

Sacred Heart Pre-K



Parent/Student Handbook 2018-2019

307 Church St. Loretto, TN 38469

Office: (931) 853-4388

Fax: (931) 853-4388

www.shsloretto.com

[Email: sstepp@shsloretto.com](mailto:sstepp@shsloretto.com)

Dear Parents,

On behalf of Sacred Heart School, we welcome you and your child. The major goal of our program is to provide your child with educational opportunities that will enable him or her to grow intellectually, socially, emotionally, physically and, most importantly, spiritually. We will work hard to achieve this goal. We wish for you and your child a year to remember – full of learning, acceptance, growth and meaningful experiences. We need your help and support, and invite you to participate with us in providing a worthwhile educational program for your child.

This handbook will provide you with information about our pre-kindergarten program. We hope it will serve as a valuable reference for you. We are looking forward to a wonderful year.

Pre-Kindergarten Teachers and Principal

Policies and Procedures

Enrollment

To be enrolled in the Sacred Heart Pre-K program, children should reach the 3 year old or 4 year old cutoff of August 1st. Students must also be toilet trained.

A registration fee is required with registration form to hold a child's spot in a class or on our waiting list. The registration fee is nonrefundable.

Tuition

Each monthly tuition payment is due on the 1st of each month. If tuition is paid weekly, the payment is due the first day of attendance

Refunds and Withdrawals

Two weeks paid notice is required if you must withdraw your child from our program. Tuition will continue to be charged if notification is not given. No refunds will be given for absences due to illness or vacation.

Discharge:

A child will be discharged from school under the following circumstances:

1. Failure to pay tuition by the end of the current month. This does not include parents who have made special arrangements with the principal.
2. If the child proves to be a health hazard to the other children by not being current on required immunizations.
3. If a child shows aggressive behavior that places himself/herself or their peers in danger. This will be determined by the principal following remediation through the teacher of the student and conferences with parents. This behavior may include biting, scratching, or striking after repeated redirection from the teacher.

Immunizations

The state licensing board requires us to keep official up-to-date Immunization records on each child enrolled in the program. Children may not be able to start school if their shot records are not current.

School Hours

School will begin at 8:00am. . In order to be prepared to begin at this time, we strongly suggest that all students arrive at school by 7:45 a.m. Your child can be dropped off between 7:00am and 7:45am. You are required to sign in your child each day and sign him/her out in the afternoon. School is dismissed at 2:35 pm. You child must be picked up by 3:30pm.

Bring / Pick-Up Procedure

All of pre-k will be brought and picked up and dismissed through the Parish Life Center entrance.

Children will not be allowed to go home with other children or relatives unless the teacher is informed in writing that morning.

School Calendar

Sacred Heart's Pre-K Program follows the same school calendar year as Sacred Heart School. Our calendar follows closely the school calendar of the local public school districts. It has also been approved by the Catholic Schools Office.

Inclement Weather

Sacred Heart will follow the decision of Lawrence County School System in case of inclement weather.

Supplies

Supply list is listed in the information flip chart provided to the parents by the PreK teachers.

Health and Safety

Childhood diseases are very communicable. When your child shows an indication of illness, do not send him/her to school. For the health of all the children and staff at school, please do NOT bring your child to school if they display any of these symptoms:

- Fever during the previous 24-hour period (Children must be fever free, without the use of medication for 24 hours before returning to school).
- Heavy or colored nasal discharge
- Constant cough
- Diarrhea or vomiting
- Excessive fussiness or crankiness.
- Any symptoms of a communicable disease (please notify the school immediately if your child is diagnosed with a communicable disease).

If a teacher sees signs of illness, your child will be removed from the classroom until a parent or emergency contact can be notified. A child is considered to be contagious if the fever is 100 degrees or higher or if any of the above symptoms are displayed.

Please do not send medication to school with your child in his/her backpack.

