

## **Introduction**

The staff at Holy Angels Preschool is aware of how difficult it is to find quality day care for your child at an affordable price. We share your concern and work hard to provide an atmosphere that your child will be in a wholesome, healthy, safe, loving environment in which to grow in all areas of development.

We realize also that you, as parents, are the primary educators of your child and that working together to develop support and communication will be best for him/her.

Our staff is carefully selected for their academic training in Child Development, their commitment to high quality care, and their sensitivity to the individual needs of children. We share our love of God, and are thankful for all of his gifts.

We offer a variety of planned “hands-on” activities that are motivational and age appropriate. In our classroom, your child will learn to share with, and respect the differences of others. They will also begin friendships; explore their environment, foster self-esteem, creativity, and imagination.

## **St. Isidore School and Holy Angels Preschool Mission**

St. Isidore School, an integral part of the educational ministry of St. Isidore Parish, serves students from preschool to Eighth grade. Our school’s purpose is to provide those in our parish and surrounding communities, who embrace our philosophy of education; with a program of Catholic religious instruction along with the highest quality of academic curriculum. This educational process aims to integrate the Christian truths and values of our Catholic faith into the total life of the student. The culmination of this educational process is a well-rounded person who is capable of becoming a responsible and contributing member of the faith and civic communities.

## **Philosophy**

Holy Angels Preschool is dedicated to having a positive influence on children during their formative years. We strongly believe that young children learn through experiences. We provide an environment where your child can explore, create, stimulate curiosity, problem solve and develop socially, emotionally, creatively, physically, and spiritually. Our trained staff provides a safe/secure classroom enriched with hands-on, age appropriate, activities in Art, Science, Pre-Math, Large/Small Motor Skills, Self-Help, Sensory Play, Food-Prep, Music and Literature. Throughout the day, your child is given the freedom to choose from many daily activities and also participate in scheduled large and small group activities.

Assisting in the development of a positive self- image is our main goal, feeling good about one’s self, listening and being listened to, getting along with others and the ability to express feelings are very important aspects of development. When children have confidence in themselves, they are eager to learn and grow.

## Admission Policy

Holy Angels Preschool admits children of any sex, race, color, nationality or ethnic origin or religious belief, who are between the ages of 2 years 9 months and 5 years (must be **FULLY** toilet trained).

The order of acceptance to the preschool is as follows:

- 1.) Siblings of Holy Angels Preschool
- 2.) Siblings of St. Isidore School
- 3.) Members of St. Isidore Parish/CDC
- 4.) All others

An interview with the parent, or guardian, and child will determine whether or not the child will be enrolled. At this interview, the parent will complete a questionnaire of their child's current skills, and skills that they would like to see their child doing by the end of the school year. An admission agreement and other required documents will also be completed at this time. The Director reserves the right to terminate enrollment if the program does not meet the child's needs.

## Health Requirements

All children entering public or private school must have a physical examination (within the last six months) and an up-to-date TB tine test. **These both must be completed before your child can attend preschool.** The physician's form must say they are able to participate in the preschool activities, and show recorded dates of all immunizations. All students will have an updated TB tine test every four years. These requirements are in addition to the health regulations mandated by the state. Failure to meet these requirements will result in the student being excluded from the school until the requirements are met (see below for school's health policies).

## Illness/Medication

Your child's health is very important to us; therefore the following policies are strictly enforced. Daily health checks will be given when your child arrives to school. For the protection of the ALL the children, your child **MUST BE KEPT HOME** if he/she shows any of the following symptoms:

FEVER (100 or more)  
RASH

DIARRHEA  
VOMITING

NASAL DISCHARGE  
EYE or EAR DISCHARGE

The following contagious diseases are also NOT ALLOWED at the Preschool:

STREP THROAT  
MEASLES  
CONJUNCTIVITIS

PINWORMS  
MUMPS  
FEVERS

VIRAL INFECTIONS  
CHICKEN POX  
HEAD LICE

If exposure to any communicable disease should occur, an exposure notice will be posted informing parents.

