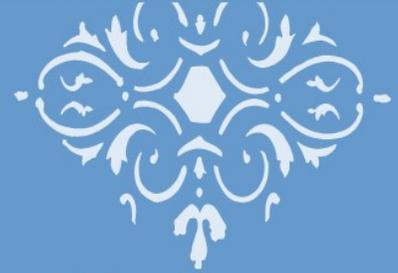




ST. JAMES SCHOOL

& MSGR HARRIGAN CHILD DEVELOPMENT CENTER

PARENT HANDBOOK 2014-2015



A CULTURE OF
EXCELLENCE
WHERE
EACH CHILD
THRIVES





ST. JAMES SCHOOL

& MSGR HARRIGAN CHILD DEVELOPMENT CENTER

Pre-School & Pre-Kindergarten

2014-15 Parent Handbook

1818 Edenside Avenue
Louisville, KY 40204
Phone: 454-0330 ext. 11
473-1506, after 3:30 p.m.

www.stjamesbluejays.com

WELCOME!

The community of St. James would like to welcome you to our Monsignor Horrigan Child Development Center for Pre-School and Pre-Kindergarten students. We are located at Saint James School, 1818 Edenside Avenue, Louisville, KY 40204. Our Pre-School program is for children three (before Oct. 1) or four years of age and our Pre-Kindergarten program is for children four or five years of age. We feel very fortunate to be able to offer a high quality early childhood program with a skilled teaching staff.

Our program provides an up-to-date, imaginative and stimulating learning environment for your child in a well-equipped, child-centered school setting. The religious school atmosphere provides value guided interaction and modeling for the younger child. Families do not need to be parishioners to join our program.

Our Pre-School/Pre-K is designed to develop children's knowledge and skills in all developmental areas--physical, social, emotional and intellectual. You may enroll your child in our program for three or five days per week. The time for our Preschool program runs from 9:00 a.m. – noon. The Pre-K program is from 8:30 to 11:30 A.M. The Monsignor Horrigan Pre-School/Pre-K classes are in session from late August through May and generally follow the Saint James School calendar. An Afternoon Child Care Program and an After School Care Program are also available for parents needing quality care for their children in the afternoons.

Our first and most important goal is for your child to feel good about himself/herself and secure within our school environment. This will be the first school experience for many of the children. In the beginning of the year, we will concentrate on helping the children get comfortable with their new environment, make new friends and learn a new routine.

Although the schedules and ability levels will vary, each class will spend part of its day in supervised free choice (learning centers) time. This fosters independence in children since they are able to choose from many centers. The centers will vary according to ability level and the weekly theme, but may include: art, home living, blocks, easel, manipulatives, computers, writing center, puzzles, books, listening centers and games. These learning centers are fun for the children and provide one-on-one contact with the teacher as they reinforce specific skills.

Another important part of each day will be spent in large group activities. This time will include stories, finger plays, songs, movement activities, listening games, as well as lessons on specific topics or themes. Emphasis will be on balancing activities to help the child's active interest. Large motor time with physical activities will be provided daily either indoors or outside.

We are excited about a new school year and look forward to meeting our new students. Please feel free to call 454-0330 ext. 11, if you have any concerns or questions.

Monsignor Horrigan Child Development Center

Philosophy

At Monsignor Horrigan Child Development Center we attempt to encourage and support the development of each child. It is our goal to provide an atmosphere which stimulates Christian attitudes and values. We also believe it is important to help children have fun as they play, since play is a young child's natural way of working and learning. The overall development (intellectual, social, emotional, physical) of the child is encouraged for each individual. Positive development of the child's self-image is also of prime importance in our program.

Goals

Physical - To develop large and small motor skills, as well as enhance over-all physical coordination and identify the need for good health habits.

Social - To instill in each child a concept of himself/herself as a worthy individual, a good friend of his/her classmates, a good learner and an eager participant in school activities.

Intellectual - To promote pre-reading, pre-math and pre-writing skills, such as: listening and following directions, increasing attention span, problem solving and language enrichment.

Emotional - To establish a positive self-concept within each child and to help them achieve self-confidence and self-control.

