

SAINT ANDREW ACADEMY  
PRESCHOOL  
PARENT HANDBOOK



UPDATED MARCH 2018

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**1. Saint Andrew Academy Mission Statement:**

SAA Preschool is an established catholic preschool which offers children the opportunity to grow mentally, physically, and spiritually in a safe structured environment. We will promote Christian values through songs, stories, and activities. Our goal is to help each child develop a positive self-image and improve his/her socialization skills preparing them for a positive academic future.

**2. Notice of Nondiscriminatory Policy:**

SAA Preschool admits students of any race, color, national and ethnic origin to all the rights and privileges, program and activities generally accorded or made available to students of the program. We do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies.

**3. Requirements:**

**a. Preschool:**

- Classroom Placement is determined by students age as of August 1<sup>st</sup> of the school year
- Children must be port trained

**b. All children must have to attend:**

- Complete Registration Packet
- Current immunization record
- Eye exam
- Social security card
- Birth certificate
- The school should be notified about any health problems your child may have, such as, allergies, asthma, diabetes, etc.

**4. Tuition:**

SAA Preschool has a set tuition rate for full time or part time students. It shall be the policy for all SAA Preschool families to keep their tuition current. All payments for tuition are to be made using the FACTS payment system. Delinquent accounts will lead to suspension/expulsion from the preschool program.

**5. SAA Preschool uniform is as follows:**

Preschool Girls:

- Jumper – plaid #032, soft pleats, square neck
- Tights/Leggings – solid white or navy

Preschool Girls and boys:

- Slacks – plain or pleated elastic band khaki (NO BELTS)
- Shorts – elastic band khaki shorts (**Shorts may be worn August to November 1<sup>st</sup> and**

**again April 1<sup>st</sup> to the end of the school year.)**

- Shirt – Royal blue or white polo, short or long sleeve
- Sweatshirt – authorized St. Andrew Academy uniform sweatshirt (Gray or Navy Blue)
- Fleece – authorized St. Andrew Academy uniform pullover in Navy Blue
- Socks – solid white or black

Uniforms can be purchased at Coffman's.

\*On out of uniform day please make sure your child is still in comfortable clothes what also allow for attending to their personal bathroom needs.

**6.SAA Preschool Supply List:**

- 2 ROLL OF PAPER TOWELS
- 2 BOX OF BABY WIPES
- 2 CONTAINER OF SANITIZING WIPES (CLOROX, LYSOL, ETC.)
- 2 BOX OF KLEENEX
- 1 BOX OF BANDAIDS
- 5 GLUE STICKS
- 2 BAGS CANDY (NO GUM) DUM-DUMS & SMARTIES RECOMMENDED
- 3 PKGS OF MOTIVATIONAL STICKERS
- 1 BLUE FOLDER
- 2 2 POCKET FOLDER (ANY COLOR OR STYLE)
- 1 REAM OF COPY PAPER (A-L)
- 1 PKG. OF CONSTRUCTION PAPER (M-Z)
- Crib size sheet & personal size fleece blanket

All other supplies, such as, materials used during the daily routine will be provided in the tuition fee.

**7.Breakfast:**

Breakfast is not provided. Breakfast is available for purchase and can be eaten in the lunchroom from 7:00am-7:30am in the school cafeteria. Home breakfast may be eaten in the cafeteria from 7:00am-7:30am. Students need to have breakfast daily in order to be ready for the school day.

**8.Snacks:**

We will provide a daily snack for your child that will include two of the following: protein, bread, milk, fruit, or vegetable. Children that will be celebrating their birthdays during the school year may talk with their child's teacher on how to make that day special for their child.

**9.Lunch:**

All Preschool students are expected to eat lunch whether it is a hot lunch or a brown bag lunch. Students are not permitted to bring bottled or canned soft drinks or lunch. No gum is allowed. Lunches that are brought from home must have a milk "protein" bread and 2 vegetables OR 2 fruit OR 1 fruit and 1 vegetable, per KRS 92.2 12 0 Section 9. If components are missing the staff will offer these foods from the lunchroom at the parents expense.

