

*Welcome to St. Paul Pre-Kindergarten
program for 2011-2012. The Pre-K teachers
recognize the parents as the primary
educator of their child. Together, we will
help your child grow spiritually, physically,
socially, and academically, as they explore
the world around them.*

Bonnie Loeffler, Director

PARENT HANDBOOK ST. PAUL PRE-K

ENROLLMENT/HOURS

St. Paul Pre-K will be open from 7:00 a.m. to 3:00 p.m., Monday through Friday for full time students and 7:00 a.m. to 3:00 p.m. on Tuesday, Wednesday, Thursday for part time students. The Pre-K will follow the school calendar for St. Paul School.

APPLICATION/FEE/TUITION

Application: A child may be admitted to the Pre-K Program who is 4 years of age on or before July 31st of the present school year. A child must be toilet trained and have independent toilet skills before entering the Program. Every child must have a completed enrollment and immunization record on file prior to the start of school August 18, 2008.

Fees: A non-refundable registration fee of \$75.00 will be charged annually at the time your child is registered.

Tuition: St. Paul School Pre-K has a tuition policy. The St. Paul Parish Finance Council establishes the amount of tuition on a yearly schedule based upon the projected school budget and the expected number of students.

	Total Amount Due	Annual Payment (2% discount)	Semi-Annual Payments (1% discount)	Monthly Payments
Full time	5,180.00	5,076.40	2,564.10	518.00
Part time	3,450.00	3,381.00	1,707.75	345.00

Payment Plans - At Registration, parents may elect to choose one of three payment plans.

ANNUAL PAYMENT

If you choose to pay the entire amount in one payment, this must be done by July 10th. Families will receive a 2% discount of the total tuition, if this payment plan is chosen.

SEMESTER PAYMENT

If you choose to pay the tuition twice a year, in two equal installments, the first payment must be paid by July 10th, and the second payment by December 20th. Families will receive a 1% discount on each payment if this method of payment is chosen.

MONTHLY PAYMENT

A family may choose to make ten equal monthly installments from July through April. The F.A.C.T.S. Tuition Management Company is used to collect tuition payments. These installments will be automatic bank drafts directly from your bank account. You may choose either the 5th or the 20th of each month for your draft.

STUDENT WITHDRAWAL

If a family decides to withdraw their child from the Pre-K Program at any time during the month, their tuition for that month will not be refunded. The amount of outstanding tuition, fees and fines will be forwarded to the bookkeeper before records will be released.

RECORDS

Each child must have a copy of immunization records on file prior to the first day of school. Birth certificate, Baptismal certificate, Social Security card and immunization records will be copied at the time of registration. The school needs to be made aware of any special medical/physical conditions.

HEALTH POLICIES

If a child has a fever of 100 degree Fahrenheit by mouth, or ninety-nine degrees Fahrenheit under the arm, he/she should be kept at home or will be sent home from school. A student must be fever free (without aspirin or antibiotics) for twenty-four hours before returning to school.

If a child has any of the following symptoms, he/she should be kept home or will be sent home: diarrhea, severe coughing, gets blue or red in the face or makes high-pitched croupy or whooping sounds after coughing; difficult or rapid breathing; yellow skin or eyes; pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus; unusual spots or rashes; sore throat or trouble swallowing; infected skin patch(es)-crusty, bright yellow, dry or gummy areas of the skin; unusually dark, tea-colored urine; gray or white stool; headache and stiff neck; vomiting; and severe itching on the body or scalp.

Children who become ill at school will be isolated from the group. Parents will be notified and expected to make arrangements for the child to be picked up immediately.

If your child contracts or is exposed to a communicable disease, please report this information to the director who will inform the other parents.

Please let us know if there is anything we need to be aware of concerning your child's health that should be recorded on the emergency medical card.

MEDICATION POLICY

HEALTH SERVICES

Based upon the availability of proper medical assistance, each year we try to provide the following services. Each year classes will be given eye and ear screenings. Please watch for this information to be brought home by your child.

For minor injuries that may occur on the school grounds, the school office will administer basic first aid. This first aid will include washing the wound and applying a Band-Aid. If the injuries are of a serious nature, the parents will be called. **It is imperative that you keep the school office informed of your emergency telephone number.**

We are required to notify parents when your child receives any type of head injury, no matter how minor.

Medication Administration - ALL Prescription Medications and ALL Over the Counter Medications must have a written order from a doctor and a signed parental consent form in order for the school personnel to administer the medication.

The school will NOT administer the first dose of any medication.

