



St. Joseph Catholic School

Red Raven Preschool

Growing Together in Faith and Academics

420 N. 6th Street, Beatrice, Nebraska 68310
Phone: 402-223-5033 • www.stjosephbeatrice.org

Welcome

We are excited to have you and your child be part of our program! This handbook is designed to answer some of your questions and give you an overview of the policies and procedures of our program.

Mission Statement

As followers of Christ at St. Joseph Red Raven Preschool, we will encourage, strengthen, and share the faith, and facilitate life-long learning for all of God's children.

Guidelines

All basic policies in the St. Joseph Catholic School Parent/Student Handbook apply to preschool. As an extension of our school we feel it is important to provide you with this Handbook with the addition of these pages that pertain specifically to our preschool program.

Enrollment Process

Preschool enrollment begins on January 14th and goes through March 15th. Parents are to turn in an application and the \$25 non-refundable application fee to the school office during this time period. Once the enrollment period has closed, the school will send a letter to parents detailing how to confirm their spot in our preschool program.

We do wish we could enroll every child. However, a quality program keeps teacher/pupil ratio low and matches enrollment to the physical size of the facility. For those reasons, there is a possibility that not all submitted applications will be accepted.

Students that are currently in our preschool program will have precedence for the following year's registration if those families return their letter of intent forms back to the school prior to the close of the preschool enrollment period.

Admission Requirements

In congruence with the State of Nebraska's Kindergarten age requirements, students must be 3 years old by July 31st to enter the 3-year-old program. Similarly, students must be 4 years old by July 31st to enter the 4-year-old program

Birth Certificate

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate. Please note: The document parents receive from the hospital looks like a birth certificate,

but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

Immunizations

State law requires that students age 2 through 5 years enrolled in a school based program not licensed as child care provider have the following immunization prior to attending:

- 4 doses of Dtap, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 doses of Hib given at or after 15 months of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

You must show proof of immunizations upon enrollment in school. Any student who does not comply with the immunization requirements will not be allowed to continue in school. Students with medical conditions that do not allow immunizations may complete a waiver statement, which is held in the school office. An exemption may not be claimed on the basis that use of current immunizations directly violate Catholic religious-moral teaching. However, if immunizations conflict with personal conscience, parents may offer a religious submission of intellect and will along with a signed indemnification statement; both of which can be found in the school office.

Preschool Hours

Raven 3's – Tuesday and Thursday mornings: 8:00am – 11:00am

Raven 4's – Monday, Wednesday, and Friday mornings: 8:00am – 11:00am

Raven 4's (Kindergarten Prep) – Monday through Friday: 12:15pm – 3:15pm

- Early out dismissal schedule: Morning 8:00am - 11:00am; Afternoon 12:15 – 2:00pm
- Children should be dropped off no more than 10 minutes before their class session and must be picked up within 10 minutes of the end of their session. **If parents cannot meet these time requirements, arrangements should be made with Red Raven Daycare or another daycare provider.**

Tuition

Raven 3's - \$800 or \$80/month

Raven 4's - \$950 or \$95/month

Raven 4's (Kindergarten Prep) - \$1,250 or \$125/month

Special Education

If a child has an Individualized Family Service Plan (IFSP) or Individualized Educational Plan (IEP), accommodations will be followed. At any time during the year, if agreed between parent and teacher, a child can be evaluated for services.

Calendar of Operation

A school calendar will be provided to every parent at Registration Night in August. Preschool will follow vacation and in-service dates of St. Joseph Catholic School. Tentative calendars for the following year are available in the spring.

Attendance and Illness

Children who are ill and showing signs of sore throat, fever, or upset stomach should be kept at home. Students must be **fever-free for 24 hours without fever-reducing medication** before they return to school after an illness.

Medications: The administration of medication during school is strongly discouraged except when necessary for the student's health or education. Caretakers of students who need prescription administered at school need to fill out a prescriptive medication form and return to the school office prior to the school administering medication. If a student must take non-prescriptive medication during school, caretakers must sign and return a non-prescriptive medication form and return to the school office. All medicine is to be kept and administered in the school office. Medication must be in the **original container** or it will not be administered.

If a student is out of school with a contagious or infectious disease, the student will be requested to bring a signed doctor's note allowing re-entry into school. Some of the illnesses include: measles, rubella, mumps, chicken pox, scarlet fever, impetigo, ringworm, and MRSA.

