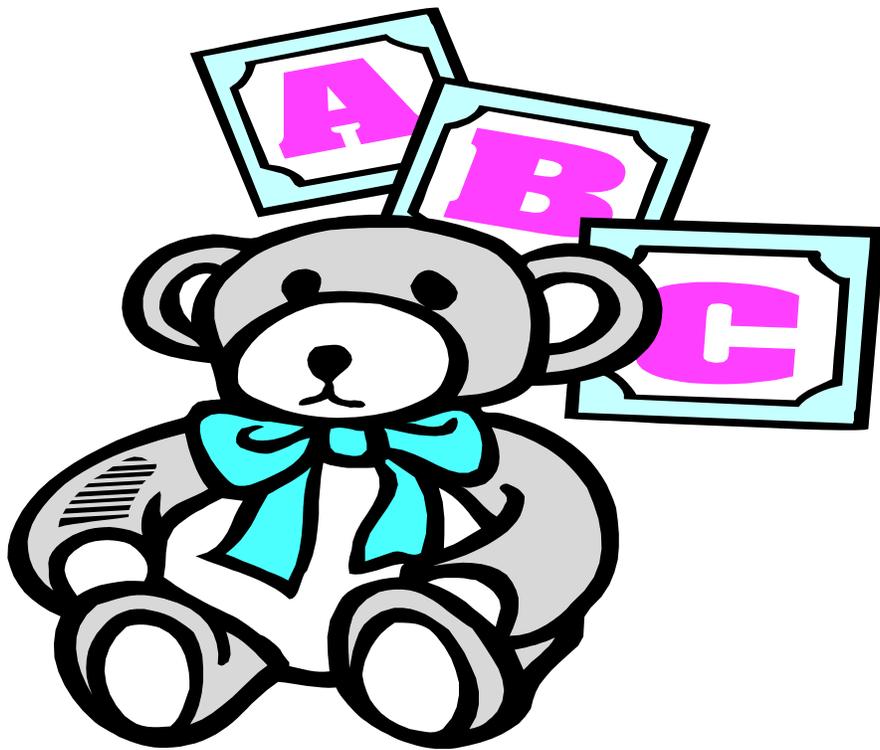


**St. Patrick  
Catholic  
Pre-School**



**Parent Handbook  
2011 - 2012**

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### **Introduction:**

St. Patrick Catholic Pre-School tuition funded school and child care program. We do not discriminate on the basis of race, color, religion, national origin or ancestry. Children with special needs are accepted by the school based on the ability of the staff to provide an appropriate program.

The major goal of SPCPS is to offer a safe, nurturing environment for children within our Catholic community. Each child is given affection, comfort, understanding and opportunities for learning in an atmosphere that is free from frustration and pressure.

### **Programs:**

SPCPS offers several different programs to fit the individual needs of the families within our community.

*Full time Preschool* is offered Monday through Friday, from 7:45 am to 3:00pm. You may bring your child any time after 7:45 am. But you may want to check your child's Daily Schedule so that important preschool activities are not missed. All children arriving after 8:15 am should be checked into the front office before being brought to class.

*Half Day Preschool* is also offered Monday through Friday, beginning at 7:45 and ending at Noon. You may bring your child any time after 7:45 am. But you may want to check your child's Daily Schedule so that important preschool activities are not missed. All children arriving after 8:15 am should be checked into the front office before being brought to class.

### **Extended Day Programs:**

Extended Day Programs are available at our school for an additional fee.

The Extended Day Morning Program is available to our students on school days as early as 7AM. All students should be signed in every morning in the Extended Day room by a parent. Pre-school students should never be sent to morning care with an older sibling or student.

The Extended Day Afternoon Program is designed to fit the needs of school age children. There will be time provided for play and specially designed projects. Students will be checked into the EDAP by their classroom teacher and must be signed out by a parent or guardian by 6PM.

### **What to Bring to School**

In order to ensure the comfort and safety of your child SPCPS would like to inform parents of what to bring and what not to bring to school:

All children - wear St. Patrick logo PE uniform with solid black sneakers and solid white

socks. Each child should also have a complete set of extra clothes at school. Students should also bring a large t-shirt for messy projects that will be kept in the classroom.