For All Prescription Medications and All Over the Counter Medications, the following guidelines must be followed:

- An Emergency Authorization form must be on file in the school with the physician's name and phone number. (See Appendix A - Physician Consent form.)
- Written orders from the physician must include:
 - Name of the student
 - Name of the medication
 - Dosage (in grams, ml)
 - Time interval the medication is to be given (if the medication is to be given as needed, a plan of when to give it is required.)
 - Diagnosis or reason for medication (A current prescription label on container may serve as a physician's order for prescription medicine.)
- Written permission must be provided by the parent or guardian requesting that the school comply with the physician's order (See appendix A)
- Both forms must be kept on file.

- Medication should be brought to school by the parent in a container appropriately labeled by the pharmacy. The parent **MUST** bring the medication into the office. The parent **MUST** also pick up the medication. This not only protects the student needing the medication but other students as well. Ideally the parent will have two containers, one for home and one for school. **For medications that will be given for the entire school year, the child needs a new prescription container and a new written order from the doctor each school year.**
- If there is ANY change in the dose or timing of medication, the physician must submit the change in writing. This note may be mailed or faxed (636-272-4469) to the school. A parent may not give permission to give the medication differently than the physician's order.

IF YOU SEND MEDICINE WITHOUT HAVING FOLLOWED THE ABOVE PROCEDURES, WE WILL NOT DISPENSE THE MEDICATION.

If you feel your child needs other types of medication during the school day, such as aspirin or cough medicine for which you do not have a doctor's written order, you may choose to come to the school office to dispense the medication to your child.

GUIDELINES FOR SPECIFIC COMMUNICABLE DISEASES –

When there is reasonable cause to believe that a student enrolled in our school has a communicable disease, the parent/guardians of the student should be notified, the student may be excused from school, and examination by their physician may be advised. The school utilizes the guidelines from the booklet, Prevention and Control of Communicable Diseases—A Guide for School Administrators, Nurses, Teacher, Secretaries, and Day Care Operators, published by the Missouri Department of Health, which include in this section.

Students with infectious diseases, and their families, have a right to privacy and confidentiality. Only staff members who have a reason to know the identity and condition of such students should be informed.

General Guidelines for Sending an Ill Child Home:

- **Fever (>101.5) or 1 – 2 degrees above child's normal temperature and/or ill appearing**
- **Rash with fever**
- **Rash of unclear cause that has not been evaluated by a physician**
- **Difficulty breathing (especially asthmatic not relieved with medication)**
- **Sore throat with fever or difficulty swallowing**
- **Eye drainage (clear or yellow) with itching and history of crusting on lashes at waking**
- **Vomiting at school or stomach cramping with history of vomiting in prior 24 hours**
- **Diarrhea, sleepiness, and abdominal cramping**
- **Mouth sores with inability to control saliva**

- Chicken Pox or other communicable diseases.

Reportable Diseases:

Any case of a disease designated “reportable” by state rule needs to be reported immediately to the local health authority. This is most likely done by the physician confirming the diagnosis. Appropriate outbreak control measures should be implemented after consultation with local health authority and medical care providers, in accordance with state laws and rules governing disease control. Schools should follow the guidelines of the Missouri Department of Health published in Prevention and Control of Communicable Diseases, A guide for School Administrators, Nurses, Teachers, School Secretaries, and Child Care Providers included in this manual. A current list of reportable diseases can be found at www.health.state.mo.us.

Children must be free of fever for 24 hours before returning to school.

Head Lice

- A. Students who are suspected of being infested with head lice shall be examined by the school personnel. If head lice are present in the opinion of school personnel, the parent will be notified and the student removed from the school immediately. This is necessary for the benefit of the entire school population.
- B. Students will not be readmitted to school until deemed nit-free (**NO EGGS PRESENT**). The principal or his/her designee will inspect the child. His/her judgment shall be final.

FIELD TRIPS

Each child must have a signed permission slip from a parent for each trip. Parents will be notified in advance of each trip. Parents may be asked to help with driving and chaperoning. **SIBLINGS ARE NOT PERMITTED ON FIELD TRIPS.**

SNACKS

Students will receive a morning and afternoon snack furnished by the parents on a rotating basis. Please inform the teacher if your child has any food allergies. Missouri health regulations require that all snacks brought from home must be pre-packaged and sealed. **Please do not send hard candy.**

LUNCH

Our school participates in the Government Child Nutrition Lunch Program. Each year a family size and income scale form is sent home to all families, giving them the

opportunity to choose their participation in the Free or Reduced Lunch Program, if they are eligible for this benefit. The government will reimburse the school lunch program for those students who are eligible and elect to participate. A copy of the W-2 form or statement of monthly earnings will be needed to show verification of eligibility. This information (including who participates in the program and income verification) is kept strictly confidential.

