

St. Gregory Preschool Handbook



Do the Right Thing * Treat People Right * Live Like Jesus

St. Gregory Barbarigo School
School Office..... 582-2462

Fr. Albert Bruecken, O.S.B.- Pastor
Susan Martin- Principal
Shelly Stiens- Secretary
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Ashley Barber- Preschool Teacher
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Ashlie Powell- Preschool Teacher

www.stgregoryschool.org

Mission Statement of St. Gregory School

The mission of St. Gregory School is to advance the educational ministry of the Catholic Church through Christian faith formation, service to the community and world, and a strong tradition of academic excellence provided in a safe and cohesive educational environment.

Accreditation

St. Gregory Preschool is accredited by NAEYC (National Association for the Education of the Young Child). In addition, St. Gregory School is recognized by the Missouri Nonpublic School Accrediting Association and AdvancEd.

Statement of Non-Discrimination

St. Gregory admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges and programs and activities accorded to the students of the school.

Our preschool recognizes the special needs of students with disabilities. While St. Gregory's may not be equipped to provide for those needs in all cases, we collaborate with the Maryville Public School System to accommodate as much as possible.

Child enrollment and termination policies protect children's rights as outlined in the Americans with Disabilities Act. *Please refer to our St. Gregory School Parent Handbook for more information.*

History of Our Program

St. Gregory Preschool, established in 1995, is supported by St. Gregory Catholic Community. The preschool is an important part of St. Gregory's School.

Philosophy

The philosophy of our preschool program is to enhance each child's self-concept and social development. In addition, we want to provide an environment that is rich with learning and academic success while encouraging each child to become enthusiastic and lifelong learners.

Parent Teacher Organization

The St. Gregory Barbarigo PTO is made up of the parents of students of the school and the faculty and staff. Its purpose is twofold. As a money making organization, the PTO sponsors projects throughout the year to raise funds to help provide equipment, supplies, library books, study trips, and other enrichment activities for the school. The second purpose of the PTO is to provide a liaison between the faculty and parents of the school in order to develop and strengthen the communication between school and the home. All parents are encouraged to attend the general meetings (usually held once in the Spring and again in the Fall) and to participate as volunteers. PTO officers are elected each April. Executive meetings for officers only are held on a monthly basis.

School Advisory Committee

St. Gregory School Advisory Committee is a consultative body to the pastor of the parish and the principal of the school. The committee advises on matters such as planning, policy formulation, finances (including the development, approval and monitoring of a budget), development (including public relations and marketing), and annual evaluation of school goals and plans. The School Advisory consists of six to nine lay members. The pastor and principal are non-voting members. Meetings are held monthly and new members are added to the board in the spring of each school year.

Goals

We believe it is our purpose to provide the best education to every preschool child at St. Gregory's. We are dedicated to the whole child- emotional, social, physical and academic.

- To encourage independence and self-help skills
- To encourage curiosity within each child
- To provide an atmosphere which models and requires respect for everyone
- To recognize individual as well as group needs
- To provide an accepting environment for all children
- To promote intellectual growth

Operating Procedures

Our facility is open from 6:15am - 5:30pm Monday-Friday. Our regular preschool day begins at 7:30am, and ends at 2:40pm. If a child is at our facility before 7:30am, or after 2:40pm, a School Age Child Care (SACC) fee will be charged. Tuition is charged on a monthly basis and SACC fees are assessed at the end of each month. Statements are sent out from SMART Tuition.

St. Gregory Preschool follows the schedule of St. Gregory School. All holidays, in-service and inclement weather days when the school is not in session, the preschool will also be closed. There will be a couple of days when the preschool is not in and K-8 will be in session due to additional in-service days for the preschool teachers.

School Age Child Care (SACC)

SACC is the School Age Child Care program offered before and after school. It is available from 6:15am to 7:30am and 2:40pm to 5:30pm. A \$25.00 registration fee is required per family before attending. The cost is \$3 per child per hour, you will be billed in 15 minute increments. Starting October 1st, new rates for SACC will go into effect. This fee also covers an afternoon snack. Morning SACC will be billed on the half hour. For days St. Gregory is not in session due to professional development, we do not offer SACC.