Parent Information Meeting

A parent meeting will be held one evening near the beginning of the school year. This important meeting will give you an opportunity to visit your child's classroom, meet the teachers, receive information about our program and ask questions. You will be informed of the date and time of this meeting.

Orientation

Our first and most important goal is for your child to feel good about him/herself and secure within our school environment. This will be the first school experience for many of the children. In the beginning of the school year, we will concentrate on helping the children become comfortable with their new environment, make new friends and learn a new routine. In order to warmly welcome our new Pre-School and Pre-K children and give them the proper attention they deserve, the first few days of school will be days of orientation. The children will come to school for a short period of time in small groups so the teachers and children can get to know each other and ease the transition to Pre-School or Pre-K. You will be asked at final registration

to choose the day and time for your child to attend orientation. Regular classes will begin with all students after these first few days of orientation.

Days of Attendance

If your child is registered for Pre-School or Pre-K three days each week, please understand your child can only come to school on the three days he/she is registered to attend. Due to limited space and licensing requirements, you may not alternate the three days your child attends school.

Arrival

Children who arrive between 7:30 and 9:00 A.M. should be escorted into the school through the front door to the child care room by a parent or guardian. Parking is available on the street or in the rear parking lot with access from the east entrance. No one should block the east or west entrance to the back lot. This poses a danger to walkers and for the older students being dropped off. A clipboard will be available to sign your child in each morning. The child care assistants will escort the children to Pre-School or Pre-Kindergarten at 8:30 A.M./9:00 A.M.

It is extremely important to get your child to class by the starting time. Our morning class activities, prayer, roll call, lunch count, picking classroom helpers, math skills, calendar/weather and class count, take place at this time and we do not want your child to miss out. Please be considerate of your child and others by trying to avoid any interruptions during these morning activities.

If you are late dropping your child off in the morning (past 8:30 A.M./9:00 A.M.), please park your car and escort your child to the front door. Ring the bell and someone will release the lock so you and your child may enter and come directly to their classroom. Again, please be sure to sign your child in.

Dismissal

Our morning care and afternoon care programs (ASC) will remain available for those who need care for their children. If you have children in both programs, your children will be well-cared for during the difference in class times. Both children may be dropped off at 8:30 A.M. (or before if A.M. care is needed) and picked up at noon (or after if ASC is needed). At 11:30 A.M./noon, children who will be attending the ASC Program will be escorted to their child care room where they will prepare for lunch.

In order to have a less congested pickup for our families who do not have the need of our ASC program, the dismissal procedure will be as follows:

Mrs. Hoskins' children, who leave at 11:30 A.M., will dismiss from a carpool line on the west side of our building (by the white house), entering from Edenside and exiting to the alley (behind the school).

Mrs. Ely's children, who leave at 11:30 A.M., will dismiss from the front main entrance to the school. The children will be seated safely on the steps; the families will wait outside on the porch. (During inclement weather, remain in your cars parked in front until the door opens.) Mrs. Ely will open the door and call for your children one by one to be dismissed. Please, as a safety factor, do not call for your child to come to you from the steps.

Ms. Johnson's children who leave at noon will dismiss in the same manner as Mrs. Hoskins' children (carpool line).

Mrs. Utley's children who leave at noon will dismiss in the same manner as Mrs. Ely's children (main entrance, steps). All children who are coming for class only should come into the school from the main entrance with an adult a few minutes before class time, sign in (class lists are on the wall to the left), go to the auditorium and sit down. Your teacher will meet you to start your day of fun.

Because other classes may be on the playground, parents should not drive into the school parking lot near the fenced-in playground.

All parents will be required to sign out their child each day. In the event of a change in plans regarding a child's means of transportation home from school, please send a note to your child's teacher. For safety reasons, we will release your child only to those you have designated and we will ask for identification if we do not recognize the person picking your child up from school. Please contact the office at 454-0330, ext. 11, for unexpected changes of plans.

Repeatedly late pick-up offenders will be required to pay a late pick-up fee of \$2.00 per minute since care must be provided for your child after Pre-School and Pre-K. One or two excusable exceptions will be allowed. If possible, please call the school office when you will be late picking up your child.

Supplies

Pre-School children need to bring in the following items. Please label all items with your child's name.

