

# **SACRED HEART PRESCHOOL FAMILY HANDBOOK**

Phone (660)827-3800

## **ADMINISTRATION**

Dr. Mark Register, Administrator/Principal, Sacred Heart School  
Mr. Sam Jones, Dean of Students

## **FACULTY**

Ms. Kay Keele           Preschool Director/Preschool Teacher  
kkeelee@gogremlins.com

Mrs. Tracy Garrison           MWF Assistant 4s Pre- Kindergarten

Mrs. Brooke Reid           T/TH Preschool Assistant

Visit us on the web at –  
gogremlins.com

## **MISSION STATEMENT**

Sacred Heart Preschool is committed to providing a Christ-centered, beautiful, and safe learning environment for the young children (ages 3-4) of our Parish and community. We celebrate children's natural desire for learning and accomplishment, and nurture independent thinking. We will seek to lay a foundation of faith and education in partnership with the parents of our children.

## **OBJECTIVES**

1. Provide opportunities for children to grow in knowledge and love of God.
2. Provide opportunities for cognitive development.
3. Provide an environment that stimulates the natural curiosity of the child.
4. Encourage social development by presenting lessons of graces and courtesies and provide opportunities for implementation through social interactions.
5. Encourage independence, self-control, concentration, and creative thinking.
6. Nurture development of large and small muscle groups in a variety of physical activities.
7. Prepare a foundation of personal and academic development so that the children are kindergarten ready.

## **SCHEDULE AND TUITION**

3-4 years old

Tuesday & Thursday 8:00-10:30 am and 12:30-3:00 pm

\$1125/year (\$125 per month)

4-5 years old

Monday, Wednesday, & Friday 8:00-11:00 am and 12:00-3:00 pm

\$1575/year (\$175 per month)

## **STUDENT ARRIVAL AND DEPARTURE**

Students attending morning classes should arrive no earlier than 7:55 for morning class and no earlier than 11:55 for afternoon class. Classes for 3's shall arrive no earlier than 12:25 for afternoon classes. Teachers need time to review plans for the day and to make certain that all is prepared for the arrival of the children. Parents must accompany student into the school. It is the responsibility of the adult who brings the child to school to sign in and out at the folder on the cubbies.

Teachers dismiss students to parents, or authorized persons at 10:30 for 3's morning class and at 11:00 for 4's morning class. All afternoon classes will dismiss at 3:00. In the event that you will be delayed for pick up, please notify the school. Additionally, if a person other than those authorized is picking your child up from school, the teacher must have written confirmation from the parent of this plan.

## **DAYCARE STUDENTS**

Daycare children arriving prior to 7:55 should be dropped off in the daycare room located on the ground floor of the elementary building. Daycare teachers will walk children from daycare room to preschool facility between 7:55 – 8:00, and morning session children will return to daycare no later than 10:30 for 3's and 11:00 for 4's. Afternoon session students will walk with daycare teachers to preschool room between 11:25 and 11:55, and will return to daycare room no later than 3:00.

All daycare arrangements should be made through the daycare coordinator, Celinda Smothers. The coordinator can be reached by calling main office, or online at [csmothers@gogremlins.com](mailto:csmothers@gogremlins.com)

## **ATTENDANCE AND ABSENCES**

Regular attendance is essential to the progress of your child, therefore, strongly recommended. If your child will be absent, please notify the school office. Office phone number is 827-3800.

## **ASSISTING YOUR CHILD'S ADJUSTMENT TO THE PRESCHOOL ENVIRONMENT**

We recognize what a special time the preschool years are in the development of your child and we are grateful that you have partnered with us for this formation process. We are eager to assist your child in making a successful transition to preschool. Although children separate from their parents and adjust to school in

many different ways, their success can be greatly influenced with your assistance. Calm, positive words about the new experience may soothe any apparent or hidden anxieties.

Be sure to attend the open house. A few days before school begins, help your child learn the names of the teachers. Encourage your child to view school as a natural part of “growing up” and an extension of their home life. Be patient with their transition and be aware that transition issues can appear unexpectedly any time throughout the first quarter and perhaps even the first semester.

During drop-off, keep the separation process brief. However, be cognizant of any patterns of behaviors that aid your child in having a successful morning such as a hug, a kiss, and a farewell before you slip out the door. Leaving out any one of these steps can throw off a child sensitive to routines.