Fees & Payments

Fees are charged monthly and statements are mailed out from SMART Tuition. SMART Tuition is the tuition management company St. Gregory utilizes for billing and payment. Payments can be mailed to SMART Tuition or dropped off in the school office. **All fee and payment policies are followed as listed in the St. Gregory School Parent Handbook.**

Refunds

If necessary, all fees will be prorated based on the number of days a child is present and the amount of fees paid. A refund will be given if appropriate.

Vacation, Attendance & Absence Policy

If your child is going to be absent for any reason, please contact your child's teachers. Since our tuition is based on a ten-month period, we do not offer a reduction in tuition for days absent.

Your Child's Health

We value your child's health and believe the best place for a child to be who is ill is at home. If your child becomes ill during school or at SACC, we will make them as comfortable as possible until he or she can be picked up. If a child has a fever of 100 or above, our state guidelines require the child be sent home and the child may return when he or she has been **fever free for 24 hours, without fever reducing medication. If a child vomits or has diarrhea they must also be symptom free for 24 hours before returning to preschool.** This helps us to better reduce the spread of germs that may lead to illness

Medication Authorization

Non-prescription medication may not be dispensed by the school or center without written authorization of a student's physician and parent/guardian. This permission may be per event or annually.

Prescription medication may only be dispensed if:

1. It is not the first dose.
2. The medication is in the original prescription container.
3. Written authorization from the parent or guardian is on file.

All medication is stored out of the reach of children and in a locked container. Refrigeration is available for medications that require it. To ensure adequate supervision and the safety of all children, nebulizer treatments will not be given at school unless the school nurse is available to administer the treatment. Parents will need to make arrangements to provide these types of treatments during the school day.

Communicable Disease Policy

When a child has been exposed to a communicable disease, parents are asked to report this to the child's teachers. If a child contracts a communicable disease, parents must keep the child home for the appropriate exclusion period and must report the disease to the program. For more information on communicable diseases, you may visit the Missouri Department of Health website.

Safety/Accidents

Children's safety is the highest priority for our preschool. The policies in this handbook are designed to keep your child safe and to maintain a secure environment for all children at St. Gregory Preschool.

Should a student suffer a minor injury or illness while at St. Gregory, first aid is given. In the event of a more serious illness or injury, the Principal or his/her delegate shall use the emergency file to notify the parent or guardian, as listed in the Emergency Student File, for specific instructions on how to proceed in the treatment of the illness or injury.

Emergency School Closings

In the event of an emergency or inclement weather, closing of the school will most often follow Maryville R-II District. Announcements will be made on the radio and television stations of Maryville, St. Joseph no later than 6am. A text caster and email will also be used to notify parents of any unscheduled school closing or early release during the day.

Emergency Plan

Our preschool practices regular fire, tornado and lockdown drills as administered by our school office. In the event of an actual emergency, any announcements will be made as listed above.

Child Abuse/Neglect

Schools are required by Missouri law to report any actual and/or suspected instances of child abuse or neglect to the Division of Family Services, **as stated in the Diocesan Administrative Manual**. All faculty and staff are mandated reporters of such actual/suspected abuse.

Virtus Training (aka Protecting God's Children)

All St. Gregory parents who wish to volunteer, help with classroom holiday parties, or drive for study trips, MUST have taken Virtus Training.

The Diocese of Kansas City-St. Joseph requires all clergy, parish and school employees and all volunteers in children's programs (SOR teachers, Youth Ministers, Confirmation leaders, school and childcare volunteers, coaches, chaperones) to take this workshop to help raise awareness about child sexual abuse and create safer environments for all of our children, but all persons interested in making our world safer for children are welcome and encouraged to attend.

Virtus Training (Protecting God's Children) is intended to raise awareness of child sexual abuse. Adults who attend the 2½ hour session will come away with practical information about the warning signs of child abuse, ways to prevent abuse, strategies for handling suspicions of abuse, and ways to respond.