- * 1 pkg. paper towels (Children whose last name begins with letters A-H)
- * 1 pkg. paper napkins (Children whose last name begins with I-P)
- * 1 large box of facial tissues (Children whose last name begins with Q-Z)
- * 1 complete change of clothes (This should include long pants, underpants, shirt and socks. Please send these to school in a Ziploc bag with name).
- * 1 backpack (Each child needs to have a backpack/tote bag to take home his/her crafts and special papers. We suggest a bag that your child can easily open and is at least 9" x 12" so their precious "works of art" do not get crushed. Please, no satchels on rollers. These are too big and awkward for the children to hang on hooks. Please remember to write your child's name in large letters on the outside of the bag and empty it each day.)

Pre-Kindergarten families will be provided a supply list at final registration. Pre-K students will also need a complete change of clothes and a backpack

Snack

Each day we will offer a small snack to our Pre-School children. Due to limited storage space and freshness, we will not ask all of you to send in snack items at the same time. Pre-school will ask each child's parent to send in a few particular food items which we will store at school. We will provide the daily snack from the food you send in and from some special items that we will purchase with the supply fee. We will send a note home with your child notifying you which items to send in and when we need them. You will be asked to send in snack items several times during the school year. Pre-K will be sending home a "Snack Bag" with the child who will provide the snack each day. A calendar for the upcoming month labeled with each child's name will let parents know when it is time for them to provide the snack. A letter will come home with the first calendar to explain the directions and give suggestions for healthy snacks and birthday treats.

Clothing

Please dress your child appropriately for Pre-School and Pre-K. We suggest play clothes and shoes **(NO SANDALS, PLEASE)** since your child may be painting, gluing, exercising, playing with blocks and toys on the floor, cooking/eating or playing outdoors. Please limit jewelry and other accessories as these can be distracting to some children. Also, we would like to say as often as possible, please dress your child in clothing that he/she can manage. We like to emphasize self-help skills and overalls, suspenders, belts, etc. can sometimes be a problem. We understand that occasionally children will need assistance with their clothing and we will gladly help them when necessary.

All children at Monsignor Horrigan Child Development Center must be toilet trained.

Calendar

In Pre-School and Pre-K, we will cover a wide variety of themes according to the children's interests and ability levels. Pre-School and Pre-K children will have their own calendar sent home stating the topic, skills and activities that to be covered. We hope you will refer to this calendar and discuss with your child the week's activities. Each family receives a weekly correspondence called the PONY. It contains information about our programs, upcoming events, school holidays, etc.

Pre-School and Pre-K will usually follow St. James Elementary School's calendar. Please refer to your calendar for school holidays and activities.

Show and Tell

We feel Show and Tell is a valuable part of our Pre-School and Pre-K programs. Show and Tell helps children build self-confidence as well as provides them with an opportunity to share information about special items from home. Days for Show and Tell will be announced in our Pre-School and Pre-K calendar. Please encourage your child to choose different and interesting items for Show and Tell. Items related to our weekly topic or nature items are always welcome. Sometimes we will ask for specific items. Items brought in for Show and Tell will not be played with during the rest of the school day. No guns, swords, war toys or toys of destruction should be brought to school. We will begin Show and Tell after Labor Day when it is announced in your child's calendar.

Birthdays

If your child has a birthday during the school year, he/she is welcome to bring in a special, healthy treat to share with his/her classmates. Please do not send cakes or cupcakes as these are usually wasted and messy. We encourage all treats to be bought from commercial sources and in the original wrappers. Please be sure to send a note at least two days in advance to allow for planning. We will have a special celebration towards the end of the school year for children with summer birthdays.

Tuition Payments

All parents of children attending Pre-School and Pre-Kindergarten are required to make eleven tuition payments. St. James has partnered with FACTS Management Company to help us manage our tuition payment program. We have adopted the following tuition payment policy. Families can pay their tuition and registration/book bill fees in one of two ways.

1. Full payment of tuition and registration fees by August 1. This payment should be made directly to the school.
2. Eleven automatic monthly payments through the FACTS Payment Plan:
 - A.) Automatic monthly withdrawal from checking or saving accounts.
 - B.) Automatic monthly payments using a credit card.