If a child becomes ill during the day he/she will be placed in isolation until notified parent has picked the child up.

Children must be able to participate in all preschool activities, both indoors and out. **Please do not request that your child be kept indoors during recess time.**

All prescription and non prescription medication shall be administered only with the written approval and instructions from the child's parent AND physician, and in accordance with the label directions as prescribed by the child's physician. A special medication form will be available. The physician must sign and fill out form completely before any medication can be dispensed.

Parents will fill out an emergency card on their child at admission. This card will let us know who can pick your child up, who to call in an emergency, any allergies/medical conditions, and physician's names.

In case of accident, illness, or dental emergency, the staff will follow the procedures listed on the emergency card. Emergency cards should be kept current by parent/guardian at all times.

### **Parent Participation Hours**

As parents register their child at Holy Angels Preschool, they will be asked to sign an "Annual Hours Commitment" form. Each family is obligated to complete 10 hours of service to the center. Parent participation can be earned in a variety of ways, including but not limited to:

- Volunteering in the classroom.
- Participating in a Family Project
- Participating in fundraising events
- Donating large items to rummage sale or preschool
- Providing snacks to the classroom

### **Parent Visitation**

Parents may come by and visit the preschool at any time provided the teacher has been contacted. Parents must go to the office and sign and obtain a visitor badge.

### **Fingerprinting**

All parent/guardian volunteers are required to be fingerprinted prior to working (in any capacity) in the school when children are present. This includes classroom volunteers and field trip drivers. Life Scan may be picked up at the preschool.

## **Transportation**

All transportation is provided by parents. This includes to/from preschool and field trips.

## **School Schedule/Basic and Supplemental Services**

The Preschool hours are 7:00am to 6:00pm, Monday-Friday, except major holidays and scheduled school holidays (see school calendar).

## **Absences/Attendance/ Sign-in/Sign-out**

All children must be signed in and out daily by an authorized person who is at least 18 years of age or older. The sign-in and sign-out sheets will be located in a notebook near the cubbies. Parents/guardians must sign full name, **no initials please.**

Children will not be released at any time to anyone other than a parent unless special arrangements have been made and approved by the Director. Please notify the Preschool of your child's absence. No credit will be given for absences since tuition guarantees a space for your child.

## **Parties and School Events**

Holidays will be a part of the planned curriculum and will be celebrated at the Preschool. Parents may send treats, upon approval from the teacher, to the Preschool for holidays and birthdays. There are no LOLLIPOPS or GUM allowed on campus.

## **Parent/Teacher Conferences**

Parents are welcomed and encouraged to observe the program at any time. If any questions or concerns arise, please do not discuss them with teachers during class time. The teachers need to devote their full attention to the children. Parents are also encouraged to schedule a convenient time to discuss their child's progress or any concerns with the teacher and/or director.

## **Confidentiality**

Children in our care and their parents, have the right to confidentiality. And records maintained at the Preschool are the property of Holy Angels Preschool and not copied, borrowed or removed. Only when appropriate and conducive to the child's benefit are personal matters discussed between staff, or with the child's parents, and only then in an environment which will assure confidentiality. Licensing inspectors have the right to inspect records when carrying out their duties and responsibilities to their department.

## **Community Helpers**

From time to time, community helpers are invited to come to the preschool to discuss health and safety with the children. Please contact the director if you have a career or special interest that you would like to share.

## **Photographs**

Photographs of the children participating in our program may be taken throughout the year and may appear in our publicity materials. If you do not want your child's photo to be taken while participating in Preschool activities, please notify the Director.

## **Parent's Bulletin Board**

The bulletin board is located inside the main hallway. It is to display weekly lesson plans, snack menus, newspaper articles, messages to parents, exposure notices, etc. PLEASE CHECK IT REGULARLY.