If you would like to attend our session, or another one offered in the diocese, please pre-register online at www.virtus.org Click on Registration at the left, select the Diocese of Kansas City-St. Joseph, MO and follow the requests for information that follow.

Enrollment Procedure

In the spring, an enrollment night will take place. **All children must be enrolled as an August start date, prior to the beginning of the school year, unless a vacancy exists.**

During enrollment, you will be asked to provide immunization records, family information, emergency contact information and various other documents. **These documents must be returned before your child may begin school.** There is a \$50.00 non-refundable enrollment fee.

Multiage Classrooms

Our preschool classroom is a multi-age setting. Children who are ages 3, 4 and 5 years of age learn together and from each other.

Curriculum

Our objective is to help each child become an independent, inquisitive, self-confident learner. Our curriculum enhances that goal by encouraging each child to be active, creative, adventurous, investigative, and confident. Therefore, our curriculum is also age and developmentally appropriate. Our preschool is a two year program. The first year of preschool, your child will be working on social and emotional skills as well as refining their fine and gross motor skills. The second year of preschool is designed to prepare your child for St. Gregory kindergarten.

Christ Skills

Christ Skills will also be taught in preschool this year with one specific skill being highlighted each month. Christ Skills are moral development skills taught by the teachers of St. Gregory's as directed by the Diocese. These skills help children learn how to get along with others while developing a strong moral foundation.

A list of those skills has been provided in this handbook.

Conferences & Assessments

Conferences will be offered twice during the year. You will have the opportunity to discuss your child's adjustment to preschool, progress and to set goals for your child for the year.

Assessments are done in a developmentally appropriate style. Each child's development is unique and this is something that we recognize and embrace. We use a developmental continuum to show your child's growth throughout the year. We incorporate goal setting and portfolios in addition to each child's continuum.

Healthy Breakfast for Brain Development

Eating a healthy breakfast each day is an essential requirement for optimum brain development and learning for children, especially preschoolers. Please allow enough time in the morning for your child to get a great start to their day by eating a healthy breakfast.

Due to health and sanitation issues, do not send breakfast with your child to eat in the preschool classroom. On the occasion that your child does need to bring their breakfast to school with them, a parent will need to sit with your child in the Leitner room while they finish eating.

Thank you for abiding by this policy to insure the health and preserve a sanitary classroom environment for the well being of all of our children.

Falcon Faith Families

Here at St. Gregory we strive to nurture a family environment and also enrich our faith by participating in Falcon Faith Families. The faith family groups are made up of students from preschool through 8th grade and consist of 10-12 students in all. They meet for various activities throughout the year as well as attend Mass together. This program provides endless advantages and opportunities to all of our students at St. Gregory. Your preschooler will get to know and become comfortable with the older kids and other teachers throughout the school as well as have an opportunity to enrich and develop their faith.

On Mass days and Falcon Faith Family meeting days, we ask you to have your child at school by 7:30 and to also follow the school dress code for Mass.

Daily Arrival and Departure

Our preschool drop off begins at 7:30am for those parents who do not use SACC for their preschooler. Please make every effort to have your preschooler here on time. Our Preschool Day begins at 7:45am. We must send in our lunch count by 8:00am, and most of our all school assemblies begin at 7:50am. In the morning, our outside doors will be locked at 8:00am. There is a doorbell located on the pillar that can be used to notify the teachers of your arrival.

Upon arrival, please assist your child in putting all of their belongings (backpack, hat, coat, gloves) on the hook with their name. Preschooler backpacks should not have rollers on them. Parents please give any important items (lunch money, medicine, papers) from the backpack directly to the teacher. Preschool teachers do not go through backpacks. If it is your preschoolers first day back

after the weekend, please guide them in putting their clean towels and pillow on the cot with their name. Since we value the relationship we have with our parents as well as our students, please bring your child into the room each morning and be sure a teacher sees you and your child before you depart.

It is very important for the safety of our program that each child is signed in and out everyday. There is a binder located on the table in the hallway near the front doors. You will also need to sign the lunch count sheet for your child indicating if they are eating hot or cold lunch.