### **PARENT PARTNERSHIP**

We are looking for active parents! You are an integral part of the preschool community here at Sacred Heart. Numerous opportunities for involvement are presented throughout the year.

Additionally, we have planned family activities. These events are opportunities to see your child in action in the preschool environment with their Sacred Heart friends, as well as build community with other preschool families.

### **APC**

Parents of all children are invited to join the Active Parents' Club. This parent group is involved in promoting better communications between teachers and parents and helps to provide special services and funding for Sacred Heart School. See school calendar for meeting dates.

### **PHOTO RELEASE**

If you wish for your child not to be photographed, please submit written request to classroom teacher. The request will be turned into office.

### **COMMUNICATIONS**

Sacred Heart Preschool families will receive regular newsletters updating you on classroom content and activities. Parent-teacher communication and collaboration is obviously important. For comments, ideas, and concerns to be given the appropriate attention deserved, please plan to communicate with teachers via email, phone, by appointment, or after all students have been released for the morning. The instructional time between 8 am and 11 am is not suitable conference time as it is difficult for teachers to give undivided attention to both students and parent comments/concerns. Please know your feedback is desired.

## SCHOOL CLOSINGS

Sacred Heart Preschool follows the same closure policy as the elementary school. Any early dismissal or emergency closings of school will be announced over KDRO Radio (1490 AM), KSIS Radio (1050 AM), KSDL Radio (92.1 FM) in Sedalia, KXXK (105.7 FM) in Sedalia, KMMO (102 FM) in Marshall and KAYQ (97.1 FM) in Warsaw.

## UNIFORM POLICY

Girls:

1. Dennis uniform dress navy tropical 960-067. (Ties are sold separately, but must also be purchased from Dennis)

**OR**

2. Red or White tops (any top red or white top purchased from approved company catalogs acceptable).
3. Navy or khaki bottoms purchased from approved companies. Belts not required for preschool students.
4. Khaki or navy jumpers from approved companies.
5. Red, or white shirts may be worn under dress or jumper.
6. Sweaters or sweatshirts may be worn over dress or jumper. Gremlin gear may be purchased through Sacred Heart Booster Club.
7. Any sock, tight, or legging may be worn.
8. **Close-toed shoes** of your choice may be worn.

Boys:

1. Red or white tops (any red or white top featured in the uniform catalog of any of the companies is acceptable). Shades of red such as dark red, maroon or burgundy are not part of the uniform.
2. Navy or khaki bottoms. (Any navy or khaki bottom featured in the uniform catalog of any of the companies is acceptable unless there are pockets on the outside such as cargo type pants or shorts). Belts not required for preschool students.
3. Gremlin Gear – polo or oxford shirts, sweaters or sweatshirts are acceptable. Gremlin Gear is available through the Sacred Heart Booster Club.
4. Sweaters or sweatshirts are to be worn with a collared shirt underneath.
5. Sweaters or sweatshirts may be purchased through Gremlin Gear or one of the designated uniform companies.
6. Any sock of your choice may be worn.
7. Closed-toed shoes of your choice may be worn.

Uniform Companies:

Dennis Uniform Manufacturing Company, French Toast, J.C. Penny

## BIRTHDAY CELEBRATIONS

The “Birthday Child” receives special recognition on his/her day. Children with summer birthdays will celebrate their half birthdays or parents can choose a date to celebrate. Parents may send/bring treats if they wish. Please keep treats small and tidy.

### **TREASURES FROM HOME**

Please limit treasures from home to unique and/or special items.

Generally, toys from home should not be brought to school. In the event a child receives an item that he/she is particularly fond of, and anxious to display, we will attempt to accommodate. However, we must request that the object remain, and/or return to the backpack prior to, or after sharing. Any objects brought for sharing should be clearly labeled with child's name.

### **SNACK**

We ask that the preschool families donate snack. A snack bag will be sent home with your child to be returned with snack items the following class time. We are asking that you consider the nutritional value of the food item. We would like to reserve sugary treats for special occasions such as birthday celebrations and holiday parties.

\*\*Please be advised that our classroom will be a *peanut free*. Thank you.

### **LOST AND FOUND**

We have a lost and found box located in the preschool. If your child has lost an item, please check with the teacher and then check the box. Please remember to clearly mark all items your child brings to school (especially jackets, sweaters, sweatshirts).