## **Fundraising**

Throughout the year, the preschool will be involved in fundraising activities. The proceeds are used to purchase items for the preschool. Included in the enrollment packet is a Parent Participation Commitment Form. Please read the information thoroughly. Fundraising also will count toward your parent hours. Volunteering of your time will mean a great deal to your children and our preschool.

## **Nutrition**

All full day program children are asked to bring a lunch each day. A morning and afternoon snack will be provided.

All parents are required to donate 10 hours to the preschool per year/per child. The easiest way to receive your hours is to donate snack. One full snack will equal 1 hour. A full snack needs to include either:

Milk		Juice
Fruit	OR	Dairy Product
Optional Item		Optional Item

**Fruit:** fruit cocktail, raisins, bananas, apples, peaches, grapes, apple sauce, ect.

**Dairy product:** string cheese or sliced cheese, yogurt, pudding, cottage cheese, ect.

**Optional item:** pretzels, pop tarts, dry cereal, lunch meat, carrots, fruit snacks, cheez it's, fish crackers, trail mix, popcorn, muffins, rice krispie treats, crackers, animal cookies, ect.

Children will not be forced to eat snacks or lunches, but will be encouraged to taste their food. Washing hands will be done on a regular basis before and after meals.

## **Quite Time**

All children in attendance (applies to full day and school day students) will be required to rest quietly from 1:00pm-2:50pm. Cots will be provided. Children may bring a lightweight blanket. A special item to sleep with is optional. PLEASE label items clearly with your child's name. Your child's blanket will be sent home every Friday for cleaning. We do have a non-nap room available where your child may play outside, read books and do activities. Due to capacity regulations, the non-nap room can only hold 8 children. First priority will start with the Fish class and work its way down. .

## **Sharing**

**EVERY CHILD NEEDS TO HAVE A BOOK BAG/BACKPACK.** This will help with transporting any items that your child brings to school and any notes that the teacher sends home to the parents/guardians. Your child will be assigned a specific weekly share day. Please do not send any personal items to the Preschool on any other day. All share items are to be placed in your child's cubby until sharing time. The preschool is not responsible for lost or damaged items.

## **Field Trips**

Field trips are an important part of our educational program. Throughout the year, we may take field trips. Parent participation is an important part of making our field trips work. You will be informed well in advance of any planned field trips and the means of transportation. A completed permission slip will be required for each field trip taken.

## **Clothing**

Because of the wide range of activities, it is required that children be dressed in washable, comfortable clothing. It is important for parents to remember that children get very active learning and creating. During painting activities paint shirts will be worn, but sometimes clothes do get messy. Please dress your child in clothing that you will not be concerned about getting paint, glue, dirt, etc, on.

Water play, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be kept at the preschool. All items must fit into a freezer bag and be labeled with the child's name. If soiled clothing is sent home, please return an extra set the next day.

Sturdy shoes must be worn. We do ask that your child wear, or bring a pair of tennis shoes to school on Tuesdays and Fridays for PE.

Please remember that the children are taken outside daily (weather permitting) and must be dressed appropriately. Do not ask the staff to keep your child indoors. This creates a hardship for adequate supervision.

## **Special Events**

The Preschool does participate in many special events with the students at St. Isidore School. These include, but not limited to: Open House, Ash Wednesday, Blessing of the Animals, and Grandparents Day..

## **Routine Health and Safety Procedures**

Practice fire drills will be done on a monthly or bi-monthly basis. Holy Angels Preschool will practice these fire drills with St. Isidore School students/staff. All staff members are knowledgeable in basic first aid techniques. First aid will be administered as necessary. Permission forms and Emergency Information Forms will be on file and utilized as deemed necessary by the staff.

Parents will be notified immediately in the event of an injury (other than a minor cut or scratch). Injuries will be recorded and kept on file at the Preschool.

Completed accident reports will be signed by a parent and kept on file at the Preschool.

