

**ST. DOMINIC
PRE-K CHILD CARE CENTER**



**Handbook
2012-2013**

St. Dominic Child Care offers a Pre-Kindergarten program to families registered in St. Dominic Parish and to non-parishioners, space permitting. The SDCC Pre-Kindergarten

is licensed by the state and teaches a curriculum that is in compliance with the directives of the Archdiocese of Louisville's Office of Lifelong Formation & Education (OLFE). The program builds academic and social skills necessary for entering kindergarten. The administration and staff are dedicated to providing a quality program in a Christian atmosphere that supports the philosophy, formation and education mission of St. Dominic School and Parish.

Policies and procedures contained within this Handbook are subject to change and notice of any and all changes will be communicated to parents in a timely manner. Because most of the guidelines contained in the *St. Dominic School Student-Parent Handbook* also must be followed in the preschool program, a copy of this document will be provided for parents of Pre-K students.

Absences from Preschool

If your child will be absent from Pre-K, you must call the school at 336-7165 before 9:00 a.m. Please leave a message if no one answers.

Arrival & Departure

Students may arrive as early as 7:30 a.m. Parents must accompany students into the Pre-K classroom and sign them in on the first day. Older students or other designated persons may drop off students in the preschool classroom after the first day. Bus transportation is also available. Students who ride the bus will dismiss when the bus bell rings and will be walked to the bus; from there they will ride the bus to the middle/high school and a St. Dominic aide will then load them onto the correct bus. An aide will ride on the bus for Pre-K students and will sit in the front seats with the preschool students. **Parents or others authorized to pick up their children must come into the building and sign them out.** Departure time for pick-ups is 2:30 PM.

Behavior Management

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions. All Pre-K staff will be responsible for disciplining children using methods of anticipation, distraction, negotiation and time-out. The staff will follow some basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement over negative, respect the child as an individual, be consistent with procedures and set a good example. The Pre-K teacher will record behavior problems. If a child consistently displays inappropriate behavior, the Pre-K teacher shall inform the parent and request a conference. Parents are encouraged to visit the program and to express questions or concerns.

Clothing and Supplies

- For your child's comfort, a change of clothes must be provided each day. The extra outfit should consist of shirt, pants, underwear and socks and does not have to be a uniform. The change of clothes must be labeled and stored in a Ziploc bag.
- All articles of clothing must be labeled.
- Children may not wear flip-flops, open-toed shoes or shoes without a back strap; it is recommended for safety reasons that all children wear comfortable shoes daily, such as athletic shoes. On gym days, athletic shoes must be worn. **For more information on St. Dominic School Dress Code, please refer to the school handbook.**
- Children may bring a small pillow and beach towel for nap time. The pillow and beach towel must be small enough to fit in their cubby.
- Each child must bring a zippered backpack daily that will hold a pocket folder.
- A detailed school supply list will be sent in July.
- A daily schedule will be sent in July

Calendar

A preschool calendar will be provided for your assistance (this will also be sent in July). Please keep it handy!

Contracting For Days

All children are contracted for four (4) days a week. A part-time spot will only be allotted if there is space available. Full-time spots must be filled first. Students will be charged for four (4) days even if they do not attend due to illness, vacation, etc.

The following guidelines will be used for enrollment:

1. Parish Members
2. Those whom have a sibling already enrolled in school
3. Other

If at any time a child must be withdrawn from the Pre-K program, notice in writing must be given two weeks in advance.

Days/Hours of Operation

In order to accommodate children and parents, SDCC offers a program of four full days. The hours are from 8 a.m. until 2:45 p.m. Doors will open at 7:30 a.m. The program operates only on those days when St. Dominic School is in session. SDCC Pre-K is not open when school is canceled or dismissed early due to snow. Please listen to the media for Washington County School closings or delays.

Emergency Procedures

Fire drills are held monthly to acquaint students with evacuation procedures. Other drills (tornado, earthquake, intruder, etc.) are held several times annually according to state requirements. The evacuation plans are posted in the room and all Pre-K staff members are instructed on these procedures.