### **10.Toys:**

1. Children should not bring toys from home, unless the toy is to be used only at nap time (i.e. a teddy bear, a doll, or another quiet toy). Toys will be put aside and sent home with the child in the afternoon. SAA will not be responsible for lost toys.
2. Staff will notify parents in advance when a class is having a show and tell day.
3. Toy guns, war toys, or other toys of destructive or violent nature are not allowed in our school. This also applies to costumes at Halloween.

### **11.Show and Tell:**

There will be several show and tells during the year. These are set by the classroom teacher. We may ask that the item be on a certain color, shape, or begin with a particular sound to coincide with a theme or focus. Please talk with your child about allowing other children in the class to look at the item and share with those in the class. Expensive items should not be brought into school. Toy guns or toys of destruction should not be brought to school.

### **12.Classroom Pets:**

Each classroom may have pet(s). These animals are kept in their respective cages/tanks and are under direct classroom-adult supervision. In accordance with 922 KAR 2:120 Section 13 (1)-(3), as well as 301 KAR 2:081 and 2:082.

### **13.Attendance/Absences & Drop off/Pick up:**

-School starts at 7:50am. Children need to be in the classroom when the bell rings at 7:50am anything after is tardy.

- Arrival after 8:50 am requires:

- a. Appointments-- A note from the doctor or agency is required for verification.
- b. Arrangements made in advance and approved by the Director.

- Please let the staff know if your child must be picked up at a special time for doctor's appointments or family matters. (Once children are picked up, they may not return for the remainder of the day.)

- Children must be accompanied to and picked up from the Center by an authorized adult (18 years of age or older). Staff is required to check authorization and ID. No child will be released to an individual lacking proper identification. If someone not authorized is to pick up a child, the parent/guardian must notify the director or teacher by written notice.

-Children may arrive between 6:30 AM and 7:30 AM in the cafeteria. If arriving after 7:30 AM please bring to class and sign in.

-Dismissal is between 2:20 PM and 2:45 PM. Parents and guardians will be contacted by 2:50 if their child has not been picked up.

If there is room in the preschool After Care program the student be taken to after care and the family will be charged the daily drop in fee of \$13 a day per child.

-If no room in after care any student not picked up by 2:50 the family will be charged \$1 per minute.

#### **14.Field Trips:**

Occasional field trips are encouraged. All field trips are academically oriented. Uniforms will be worn unless the type of trip permits otherwise. The official permission form signed by the student's parent/guardian must be presented to the teacher in advance of the trip. Verbal consent or a written note will not be accepted. **Children under school age or children not in the class are not permitted to attend field trips.** Parents acting as chaperones are responsible for actively supervising students as the teacher's direct. Students may lose their privilege to attend a field trip if they fail to meet academic and/or behavioral requirements. If so, the student must report to school for a regular class day.

#### **15.Volunteers:**

Our doors are open to you at any time. Please feel free to come in and see your child in action. Any parent or grandparent who wishes to volunteer will be most welcomed. All volunteers must attended a safe environment workshop and have a background check on file.

#### **16.Parent/Teacher Daily Communication:**

-Class Dojo will be used to communicate with you on your child's activities, lessons and experiences in the classroom.

-Classroom Teachers are available for communication from 7:00am – 3:00pm on school days. -

-Please be sensitive that many preschool teachers are also parents in the school. Reserve all preschool related questions for during the school day.

-For any after-hours emergency concerns contact the Director.

#### **17.Wednesday Folders:**

On Wednesday's we send home a folder that contains upcoming information occurring at St. Andrew Academy. Please review all materials and return the folder signed.

### **18. Parent Teacher Conferences:**

Parent-Teacher conferences will be scheduled in October and January to discuss the intellectual, social, emotional, and physical development of your child, based on our assessment results. If at any time during your child's enrollment, we suspect a developmental delay, we will set up a meeting to discuss concerns and to provide you with contact for further assessment, screening, and services. You may also arrange a conference at any time during the year, if you have any questions or concerns about your child, or about the program. Please notify the director of your interest.

