St. Andrew Pre-K Academy
7724 Columbine Drive
Louisville, KY 40258
502-935-4578

Dear Parents,

Welcome to St. Andrew Pre-K Academy. We are looking forward to having your child in our program. Enclosed you will find the Pre-K handbook and forms for you to complete and return as soon as possible. These forms will ensure proper documentation and further planning and development for the school year.

We are very excited for the school year to begin and greatly appreciate your participation within our program. If you have any further questions please feel free to contact the school.

Thank you,

Mrs. Phelps

St. Andrew Pre-K Academy
7724 Columbine Drive
Louisville, KY 40258
502-935-4578

Our Purpose:
St. Andrew Pre-K Academy 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.

Notice of Nondiscriminatory Policy:
St. Andrew Pre-K Academy admits students of any race, color, national and ethnic origin to all the rights and privileges, programs 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.

Requirements:
Children must be 3 years of age by October 1st and toilet-trained. All children must have a current immunization record, eye exam, ear exam, social security card, and birth certificate on file within 5 days of entering pre-kindergarten. The school should be notified about any health problems your child may have such as allergies, asthma, diabetes, etc.

Fees:
A monthly payment plan can be set up with the school for tuition. You will receive this information. Stretch-n-Grow is a weekly fitness program that promotes health and wellness of young children and is loads of fun as well. This fee will be included in the monthly tuition. Other additional fees will include special outings and field trips.

What to Wear:
St. Andrew Academy uniforms must be purchased from Coffman's.

- ☑ Shirts: T-shirts (St. Andrew Academy - gray with logo)
  Sweat shirts (St. Andrew Academy)
- ☑ Pants: Shorts or sweat pants (St. Andrew Academy logo - gray or royal)
- ☑ Shoes: tennis shoes

What to bring:
Each child will need to bring a backpack and a 2 pocket folder. We ask that you keep a plastic bag with a change of clothing for your child in case of an accident. (Please try to keep clothing appropriate to the season.) Also, each child should bring in 2 boxes of Kleenex, 2 containers of disinfectant (Clorox) wipes, 2 packages of baby wipes, 2 rolls of paper towels and 2 bags of candy(no chocolate or gum). All other supplies are provided through the tuition. We may ask for additional donations on holidays or other special activities.

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 bring in a special treat. During the school year there will be several parties or events and we would appreciate parent volunteers.

Show and Tell:
There will be several show and tells during the year. These will usually be on Fridays. 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 their class. Expensive items should not be brought for show and tell as we cannot be responsible for these items. Toys should only be brought into school on these days and no toy guns or other toys of destruction should be brought to school.

Classroom Rules:
1. Have a caring heart
2. Hands and feet to self
3. Brain thinking
4. Eyes watching
5. Ears listening

Morning Procedure:
Children may arrive between 7:00 AM and 7:40 AM in the cafeteria. If arriving after 7:40 AM please bring to class and sign in. All children must be signed in and out by an adult. In the afternoon children may be picked up between 2:30 and 2:45 in the cafeteria. Children will not be released to unauthorized persons. Please make sure all emergency releases are up-to-date.

Volunteers:
Our doors are open to you at anytime. Please feel free to come in and see your child in action. Any parent or grandparent who wishes to volunteer will be most welcome. All volunteers must complete a background check, attend a safe environment training and complete a volunteer information record. You can pick up the forms in the school office.

Discipline:
We use a positive approach to discipline. Praise, encouragement, and positive rewards are used when dealing with the children. When a problem 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 if a problem continues a time out will be used. If a behavior problem continues the parent and school administration will be notified.

- As a class they collect marbles to earn celebrations for good behavior. This can be achieved from complements, following directions during an activity, and any time deemed appropriate.
- As individuals the students will have a monthly calendar in their cubby. Each day they have a good day they will get a sticker. During August through December if they can earn 3 or more stickers a week they get to get a prize from the treasure chest on Friday. During January through May they will need to earn 4 or more.
- We are using the red, yellow, and green light to keep track of daily behavior. Everyone starts on green (good). If a student receives 3 warnings they will change to yellow and serve a age appropriate time out. If the student continues to have trouble following directions then they will change their light to red and talk to the teacher. If the child improves and doesn't have more behavior trouble then colors can change back to yellow or green. This is more for a visual for the child to see and understand.

Daily Notebooks:
Each day your child will have a journal that lets you know how their day went. This journal is a way for us to have daily communication. Feel free to write questions or comments in the journal.

- St. Andrew Pre-K Academy is licensed through the State Department for Human Resources. All staff must attend training workshops each year regarding early childhood development as well as CPR and first aid training. All staff is familiar with state regulations and our program is reviewed on an annual basis.

Louisville, KY 40258
502-935-4578

Contract

Both parties, St. Andrew Pre-K Academy and parents understand and agree that:

1. This is a contract binding for both operator and parent.
2. This contract may be terminated by either the parent or the center upon notification at least two weeks in advance or anytime by mutual agreement of both parties.
3. By signing this form I hereby state that I have received the parent handbook given by St. Andrew Pre-K Academy and that I agree to abide by the rules and policies therein.
4. The parent handbook is not inclusive in all situations. Any changes in policy will be published and made available to all families.

Signature of Parent/Guardian _____

Date: _____

Signature of Director _____

Date: _____

St. Andrew Pre-K Academy
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 of the 2011-2012 school year.

Parent signature: _____
Date: _____

I request that my child _____be allowed to go into and or attend services at SAA church on any given day and time of the 2011-2012 school year.

Parent signature: _____
Date: _____

I request that my child _____be allowed to go to the gym located on SAA property on any given day and time of the 2011-2012 school year.

Parent signature: _____
Date: _____

During the school year, 2011-2012, 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 _____