## **Personal Rights**

Every child in the child care center has the right to the following:

- The right to be accorded with dignity with personal relationships with the staff and others.
- The right to safe, healthful and comfortable accommodations, furnishings, etc meets their needs.
- The right to be free from corporal punishment or any other punitive punishment.
- The right to be informed, and have an authorized representative, by the licensee of provisions of the law regarding complaints.
- The right to be free to attend religious services or activities of their choice and have visits from the spiritual advisor of their choice.
- The right not to be locked in any part of the facility day or night.
- The right not to be placed in any restrictive device.

## **Parent Rights**

Parents reserve the right to enter and inspect the child care center without advanced warning. They may also file a complaint against the facility with the licensing office and read the public file on the preschool. Parents may review reports of licensing visits and complaints against the facility, at the facility. Parents can complain to licensing and inspect the facility without any discrimination to you or your child. Parents may request in writing that a non-custodial parent not be allowed to visit your child or take your child from the facility-provided there is enough documentation from the court.

## **Withdrawal**

Families must give a 30-day written notice prior to leaving the preschool.

## **Closing Time**

The preschool closes at 6:00 p.m., in case of an emergency, please call the preschool and inform a staff member that you will be late. The fee for arriving after 6:00pm is \$1.00 per minute. Also, parents who bring their child prior to 7:00am (for full day children) and 7:45am (for preschool/school day children) will be charged \$1.00 per minute you arrive early.

## **Holy Angels Preschool Rules**

1. Children are not allowed to have chewing gum on campus.
2. Children must be in the specific areas assigned to them at all times.
3. At no time may a child leave the Preschool grounds without a parent/guardian.
4. Children are not allowed to bring personal items from home except on "Share Day."

## **Discipline Policies**

Praise will be used to help model the appropriate behaviors in the classroom. Redirection/distraction will be used in the classroom to help get the child focused back on positive behaviors. We will follow through with natural consequences. For example if the child takes something, they should give it back; or if they throw toys, they will have to leave the center. We will offer choices to help the children feel more responsible for their behavior.

Positive language such as "walk" and not "don't run" in the classroom will be encouraged. Children will be reminded to use their words in the classroom when they are upset or angry. As a last resort, we will use time out. This time is no longer than one minute per year old. This area will be called the "red chair".

After the "Red Chair" has been exhausted, children will be given three opportunities to improve their behavior. The first warning the child will receive a warning about their behavior and a note may be sent home. A record will be kept at the preschool in the child's file. The second warning the parent will receive a phone call and asked to come in for a parent conference. This will help us work through the behavior. The third warning the behavior persists; the child will be asked to go on a behavioral contract.

Behaviors involved in the above discipline policy includes: any behaviors that could cause injury or severe harm to the child or other children/staff in the program

## **Tuition**

Full time 4 or 5 days/week	\$515.00
Full time 3 days/week	\$460.00
Full time 2 days/week	\$385.00
School time 4 or 5 days/week	\$457.00
School time 3 days/week	\$437.00
School time 2 days/week	\$359.00
Preschool 4 or 5 days/week	\$400.00
Preschool 3 days/week	\$352.00
Preschool 2 days/week	\$335.00

\*2<sup>nd</sup> child enrolled will receive a 10% discount. One snack a day is included in the above rates.

There is a \$50 nonrefundable registration fee per family due upon enrollment and payable each year thereafter.

There is a \$1.00 a minute late fee, payable upon parent arrival, due if you are late to pick your child up. Our hours are 7:00am-6:00pm.

Tuition fees are based on our full year operating budget. The tuition payment is to reserve your child's place at the preschool and must be paid whether or not your child is in attendance. We do not make up days missed or give credit for time missed.

Families must give a 30-day written notice prior to leaving the preschool.

## **FACTS**

Families must follow the guidelines set forth by the Facts Automatic Tuition Payment Agreement. Failure to comply with the program will result in the immediate dismissal of you child from the preschool.