If your child is too sick to play outside, he/she should be kept at home. Your child's teacher will exercise reasonable judgment concerning weather. Children need to dress appropriately for outdoor play in all seasons.

When there is an outbreak of head lice in the community, parents and students must act responsibly. If you find lice or nits on your child, report each child to the school. Children with

head lice may not return to school until they have been successfully treated and are completely free of nits. Students who have been sent home with lice or nits may be examined before being allowed to return to school.

For the safety of our children, there will be monthly fire and tornado drills so everyone will be familiar with the procedures. Safety is a priority for all of us at the school. Our staff will take every precaution to ensure that the students can learn and play in a safe environment.

In Case of Injury

Should your child get injured during the day, our staff will tend to minocuts and scrapes. You will be notified of the incident in writing at the end of the day. If the injury is more serious, you will be called at once, as well as the physician you have chosen or an ambulance, if necessary. An Emergency Medical Consent form will be filled out before each school year begins.

School's Right to Amend

Sacred Heart School reserves the right to amend this handbook at any time. Parents will be notified promptly of any changes.

Parental Involvement

On behalf of the staff at Sacred Heart School, we would like to thank you for choosing our pre-k program to enrich your child's educational experience. We look forward to working closely with you to provide the best learning environment for your child. Please feel free to share your ideas and concerns at any time. You are always welcome to visit with us and your children throughout the day, or we can work with your schedule and set appointments if necessary. If you would like to become a preschool volunteer, please speak to your child's teacher or the principal. We have several suggestions about how you can become involved in your child's school experience.

CURRICULUM

Religion

Prayers, Bible stories, and acting like Jesus are the foundations of our program. The prayers used are the *Sign of the Cross*, the *Our Father*, *Hail Mary*, *Glory Be*, and the *Angel of God*. Religion is taught for about 20 minutes through Bible stories and songs.

Language Arts

The curriculum consists of four broad interrelated areas – speaking (oral), listening, writing, and reading. Children learn about literacy most easily when writing and reading are embedded in daily classroom activities and have a purpose which children can understand.

Math

Manipulative materials will be used daily to develop the concepts of mathematics (number, size, shape, more, less, etc.), as well as developing fine motor skills. Daily calendar activities will reinforce number concepts.

Science and Social Studies

Science and Social Studies will be incorporated in thematic, seasonal, or holiday studies. All areas of the curriculum will be related. For example, an October unit of study could include the sounds and names of the letters H (Halloween) and P (pumpkin), colors, and stories. Science would revolve around orange pumpkins, cutting a pumpkin to investigate, writing stories about our pumpkin experiences, singing songs, painting and drawing, listening, reading, writing and speaking!!

Physical Education

The children work on gross motor activities, group games, and developing individual skills. There will be daily experiences both indoors and outdoors.

Music

Music is incorporated into all areas of the curriculum. They will sing, learn to respond to rhythm, and to appreciate different kinds of music.

Communication

Each day, the children will bring home their folders which are our main method of communication. Any notes, information, and daily work will be sent home. It is VERY important to check it every day, remove the day's work, and RETURN the folder to school the next morning. All notes to the teacher, lunch money, book orders, etc., should be sent to school in the folder. ALL money, checks, and forms must be in an envelope. The outside of the envelope must show the name of your child and the purpose of the envelope (lunch money, tuition, etc.). The teacher will check folders each morning as the child arrives to school.

If at any time, there are changes in your family that may affect behavior, please notify your child's teacher or the Principal. If you need to talk to your child's teacher, send a note in the child's folder in the morning or call the school office and the teacher will get back with you as soon as possible. Out of respect for all children, we will not discuss academic or behavior issues when children are present. Conferences and phone calls will be arranged after school hours.

Conferences

Conferences will be scheduled during the first semester and during the second semester. However, additional conferences may be scheduled throughout the year, if necessary.

Birthdays

On a child's birthday, he/she may furnish refreshments, if he/she wishes.

These will be served at snack time. Please make arrangements with the teacher in advance.