### **19. Custody:**

1. If there is any problem regarding custody of a child, a copy of the court document verifying legal custody must be presented. SAA Preschool cannot be placed in the position of arbitrating a child's departure or parents' visitation rights.

2. SAA staff cannot serve as witnesses in child custody cases involving children enrolled in the Center.

### **20. Child Abuse:**

While we make every effort to support the parenting role, it is our legal responsibility to report suspected child abuse and neglect to the proper authorities.

Also, if you witness child abuse, either in the center or in your community, you may contact the hotline.

Child Abuse Hotline: 595-4550

Cabinet for Health and Family Services, Division of Regulated Child Care: 595-4079

### **21. Dismissal of a Student:**

- a. The program reserves the privilege of dismissing/withdrawing any child if, after entering, he or she seems unable to adjust to the group situation.
- b. The program reserves the privilege of dismissing/withdrawing any child if the child-care tuition account is overdue and no substantial attempt has been made to make payment.

- c. The program reserves the privilege of dismissing/withdrawing a child if the parent(s)/guardian(s) refuse to abide by Saint Andrew Academy's policies and procedures.
- d. The program reserves the privilege of dismissing/withdrawing a child if that child or any parent, guardian, relative, or family friend of that child poses a threat or danger to any of the children and/or staff or engages in behavior which is threatening intimidating or aggressive towards staff and students.

## **22. Classroom Behavior and Choice Management:**

We use a positive approach to discipline. Praise encouragement, and positive rewards are used when working with children.

When an issue arises the teacher will first talk to the child about the appropriate way to express his/her feelings. Hitting, biting, pushing, etc. are not acceptable and could result in going home.

A child will be encouraged to go to another activity or area in the classroom.

If the behavior continues the child may be removed from the activity or classroom to cool down.

In the event a behavior problem continues the parent and school administration will be notified and a meeting will be set do discuss further action according to the preschools policies.

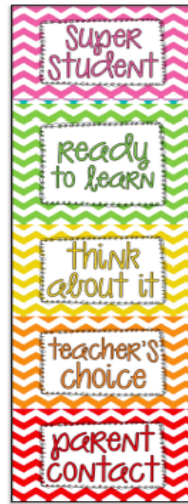
Due to the vastly different ways children learn alternate daily charts may be implemented. Parents will be conferenced with about alternate behavior tracking charts.

Standard Classroom Charts used to promote positive choices:



Pre K 4

Pre K 3



### **23. Health:**

- a. A Kentucky Immunization Certificate is required for each child enrolled at SAA.
- b. Any immunization that expires during the school year must be updated immediately, and a new form must be submitted to the Center. Any child not properly immunized will be dismissed from SAA.
- c. Parents must supply a School Medical Examination form signed by their child's physician by the child's first day of school.
- d. SAA is for well children only. Children who are able to come to school should be able to participate in all of the daily activities, including outdoor play. Children showing symptoms of illness will not be admitted. Children may not be brought to the center with any of the following symptoms:
  - skin rash or sores;
  - fever of 100 degrees or over;
  - vomiting; severe coughing;
  - sore throat;
  - chills;
  - diarrhea;

- inflamed or swollen eyes;
- flushed or unusual pallor of face;
- earache;
- severe headache;
- listlessness;
- nausea,
- or symptoms of any communicable disease.

- e. Children who become ill during the day, who can no longer participate in activities, and whose continued care would compromise staff's ability to care for other children, must be picked up by a parent or other authorized adult within 1 hour of their being contacted. Failure to pick up an ill child within 1 hour can result in a late fee of \$1.00 per minute, or any portion thereof.
- f. SAA will only administer medication to children whose parents have completed a daily Medication Form. The medication must be in the original container and have a pharmacy label that includes the child's name, specific dosage, time to administer, and the name of the physician prescribing the medication.
- g. Non-prescription medicine, lotion, lip balm, SPF 15+ sunscreen, and deet insect repellent (if recommended by Health Department) will only be given according to the directions on the label and only to children who have a signed Medication/Sunscreen Authorization Form.
- h. Parents are asked to notify the SAA when their children have been exposed to any communicable disease, so other parents may be notified of possible exposure.
- i. Parents of children with severe allergies or asthma should submit a completed Food Allergy Action Plan or Asthma Profile form, signed by their child's pediatrician or allergist, on the first day of school. (The forms are provided upon enrollment and are also available in the office.