If tuition is not paid in full by August 1st, you must use the FACTS program authorizing automatic bank payments directly from your checking or savings account or credit card (MasterCard, AMEX or Discover). Payments will start in August and may be processed on the 5th and 20th of the month. There is a \$38.00 per year, per family charge for using the monthly payment plans. If choosing the credit card option, there is an additional \$2.50 charge for every \$100.00 charged. Please be assured that neither FACTS nor the school will have direct access to or any knowledge about the status of your bank account. It is simply a pre-authorized bank-to-bank transfer of funds. FACTS Management Company also offers, for an additional charge, *optional* Peace of Mind coverage for the person paying tuition and his/her legal spouse.

All tuition for the year must be paid in full by the 20th of May. Failure to do so will result in the following:

- Admission to St. James School for the following year will be denied
- Privileges for students will be withheld

The Financial Review Board and Parish Manager monitor all school tuition accounts. If, at any time, circumstances arise that will not allow you to make a tuition payment on time, please call the parish office. NOTE: The parish office must be notified at least 4 business days prior to the tuition payment due date to avoid late fees assessed by FACTS.

Emergency Information

Please advise your child's teacher in writing, of any changes in your address or telephone numbers (home or work) in case you must be reached in an emergency or your child becomes ill at school.

Emergency School Closings

When weather conditions cause school openings to be questionable, one of the following announcements will be made on radio or TV for Catholic Schools in Jefferson County:

1. All Catholic elementary schools in Jefferson County are closed. (Our Pre-School and Pre-Kindergarten **will be closed.**)
2. If Catholic Schools are on a delayed schedule, Pre-school and Pre-Kindergarten will begin at regular time. Parents with children in daycare must call St. James (454-0330, ext.11) to check if staff has arrived before dropping off children.
3. Catholic elementary schools in Jefferson County will be open, but on a delayed schedule. (**Our Pre-School and Pre-K will open at regular time.**)

Health

We can only accept well children and we are depending on you to help us maintain this policy. If a child has a temperature, any communicable illness or contagious rash, he/she will not be permitted to attend Pre-School and Pre-Kindergarten. If your child has a communicable illness, disease, rash or contagious health concern (Chicken Pox, Ringworm, Impetigo, Lice, Pinkeye, Fever. . .) please contact the school office or a teacher so appropriate notification can be made to other parents if necessary.

Please be considerate and do not send your child to school if they are not feeling well. We understand it is difficult to take off work or make other arrangements for care, but it is not fair

to your child to come to school and be miserable and to expose the other children to illnesses. Should a child become ill during the day, we will notify you so you can make arrangements for someone to pick your child up promptly. Children must be fever free for 24 hours before returning. Please make sure we always have up-to-date emergency phone numbers so you or a guardian can be contacted.

All cases of head lice should be reported to the school immediately. A general screening of all students is conducted as soon as possible after a report. Any student found to be infested is sent home to prevent spreading.

A current immunization certificate is needed upon registration in August and it must be kept up-to-date in order for your child to remain in Pre-School or Pre-Kindergarten.

Prescription medication may be accepted on an individual basis and administered only as prescribed on the physician's or dentist's authorization. The original prescription or refill must be provided by the parent and include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and route of administration, prescribing physician and pharmacy name and address.

Non-prescription (over-the-counter) medication may be accepted on an individual basis upon written request by the parent or legal guardian, or provide a completed Authorization to Give Medication Form. Prolonged use of non-prescription medication should be discouraged. Physician or health care provided approval is required for use of non-prescription medication. The medication should be in the original container. Medication forms may be obtained from the school office.

Emergency medication must be administered as per written protocol, approved and signed by a physician or local health officer and parent. Individual protocols (explicit instructions) are needed to address those students with a history of systemic reaction to known allergens (anaphylaxis) and other medical conditions which would require the administration of emergency medications.

The Administration reserves the right to make/take exception to the above three paragraphs especially in a situation where a peanut allergy, and/or asthma attack occurs. If your child has any food allergies, please send in a note to your child's teacher stating his/her particular allergies.

“UNITY”

I dreamed I stood in a studio
And watched two sculptors there.
The clay they used was a young child's mind,
And they fashioned it with care.
One was a teacher; the tools he used
Were books and music and art.
One was a parent with a guiding hand
And a gentle, loving heart.
Day after day the teacher toiled
With touch that was deft and sure.
While the parent labored by his side
And polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone,
For behind the parent stood the school
And behind the teacher, the home.