When you pick up your child, please be sure a teacher sees you and your child leave. If another person will be picking up your child, please notify us in advance. We will release a child to an adult if they are authorized on the consent form, which is filled out during registration and is handled through the school office. If someone will be picking up the child who is not listed on the consent form, please notify us in writing prior to that date. Be sure to check your preschooler's cubby each night and take the items home. The front doors will remain locked during the day and then be unlocked at 2:30 for pick up time.

Transition to School

We understand your feelings of apprehension in a new situation. The teachers will be glad to help with the separation; however please let us know what you feel comfortable with. Transitions vary with each child. If after about two weeks the child is still having trouble separating, we will reassess what may be best for the child. Sometimes this could mean a quick separation and departure.

Open Door Policy

St. Gregory Preschool welcomes visitors and volunteers! Both visitors and volunteers are expected to sign in and wear a name badge while in our building. Please sign in at the school office upon any visit. Feel free to drop in whenever you can!

Potty-Training

Our preschool is designed to accommodate children who are already potty trained, therefore each child must be potty-trained by the time he or she begins the school year.

We strive to build independence in your child, so your child should be self-sufficient in the restroom. However, we do realize that accidents occur and understand that each child develops in a unique way, so an occasional accident is no need for concern.

If a child continues to have accidents on a regular basis, we may need to arrange a conference with the parents, teachers and principal. Please send an extra set of clothes in a plastic zipper bag with your child's name for any accidents that may occur (this also accounts for any painting/spillage accidents). Please replace if they are used.

Schedule

Our schedule allows ample time for each child to explore and investigate the world around him or her while also incorporating specific curriculum needs. Therefore, we operate on a very flexible daily schedule. We also have an open door policy and look forward to seeing you in the classroom this year. Please see the schedule within this handbook.

Snack

A nutritious snack and milk/juice will be provided in the morning, which is included in the preschool tuition. We try to incorporate our theme, color, or shape into our snack to reinforce our curriculum and to make it FUN!

Lunch

Currently, our preschoolers eat lunch in the cafeteria everyday. We offer a hot lunch program at an additional cost. You can put money in your lunch account through the school office, or you may leave lunch money in a sealed envelope with the preschool teachers. A notification will be sent to you via email when you need to add money to your child's lunch account.

A cold lunch may be brought from home. A cold pack must be provided because lunches are not refrigerated. We encourage children to eat healthy and pack healthy lunches. Our curriculum includes lessons on healthy eating habits and we encourage you to send items from all food groups. Candy and Lunchables should not be sent in cold lunches for preschool.

Guests are always welcome to join us for lunch. Please let your child's teacher know in the morning at drop off if you will be eating hot lunch and stop by the office to pay Shelly. *We ask that you do not bring in any fast foods or soda pop as we are trying to model a healthy eating lifestyle.*

Rest Time

Children must rest quietly during rest time each day. Each child will be provided with a cot and a quiet, soothing environment. We ask that you send two towels from home each Monday and they will be kept at school during the week. We send home towels each Friday for them to be laundered and returned the following Monday. Please label your child's towels.

Our rest time is designed to give each child the chance to have "down time" which is necessary for their brain development.

Birthdays

Birthdays are a very special time in a child's life and we enjoy celebrating with each child! If you choose to bring a birthday treat to share, please make prior arrangements with your child's teachers.

St. Gregory School birthday policy states that no goodie or treat bags may be brought to school and given to each child or placed in their cubbies. Birthday invitations may not be given out at school. *Due to health and safety standards, all treats must be prepackaged or store bought.*

Field Trips

Although we do not generally travel in vehicles, we do try to go on at least one trip during the year. When/if a trip is planned off campus, parent drivers will be requested and permission slips will be sent home. All volunteers for our classroom must have completed the Virtus training class prior to any events. Drivers for field trips must provide proof of vehicle insurance and a copy of their drivers license before they may transport children.

Dress Code

In preschool, we get involved in the world around us! We explore and can get messy! Please send your child in clothes that are appropriate with the season and also go along with the school dress code, which is outlined in the St. Gregory School Parent Handbook.

Shorts are permitted until the weather gets cooler. A notification will be sent home when shorts are no longer appropriate in the Fall, as well as when they are appropriate again in the Spring.