### **TOILET TRAINING**

All children **must** be toilet trained prior to entering preschool. Please notify teachers if your child requires either regular or occasional reminders. An extra set of labeled clothing, underwear, and socks is recommended for possible accidents. These articles may be kept in the student's backpack.

### **OUTSIDE PLAY**

Weather permitting, the children have outdoor playtime. Please dress your child appropriately (coat, mittens, hats) when weather is cold. All items should be clearly labeled. We have no supervised facilities for keeping children indoors during this time.

### **HEALTH/ILLNESS**

No student shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease or infection. The principal has the right to exclude from attendance students who exhibit symptoms of such disease or infection after contacting the parents or guardian.

## **COMMUNICABLE DISEASE REQUIRING EXCLUSION FROM SCHOOL**

1. Chickenpox - No less than five days after appearance of skin eruptions or longer. All lesions must be dry scabbed.
  2. German Measles (Rubella) - Seven days after appearance of rash.
  3. Impetigo - Until lesions are healed or documented under doctor's treatment.
  4. Measles - During cold symptoms and seven days after appearance of rash.
  5. Mumps - Nine days following onset of swelling.
  6. Head Lice - Must have effective treatment resulting in absence of nits from hair and lice from scalp to be able to return to school or any school activity.
  7. Scabies - Doctor's note stating student under treatment.
  8. Red or Inflamed Eyes - Doctor's note stating diagnosis and medication have been given for 24 hours, or until the eye(s) is (are) clear.
  9. All rashes must be excluded until student brings doctor's note stating diagnosis and that the student may attend school as long as the order follows the guidelines listed in the CDC –Communicable Disease in Man recommendations or until rash is clear.
  10. Fifth's Disease - Excluded from school with a lacy rash. May return to school with a doctor's note of diagnosis and statement that student is noncontagious. –Slap Cheeks appearance will not be excluded.
  11. –Strep Throat - On antibiotic 24 hours before returning to school.
  12. Vomiting/Diarrhea that may be associated with a communicable disease.
- Fever: In any illness where body temperature is elevated to 100 degrees (F) or above, the child should remain home until the temperature has been normal for 24 hours, or with physician approval. This is to protect your child from further illness and also to protect the children with whom the student may come into contact. Parents will be notified when a child is found to have a temperature of 100 degrees (F) or above.

## **MEDICATION**

Teachers are not allowed to give medication to students. If your child requires medication please take it directly to the school nurse and discuss it with her.

## **IMMUNIZATIONS**

The state requires that all children must be immunized. A copy of current immunizations must be on school file prior to the start of school. A parent may be exempted from this requirement by providing the school with a valid religious exemption.

## **DISCIPLINE POLICY**

The discipline policy at Sacred Heart Preschool serves to create a safe, peaceful, and positive environment. The young child may be just beginning to explore relationships and demonstrate social behaviors apart from his/her parents. Practicing the skills of self-regulating, self-discipline, patience, sharing, taking turns,

and other group behaviors may be new experiences for him/her. The teachers at SH Preschool recognize this as an opportune time for development in these areas. This discipline policy outlines the strategies to assist the child as he/she navigates the use of appropriate behaviors. Ill behavior is not only disadvantageous to the individual, but to the class as a whole. Therefore:

Classroom rules and behavior expectations are made clear and consistent for students.

Teachers emphasize positive behaviors.

Should the need arise, gentle reminders are provided.

Should ill behavior continue, teacher investigates the situation with student and then determines plan for resolution.

Should resolution not be possible at the time, the student may be temporarily removed from peers until behavior resolved.

If a persistent and or serious behavior problem arises parent will be notified and partner with teacher to determine best course of action.

The fruits of a clear, consistent, and positive discipline policy:

The child...

- feels safe
- is able to learn to fullest potential
- exhibits concentration
- works well alone or in a group
- acts upon his/her reasoning abilities
- strengthens inner discipline (self-discipline)
- has spirit of joy and love of learning

## **HELPING MY CHILD**

Please work with your child on the following skills at home:

Sharing

Cleaning up

Recognizing colors

Recognizing shapes

Recognizing/identifying numbers

Recognizing/identifying letters

Cutting with scissors

Buttoning, snapping, zipping, and tying