Thank you for choosing Monsignor Horrigan Child Development Center!

MONSIGNOR HORRIGAN CHILD DEVELOPMENT CENTER
Pre-School/Pre-Kindergarten
Morning Care and After School Care (ASC)
Information Sheet

454-0330 Ext. 11 Before 3:30
473-1506 After 3:30

Location: Pre-School & Pre-Kindergarten ASC room is located in the main hall directly across from the main entrance to the school. Children will be taken to ASC room at 11:30/Noon daily.

Hours:

- Morning Care 7:15 A.M. - 8:30 A.M.
- Afternoon Care 11:30 A.M. - 2:45 P.M.
- ASC 2:45 P.M. - 6:00 P.M.
- **Lunch:** Please go over the lunch menu with your child each day and mark the choice on the lunch order form attached to the sign-in/out clipboard. If you choose to send a lunch with your child, milk will be available for a small cost.

St. James has a strong daily government sponsored lunch program. Students are not allowed to bring into the cafeteria (housed in the auditorium) canned soft drinks or lunches from fast food restaurants during any day the lunch program is being served at St. James. (Thank you to our parents for honoring this policy.) Should a child forget his/her lunch, he/she will be given a peanut butter and jelly sandwich and water. This will provide enough protein and carbohydrates to carry the student through the day until he/she arrives home.

The Archdiocese of Louisville has implemented a computerized payment system in the school cafeteria. The system allows payment in advance for meals and/or À la carte foods (juice drinks, ice cream, cookies, etc.).

The following options are available for payment:

1. **CASH FOR ACCOUNT – UNLIMITED** – Cash/check is sent to the school, please mark envelopes “lunchroom” or “cafeteria”, and deposited into your child's account. There is no limit on the amount of money to be deposited into your account. These funds are available to your child when purchasing meals and/or ala carte foods in the cafeteria. There are no limitations as to what may be purchased or how many purchases can be made. Under this system, the account balance simply decreases as purchases take place. However, a meal must be purchased before ala carte items can be purchased.
2. **PREPAID MEALS ONLY** – Cash/check is sent to the school and deposited into your child's account but is designated for student meals only. No snack or a la carte food items can be purchased.

3. **CASH ON THE LINE** – Cash/check is accepted as the child purchases meals and/or ala carte items in the cafeteria.

Special Activities: Special Activities will vary daily from week to week.

Rest Time: Please send with your child one (1) crib size sheet and one (1) large baby blanket. Children may bring a travel-size pillow only if they wish. Larger pillows will not be allowed. Do not send twin size or full size sheets as they are a tripping hazard. Please mark each clearly with your child's name. Also, if your child would feel more secure at rest time, you may send one soft “sleepy toy” for him/her to cuddle. Each child will have his/her own basket in the ASC room to store their belongings. Parents are asked to take them home for washing on their child's last day of the week and return them on the first day of the next week.

Fees and Payment: There is a per family, non-refundable, ASC supply and activity fee which is due at Final Registration for those children using morning care and/or staying after 11:30 for Afternoon Care and/or ASC. First week payment is due at Final Registration. We will be offering all day child care during Orientation Days in August for a fee. Care will be offered during Christmas vacation and Spring Break (providing the number of children necessitates being open) at a per day cost with advance payment required. Your regular payment will not be due these weeks. For days when school is not in session (In-service days, conferences, etc.) an additional \$10.00 fee is required for morning care if needed (8:30-11:30) along with regular ASC fee. A late fee of \$2.00 for every 1 minute will be charged after designated pick-up time, 2:45 P.M., 4:00 P.M., or 6:00 P.M. This late fee must be paid before leaving. In fairness to all parents and respect for our caregiver's time, this policy will be enforced.

There is neither formal billing process nor written reminders sent. These fees are based on your child's/children's enrollment not on attendance. Charges are incurred according to the predetermined number of days your child/children are committed to attend as well as the time of their departure each day. Continual late payments will result in dismissal from the ASC Program.

Again, thank you for choosing Monsignor Horrigan Child Development Center!