A lunch program is available to all students who wish to buy lunch at school. However, those who wish to bring their own lunch may do so. Menus are sent home weekly.

PLEASE DO NOT SEND SODAS IN THE CHILD'S LUNCH. Our lunch program must continue to be self-funding. To do this the price of lunch (which also includes price of milk or juice) will be as follows:

Weekly \$7.50
Daily \$1.50
Extra milk or juice \$.35
Main dish second \$.30

Please let us know if any student has food allergies or specific nutritional dietary needs. We must have a physician's signature on file with the school, along with the required needs specifically stated on a form, which will be sent to those families with this particular need. Please let us know if you need this form.

If parents and other siblings wish to eat lunch with their child at school, you will need to send a note or call that morning in order for preparation of extra food. Please do not bring McDonalds, etc. when you choose to eat lunch with your child. This sometimes causes other students to want something they cannot have.

You will be receiving information about our payment system and computer accounting program on the first day of school. All students' accounts **MUST** be finalized by the last day of the school year. Our accounts must be balanced in order to continue to receive state funding for our cafeteria program.

BIRTHDAY/ HOLIDAY CELEBRATIONS

A child may share treats on his/her birthday. Please do not send sheet-cakes or large cupcakes. If a child's birthday falls during the summer or a holiday, he/she may bring a treat on a different day. Please advise the teacher in advance. Missouri health regulations require that all snacks brought from home must be prepackaged and sealed.

We will have a Halloween, Christmas, and Valentine party. Parents will have the opportunity to sign up for these parties at the Parent Orientation Meeting. A \$9.00 party fee will be paid at the time of registration.

CLOTHING

Children should wear comfortable clothes suitable for indoor/outdoor play. **Tennis shoes are required.** Please send an extra set of clothing in a Ziploc bag to be kept in his/her bookbag in case of an accident. Please mark all your child's personal belongings with his/her name.

No unusual hairstyle or unnatural color will be permitted. Unnatural hair colors will not be allowed, even for holidays. Students will be sent home. No partial or complete shaving of the head will be acceptable. Hair is to be kept out of the eyes and neatly brushed and groomed. Boys' hair should not be touching the shirt collar.

REST TIME

The children will rest every afternoon on a cot. Please furnish a crib sheet, small blanket, and small travel pillow for your child. Bedding will be sent home to be laundered at the end of each week. Children may bring a favorite blanket or **small** stuffed animal for rest time.

TOYS

Children may not bring toys to school except for Show & Tell day.

DISCIPLINE POLICY

THE PRINCIPAL AND PASTOR RESERVE THE RIGHT TO EXERCISE ALL DISCIPLINE MATTERS AT THEIR DISCRETION.

The Pre-K students and staff of St. Paul School are expected to show respect for others and to act in a manner that demands the respect of others and to accept the responsibilities and consequences for our actions. This outcome starts with the demonstration of proper moral and social behaviors in all settings.

St. Paul School Pre-K will facilitate the achievement of these Catholic attitudes by teaching the need for and benefits of such behavior and by re-enforcement of that teaching by way of a set consistently applied disciplinary procedures. The administration is expected to tailor the disciplinary procedures to the expected maturity level of the individual.

ALL DISCIPLINE ACTIONS AND CONSEQUENCES WILL BE DOCUMENTED AND KEPT ON FILE.

PROCEDURES FOR PARENTS TO FOLLOW FOR CONTACTING TEACHERS OR THE SCHOOL ADMINISTRATION CONCERNING DISCIPLINARY MATTERS.

Parents FIRST contact the teacher. The teacher will then notify the Principal of the problem.

The teacher and the principal will discuss the problem and resolve it. The parents will be notified of the problem. The principal will be notified by the teacher of the problem resolution.

If the problem is not resolved, the teacher will schedule a meeting with the principal and the parents.

If the problem still cannot be resolved, the Principal will discuss the problem with the Pastor. A plan of action will be formulated with parent and Director notification.

Pre-K Rules

- Listen carefully.
- Follow directions.
- Respect others.
- Respect school and personal property.
- Work and play safely.
- No biting.
- No verbal/physical aggression.
- No harmful objects.
- No vulgar language.
- No stealing.