Head Lice: Students with live head lice will be excluded from school until treated and nit-free. Readmission to school is dependent on completion and verification of treatment. Evidence of treatment includes: no visible sign of lice or nits, clean hair and scalp, the louse shampoo bottle or note from a physician stating treatment used.

Bathroom Issues

Your child must be potty-trained when they begin class. Pull-up pants are not appropriate. We know accidents happen. Your child will not be made to feel bad if he/she has an accident. A staff member will help your child change clothes. With this in mind, we ask that you include an extra pair of underwear, pants/shorts, and shirt in your backpack at all times.

Medications

Students who need regular prescription and/or non-prescription (Tylenol, cough drops, etc.) medications will be responsible for providing their own medications. All medicine is to be kept and administered in the school office. Medication must be in the **original container** or it will not be administered. Parents

need to provide written notification of the medication to be administered by filling out a medication permission form at the beginning of the year.

Snacks

Each child will be responsible for one week of snacks during their class time. It will be assigned on a rotating basis. All snacks must be pre-packaged due to food allergies within the school (fresh fruit would be an exception to this requirement). Sugary snacks are strongly discouraged; instead choose healthy snacks. Please include an individual sized drink with snack. Please do not send a gallon size juice with cups, as too many accidents happen.

People Authorized to pick up your Child

Your child's safety is very important to St. Joseph Red Raven Preschool. Your child will be released only to parents/guardians, or anyone listed on the emergency form given out at the beginning of the year. If someone who is not on the authorized list will be picking up your child, please call the school at 402-223-5033 prior to dismissal.

Parent Conferences

If there is anything you need to know about a situation involving your child, the teacher will provide this information to you in a brief conversation at pick-up time, via phone call, an email, or a short note. This would include things like minor injury, behaviors issues, concerns with a situation, etc.

We will have two official Parent-Teacher Conferences per year (October and February). However, if there is any reason for concern, conferences can be scheduled at any time.

Communication with the School

Our preschool program utilizes a communication platform called SeeSaw. This app allows parents to get a first-hand look into their student's daily work, projects, or important reminders via photos and videos sent to your phone! Daily folders will also be sent home with activities accomplished from the day and notes from the office. Classroom newsletters will also be sent out monthly to update parents on what their child is learning.

If your child is an oldest or only he or she will also receive a "Friday Folder" with important information from the school office. The "Friday Folder" is asked to be returned to the school on the next school day.

School Closing

The Principal may close school in case of severe weather. In the event of inclement weather, school cancellations will be broadcasted on TV channels 10/11, as well as KWBE. All families enrolled in St. Joseph Catholic School will be automatically enrolled into School Messenger. School Messenger will send a voicemail, text, and email to each family when a school closing is imminent.

- **If a late start to the school day is called, the morning preschool session will NOT be in session that day.**

School Time Activities

1. Fine motor skills
2. Gross motor skills—both structured and free play
3. Language art skills
4. Beginning math skills
5. Science
6. Social Studies
7. Phonics and reading readiness
8. Listening Skills
9. Social skills—getting along with others
10. Writing
11. Sensory play
12. Art and Music
13. Manners/personal care
14. Story time
15. Religion
 - All classes will be staffed with teacher and an Assistant and/or Foster Grandparent
 - Children should wear clothing for preschool activities, such as outdoor play, sitting on the floor and painting. A change of clothes in backpacks is advised for spills and accidents.

A Look into our Day

Children's creativity is impressive to witness. Creating an environment that is safe for your preschool child is very important. Throughout his/her preschool experience, your child will be introduced to different centers as a part of their day. Throughout these centers, there is a variety of working stations established in our preschool room. Each one is designed to foster growth in specific developmentally appropriate practices.

During our daily schedule, children are engaged in reading stations with a variety of books. Most of these books will be themed based books but also emergent reader books based on ready abilities! Writing is an important part of our day. While we play with our fingers during fine motor time, we encourage children to use a wide range of tools to develop a strong sense of accomplishments in their writing abilities. I firmly believe each child is encouraged to write through invented spelling. Invented spelling is a technique in which the child and teacher sound out the word they are trying to spell. Whatever sound they hear and think it is, they will write it down! Also in this station, they are able to create projects with a

variety of construction paper, stickers, scissors and glue. What they make is very important to them and they are very passionate about their work. Pretend, game and construction stations allow children to explore and manipulate through play based activities. We sing, dance, cook, experiment and have FUN in preschool. Our preschoolers are constantly moving and learning at all times!