Fees/Payment Policy

Preschool **\$2250 per year (\$225/mo. for 10 mos.)**

Preschool + After School Program (ASP) **\$3210 per year**

Tuition will not be charged for scheduled school breaks at Christmas, in the Fall and in the Spring. Fees can be paid on a bi-weekly or monthly basis through electronic bank draft (EBT). The Automatic Withdrawal Authorization Agreement must be completed and returned along with the Registration/Medical Form by **April 9, 2012** in order for your child to begin pre-school in August. Parents wishing to enroll their child in the After School Program (ASP) also must complete the registration for ASP.

Illness/Injury

If your child is running a fever, has an unidentifiable rash, or has had diarrhea or vomiting within 24 hours, please refrain from sending him/her to school. Children with fever, vomiting or diarrhea while at school will be sent home. All injuries will be recorded on an Accident Report Form.

Lunch

The children will walk to the school cafeteria at their scheduled lunch time each day. They are encouraged to participate in the school lunch program which includes a hot lunch and milk for \$2.35. If parents choose not to participate in the lunch program, they must provide a nutritional sack lunch and drink. Milk or juice may be purchased for \$0.45. Please do not send foods that need refrigeration or preparation on a stove or in a microwave. Soft drinks, food purchased at fast food restaurants, etc., are also not allowed as this violates state regulations. Pre-K children may not choose from ala carte and snack items offered by the school cafeteria. Menus will be sent home on a monthly basis.

Medications

In order for any medicines to be administered, specific guidelines from the Division of Licensed Child Care of the Cabinet for Health and Food services must be followed. The parent or guardian must sign a daily medicine permission form or send a written note daily requesting that the medication be given to the child. If you do not sign the sheet, or send a daily note, the child will not be given the medication. SDCC Pre-K keeps a written record of the child's name, medication, dosage, date, time given, and person giving medication throughout the year. All medicines are kept in a locked cabinet.

Medical Emergencies

Medical emergencies will be handled as follows:

1. If a medical emergency arises, we will first attempt to contact the parent. If that fails, we will call those authorized for emergency pick-up.
2. In the event that neither the parent nor authorized persons can be reached, we will call the child's physician and follow his/her orders.
3. If in the judgment of the SDCC Pre-K staff, immediate medical and/or hospital attention is indicated, the staff will call 911 and then a parent or authorized emergency person.
4. A report shall be made to the Division of Licensed Child Care of the Cabinet of Health Services at 595-4079 for any major emergency.

Nap Time

All Pre-K students will be required to spend 90 minutes of nap/quiet time.

Personnel

Principal.....	Mrs. Pam Breunig
Office Manager.....	Mrs. Connie Smith
Preschool/ASP Director.....	Mrs. Amanda Carney
Pre-K Teacher.....	Mrs. Amanda Carney
Assistant Pre-K Teacher.....	Mrs. Crystal Graves
Phone.....	859-336-7165
Cell Phone.....	859-336-4243
Fax.....	859-336-7169
Email address.....	acarney@stdominicelem.org

Policy on Child Abuse/Neglect

In the event that child abuse, neglect or dependency is suspected by a staff member, he/she is required by law to contact the Child Protection Services hotline at 1-800-752-6200 or the County Department for Social Services. If the child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Child Care Services Branch will be contacted at 595-4550.

Registration

A **\$50.00** registration fee is due with preschool application. This fee is non-refundable. All student registration information must be filled out and returned by **April 9, 2012**.

Snacks

An afternoon snack with milk, juice or water will be served during Pre-K hours.

Staff Expectations

All staff will be required to have a state background check, a minimum of six hours of orientation required by state child care regulations, and have a completed CAN (Criminal Abuse and Neglect) report. All staff will attend 15 hours of training during the year. Other training required annually includes First Aid, CPR and Bloodborne Pathogens. The completion of a Safe Environment workshop also is required by the Archdiocese of Louisville.

Toileting

All children must be toilet-trained and able to take care of themselves in the restroom before entering preschool.

Toys/Personal Items

Please do not send toys or valuables to Pre-K, unless it is requested by the teacher for a project or show and tell.

Volunteers/Parent Helpers

All volunteers/parent helpers must complete Safe Environment training as required by the Archdiocese of Louisville. Safe Environment training is a two-hour workshop provided at various locations in the Archdiocese throughout the year. In addition to Safe Environment training, all volunteers must complete a background check. Please see the Director for a schedule of Safe Environment workshops and Authorization for Background Check form.