During colder weather, please send a jacket or heavy coat with your child each day and be sure he or she is dressed warmly.

We play outside everyday if the weather permits. Our playground has small rocks, which at times may hold moisture and dirt. Please remember this when dressing your child for the day.

Sandals are difficult to play in and can be bothersome with the small rocks. Please send your child in tennis shoes or boots each day. ***Flip flops are not allowed to be worn at St. Gregory Preschool.*** This is to insure your child's safety.

Discipline

We nurture a positive environment that is both developmentally appropriate and educational for every child. We believe that it is our responsibility to develop in each child a love for thyself and a love for others.

We use the Christ Skills as mentioned earlier when visiting with or redirecting a child. We have a "talk it out" plan that encourages children to work out problems independently and in his or her own words.

Teachers will:

1. Observe and analyze situation
2. Talk with child(ren)
3. Removal from the situation
4. Speak with the Principal
5. Conference with parents

We remind, encourage and respect each child while working with them on an individual basis. Physical, verbal, or emotional punishments are never tolerated. ***Our preschool follows all policies given by the Kansas City/St. Joseph Diocese as outlined in our St. Gregory School Parent handbook.***

The withholding of food is never used as a form of punishment at St.

Gregory Preschool. If you have any questions throughout the school year, please talk to your child's teacher. If there is need for a conference, you will be contacted by the teachers or principal.

Termination

After the discipline process as listed above has been expended, St. Gregory Preschool follows the procedures for expulsion of a student from a school or center as outlined by the Diocese and listed in the St. Gregory School Parent Handbook. One of the following criteria must be met:

1. Other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and or physical well being of the student and/or school community is at risk.
3. The student in question exhibits prolonged and open disregard for school policy, personnel, fellow students and/or property.
- Final determination of expulsion rests with the Principal.

Grievance Procedure

In ordinary circumstances, the subject of the grievance should first meet in person, with the aggrieved person or group. If this meeting fails to resolve the conflict, the next higher level of authority (i.e., teacher, Principal or Director, Pastor/Pastoral Administrator) should meet personally with the aggrieved person or group. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Diocesan Superintendent of Schools or the appropriate Associate Superintendent of Schools.

Social Media/News

We are always eager to share the many great things we do at our school! We have a school website which is: www.stgregorysschool.org. This is where you may find anything you should need to know about our school and current happenings. We also have a school FaceBook page; St. Gregory Barbarigo Catholic School/[@StGregorysMaryville](https://www.facebook.com/StGregorysMaryville), where we enjoy sharing pictures and posts about our great school!

* These are general guidelines for preschool. Parents may request a copy of the St. Gregory School Handbook from the office or view it online at: www.stgregorysschool.org

Policy Changes

The principal, pastor and school board retain the right to amend any policies for just cause and parents/guardians will be given prompt notification of changes that are made.

Teachers

Your child's teachers are dedicated to St. Gregory's and have a passion for teaching and working with young children. We are proud of our teachers and our program and feel we have the very best to offer your child. We welcome parents and any special people in your child's life to be involved in our program this year.

We hope our handbook can help guide you through this preschool year. Be sure to direct any questions you may have to your child's teachers or to the principal. We feel truly blessed to have the opportunity to nurture, love, and teach your individual child.

As stated earlier, we have an open door policy at St. Gregory's. Please feel free to join your child for lunch, birthdays, special occasions, etc. We welcome you and your child to our preschool family!

May God bless each of us this school year!

We hope to keep the connection between home and school a positive and easily accessible one for you and your child. We can best be reached via email at:

Ashlie Barber - abarber@stgregorysschool.org

Kelli Bostwick - kbostwick@stgregorysschool.org

Ashlie Powell - apowell@stgregorysschool.org

Or by calling 582-2462

Sincerely,

Ashley Barber, Kelli Bostwick, Ashlie Powell
Preschool Teachers

St. Gregory School Office: 582-2462

Secretary: Shelly Stiens
sstiens@stgregorysschool.org

Principal: Susan Martin
smartin@stgregorysschool.org

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