Nappers/resters - one nap pad with one small blanket or crib sheet to cover mat

Please do not send any of the following items: war toys or weapons, balloons, gum, marbles, expensive or breakable toys. Check with your child's teacher if you are unsure about a particular toy or item. All children should be encouraged to understand that anything brought to class should be shared or remain in their cubby.

### **Snacks and Lunch**

We are asking that parents supply snack for their child daily. Students should bring both a morning and afternoon snack. Please send you child's snack in a bag labeled with their name and "AM" or "PM".

Students at SPCPS have the option to bring or buy their lunch. Lunch menus are sent home monthly. Please ensure that your child's sack lunch includes foods from all of the appropriate food groups.

### **Medication**

SPCPS is willing to assist parents by administering medication as long as correct procedures are followed:

(1) ALL medication must be prescribed by a doctor, in writing. This includes cold remedies and cough medicines.

(2) Parents must fill out the necessary SPCPS medication forms.

(3) Parents must inform the teacher in the child's class of the request to administer medication.

Parents are welcome to drop by to administer their child's medicine in person.

## **Illness**

For the health of your child, his classmates and his teachers, please keep your child home if he is ill or shows signs of illness. Some of the reasons for keeping a child home are:

- fever, or had one in the last 24 hours
- vomiting, or has in the last 24 hours
- common cold
- pinkish, excessively watery eyes
- unexplained rash or spots on skin
- persistent cough or runny nose
- any signs of a communicable disease

If your child becomes ill at school, he will be made comfortable in the clinic area until you are contacted and are able to come and get him. If you are called, you will be expected to pick up your child immediately or make arrangements for him to be picked up immediately.

Please be certain that the Director and Classroom teachers are fully informed about any allergies your child may have. In cases where children have severe allergies to common foods, we must ask that you provide suitable food for your child's snacks.

## **Arrival and Pick-up**

Every child must be signed in and signed out of the school. Preschoolers should be walked to their classroom and made to feel secure and comfortable before saying a cheerful and firm good-bye. Parents should inform their child's teacher if they will be picking up at an irregular time, so that the teacher can reassure the child and can reschedule any special projects.

Pick up time begins at 2:50 pm for Full Day students. Students are escorted to car-line and signed out by their teacher. Please place your sign in your call so that we can easily identify you. Any student not picked up by 3:15 pm will be taken to the Extended Day Program. Please see the School Handbook for more information about prices and billing for this program.

Only the designated people listed in the child's files may take the child from the school grounds. Signed, dated, written consent from the child's parent or guardian is needed for anyone else to remove the child from the school.

## **Discipline**

The forms of discipline we use at SPCPS are encouragement and winning cooperation. In order to foster this approach the teachers establish a positive relationship with each child, and provide the child with acceptable choices. If a child is having trouble controlling himself physically or mentally, his teacher may ask him to take some "time out". The length of the time-out would vary according to the individual needs of the child and the age of the child.

If the child's parents or teachers are concerned about his behavior, a parent-teacher conference can be called to discuss and share ideas for more effective ways to deal with the child.

## **Payments**

Full payment for tuition is due on the first of each month and is considered late by the 10th. A current tuition scale is enclosed with this document. Because the salaries of the staff and the costs of operating the school are fixed regardless of the number of children present, the full tuition fee will be charged regardless of the number of absences due to illness, vacation, leave, etc.

## **Holidays**

SPCPS will follow the same vacation calendar as St. Patrick Catholic School. A list of specific dates for the current year is enclosed with this document.

## **Accreditation**

SPCPS is accredited through the Florida Catholic Conference. Guidelines and benchmarks for the curriculum and operation of our preschool is set forth by the FCC and the Diocese of St. Petersburg.

In addition to the guidelines printed within this document, parents are responsible for reading and supporting the mission statement and beliefs of St. Patrick Catholic School contained in the Parent/Student Handbook. A current copy of the Handbook will be given to you at the time of registration or on the first day of school.

Please remove this page and return it to the School Office.

We have read the St. Patrick Parents' Handbook and I agree with its terms and conditions:

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Date

Signed form due to Sr. Veronica Visceglia, SSND by September 2, 2011