To encourage students to follow these classroom rules, the St. Paul staff will recognize appropriate behavior with praise, stickers, note home and/or positive call home, but are not limited to these rewards.

The teacher will attempt to redirect students before any disciplinary action is taken. These procedures include, but are not limited to the following:

- Redirect behavior.
- Talk to child(ren) involved and find out the situation.
- Ask child(ren) what other course of action they could have taken in the situation.
- Remove the child(ren) from the situation, if needed.

Release Procedures

Parents must send a note or call the school if there is a change in their child's dismissal from school. Please call the office before 2:30 for any change in the dismissal instructions. The school office number is 636-978-1900 ext. 2.

If a child becomes ill, we will call the parent and /or the persons on the emergency information card as is necessary. **Please remember to keep emergency phone numbers up to date. Parents must include work numbers, pagers numbers, and cell phone numbers.**

INCLEMENT WEATHER / CLOSING OF SCHOOL

Closing of School (before the start of the school day) - Sometimes it is necessary to cancel school entirely or start school at 9:00am because of ice or snow. Parents will need to watch television channels 2, 4, or 5, for this information. Announcements are also made on AM radio stations KMOX 1120 and KTRS 550. You may also access this information on the internet.

Closing of School during School Day - If for an emergency reason the school day is terminated earlier than the usual dismissal time, parents will be notified through radio communication, telephone call/or the use of the emergency telephone numbers. No student will be allowed to leave unless he/she has a designated place to go. The closing of school will only happen if the bus drivers feel it will become unsafe to drive. Parents may pick up their children if they feel it is necessary. This will not affect their attendance record.

TENTATIVE CALENDAR
St. Paul School Year
2011/2012

AUGUST 2011

11 Teachers Inservice – 7:45 – 3:30
11 PK Parent Orientation – 6:30 p.m.
12 8th Grade Boat Trip
13 New Family Mass & BBQ
14 PK & K Open House 10:00 – 11:00 a.m.
16 Parent Orientation, Gr. 1 - 8 – 7:00 p.m.
18 K – 8 1st Day - 11:00 Dismissal
19 K – 8 – 1:00 Dismissal
22 PK – 8 Full Day

SEPTEMBER

02 Faculty Meeting - 1:00 Dismissal
04 Parish Picnic
05 Labor Day – **NO SCHOOL**
06 Picture Day
19 – 23 ITBS Testing– Grades 2-8
23 Progress Reports sent home

OCTOBER

07 Faculty Meeting - 1:00 Dismissal
14 Speech and Vision Screening (9:00)
21 End of Quarter
26 Report Cards sent home
27 Classes in Session till 1:00 – Parent/Teacher Conferences 1:30 - Finish
28 **No School**
31 – Nov. 4 Fall Break
***To be scheduled: 1st Reconciliation Parent Meeting**

NOVEMBER

07 Classes resume
23 - 25 Thanksgiving Break

DECEMBER

02 Faculty Meeting - 1:00 Dismissal/Progress Reports sent home
08 Feast of Immaculate Conception – **No School**
Christmas Program – 7:00 p.m.
20 Christmas Parties – 2:00
21 – Jan. 2 Christmas Break

JANUARY 2012

03 Classes Resume
Exam Review
Exams – Gr. 7 & 8
13 End of Quarter
16 Martin Luther King - **No School**
19 Report Cards sent home
29 – Feb. 4 **CATHOLIC SCHOOLS' WEEK**

FEBRUARY

03 Faculty meeting - 1:00 Dismissal
14 Valentine's Day Parties - 2:00
17 Progress Reports sent home
20 President's Day - **No School**
23 PK/K Open House/Registration – 6:30

***To be scheduled: Parent meeting for 1st Holy Communion**

MARCH

02 Faculty Meeting - 1:00 Dismissal
04 Parish Breakfast
16 Grandparent's Day
16 End of Quarter
22 Report Cards sent home

APRIL

01 – 09 Easter Break
10 Classes resume
27 Progress Reports sent home

MAY

04 Faculty Meeting – 1:00 Dismissal
04 Jack & Jill Tournament
10 Field Day
11 Last Day for Grade 8
17 8th Grade Graduation & Dinner
23 PK Last Day & Celebration
24 Kindergarten Mass & Graduation
25 Last day for Grades 1 – 7 - 11:00 Dismissal
28 Memorial Day
29 - 31 Teacher Records/Work Day

Calendar is subject to change. Please watch for changes in the Weekly Newsletter.