Children with summer birthdays will have a time to celebrate their birthday. If invitations are sent to school, every child must receive one.

Parties

Pre-Kindergarten has three parties throughout the year. The teacher will plan these and ask for your help in attending and sending supplies.

Lunch

The cost of lunch is \$2.85 each day your child attends.

Snack

The cost of juice is \$1.00 each day. Pre-K students must bring 2 snacks from home each day they attend. The \$1.00 only covers 2 juices.

General Policies

Parents are responsible for ensuring that the school has current emergency contact information at all times. Parents will be contacted immediately in the event of an emergency. Please keep the office informed about changes in your business, home address, and phone numbers so you can be easily reached. If you or other listed people cannot be located, we will call the physician specified on the health record form. If necessary, we will call 911 for emergency assistance.

State regulations mandate a rest period for preschoolers. We encourage children to rest quietly during that period. We will provide a mat for each child's use at naptime. Parents are responsible for providing their child with his/her own sheet, pillow (small) and blanket. Parents are also responsible for laundering their child's sheet and blanket each week. Extra bedding is not available.

Children may not bring candy or toys to preschool. Sharing personal toys is difficult for young children. Also we cannot be responsible if a toy is broken. We provide enough toys for all children.

Students will not be allowed to bite or strike others. It is our policy to caution students and their parents about this behavior. Students will be sent home after the second incident. Parents will be called to pick up their child for the remainder of the day. Continuing incidents may be grounds for dismissal.

Sacred Heart Pre-Kindergarten Program reserves the right to dismiss a child if the welfare of the students, staff, facility, or program is in jeopardy as a result of child or parent behavior.

Discipline

Pre-Kindergarten Program will endeavor to maintain good discipline. Good order is fundamental to an atmosphere of learning in our faith based facility. Our teachers set firm, consistent, positive, and clear limits inside and outside of the classroom. Rewards and consequences are an integral part of the plan. To ensure a safe environment for the children of Sacred Heart's Pre-Kindergarten Program, we use the following methods of discipline:

- Verbal Warning
- Time Out (number of minutes shall not exceed the child's age)
- Loss of Privilege
- Parent Conference

Tuition Rates

Weekly Attendance Tuition Rate per Month or Week (Total per year)

- 2 days per week \$190.00 per month or \$55/week for 34 weeks and \$30 for the last week (\$1900.00 per year)
- 3 days per week \$285.00 per month or \$83/week for 34 weeks and \$28 for the last week (\$2850.00 per year)
- 4-5 days per week \$375.00 per month or \$110/week for 34 weeks and \$10 the last week (\$3750.00 per year)

Pre-K rates stay the same each week even if a day is missed or school is out for a day. The missed day may be made up on another day that week based on the student to teacher ratio number for a given day. The PreK staff will let parents know the make-up days and ask for parents to contact them regarding make-up. Complete weeks such as Fall Break, Christmas Holidays, and Spring Break as well as the week of Thanksgiving Holidays are exceptions.

Tuition Payment Plans

- **Option 1: Monthly Payments**

The tuition is paid monthly. Payment are due *on or before* the first day of the month. You may pay with cash, check, cashier's check, money order made payable to Sacred Heart School

- **Option 2: Weekly Payments**

The tuition is paid weekly over the course of 35 weeks. Payments are due on the first day of attendance each week. You may pay with cash, check, cashier's check, money order made payable to Sacred Heart School.

Fees

Supply Fee: \$25 and Registration: \$50

Parent Signature Page

I, and my family, have read the 2018-2019 Pre-K Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent signature

Date

SIGNED FORM DUE TO Ms. Stepp on or before August 17, 2018

PHOTO-VIDEO RELEASE

To whom it may concern:

I hereby give permission for my son/daughter _____ to be photographed or videotaped at Sacred Heart School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Sacred Heart Catholic School

Signed: _____

Date: _____

Return by August 17, 2018