**ONLY WELL CHILDREN CAN ATTEND.** We are depending on you, the parent to help maintain this policy. If symptoms of illness are observed, the child will not be admitted. If symptoms develop during the school day you will be contacted. Symptoms that are cause for keeping your child at home are as follows:

**ILLNESS**

**MAY RETURN**

Chicken pox*	After lesions have crusted
Conjunctivitis (pink eye)	24 hrs. after start of treatment. no exclusion for mild cases
Croup*	After illness had subsided
Diarrhea	After one normal bowl movement (Sent home after 2 BM's) (for E. coli or Shigella infection, also negative test results of 2 stool cultures are required)
Fever (over 100 degrees)	24 hrs. after normal temperature (may not return the next day)

	after being sent home unless a doctor's note is supplied)
Hepatitis A*	1 week after onset of illness or jaundice.
Influenza	24 hrs. after symptoms have subsided
Lice	24 hrs. after treatment and <u>must</u> be nit free
Measles*	At least 4 days after onset of rash
Mumps*	10 days after swelling begins
Nausea (Vomiting)	24 hrs. after symptoms have subsided (sent home after first occurrence)
Whooping cough*	At least 7 days after therapy has begun
Pin worm*	After treatment is completed
Poison Ivy	After lesions have healed
Ringworm	24 hrs. after start of treatment
Roseola*	After illness has subsided
Scabies*	24 hrs. after start of treatment
Strep throat*	24 hrs. after start of treatment
Tuberculosis*	Physician or health Dept. letter stating that child is on treatment and may return to childcare

\*A note from the child's physician must be presented upon return to SAA.

**24.Medication:**

Over the counter medicine and prescription medicine will be given with written parental or guardian permission and as directed on the bottle. In order for your child to receive his or her medicine a confidential form at the center must be filled out and signed by the parent or guardian daily. No medication will be given without written permission. This includes any creams or ointments. EMERGENCY MEDICINE (ex. Asthma medication or epinephrine pins) must have an emergency plan of action on file.

\*\*\*No medications will ever be in a child's backpack. If a child's medication is needing to go home at pickup it must be turned into the classroom teacher.

**25.Injury:**

- a. Minor emergency, accident or illness a supervising teacher or staff will provide first aid, and another teacher will supervise the group.
- b. An Incident Report/Accident Form will be completed and signed by a staff member and left in the child's folder. The parent must sign the form and leave a copy in the child's folder.
- c. Severe emergency, accident or illness\*  
The program will immediately notify EMS (911). The program will then notify the parents.

26.

SAA Preschool  
7724 Columbine Drive  
Louisville, KY 40258  
502-935-4578

- I request that my child \_\_\_\_\_ be allowed to go for a walk on the grounds of SAA on any given day and time.
- I request that my child \_\_\_\_\_ be allowed to go into and or attend services at SAA church on any given day and time.
- I request that my child \_\_\_\_\_ be allowed to go to the gym located on SAA property on any given day and time.
- I request that my child \_\_\_\_\_ be allowed to go to the library located on SAA property on any given day and time.
- I understand that my child \_\_\_\_\_ may come into contact with classroom pets; fish and hermit crabs while at SAA.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

27.

Photo Release

During the school year photographs will be taken of our students participating in activities, enjoying field trips, etc. We would like to display these photos of your child on bulletin boards or posters within the school. In order to display or take photographs of your child we must have your written permission.

\_\_\_\_ Yes, you may use my child’s photograph as previously stated.

\_\_\_\_ No, you may not use my child’s photograph as previously stated.

Child’s Name:

\_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_