



St. Louise de Marillac  
**PRESCHOOL**

***Handbook***

***2017-2018***

## ***Introduction***

Welcome to St. Louise Preschool. We are so excited to begin this journey with you!

### **Early Childhood Education/Diocese of Pittsburgh**

Because our children are our hope and our joy, the future of the Church and society, the Diocese of Pittsburgh engages in the religious formation of the young. Through Catholic schools, the Church joins with parents, the primary educators, in placing the child at the center of the educational process. Through activities appropriate to the developmental stages of three and four olds, these children will be drawn into the initial stage of fullness of life. This process promotes academic excellence and moral values, and fosters lifelong service. The integration of faith with all that is taught and experiences sets the Catholic school apart from all other forms of education.

### **Mission and Vision of St. Louise de Marillac School**

**Mission:** St. Louise de Marillac Catholic School seeks to provide a solid academic foundation within the Catholic tradition, fully embracing the tenets of the Catholic Church.

**Vision:** St. Louise de Marillac School is a community of people focused on the highest standards of academic excellence, helping each student reach his or her fullest potential. We strive to inspire our students to become ethical leaders who possess a lifelong love of learning. Our instruction provides for the diverse needs of all students, dedicated to a lifetime of service to the family, community and church.

**Staff** - Our Preschool staff is a team of highly qualified teachers certified in Early Childhood and Elementary Education with a strong catholic faith. Staff members are CPR/First Aid certified and hold PA State Police, FBI and child abuse clearances. Teachers must also complete Child Abuse Training as mandated by the Diocese of Pittsburgh.

### **Curriculum -**

A preschool curriculum must be concerned with the child's spiritual, social, emotional, physical and sensorimotor development. Our instructional strategy at St. Louise Preschool is the use of organized center-based activities that are intended to provide opportunities for our students to interact, explore and relate successfully in our classroom environment.

**Goals for Early Education:**

1. Assisting the child in developing a positive self-image in relationship to a loving God.
2. Assisting the child in mastering expressive and receptive language skills that are necessary for the development of problem solving and thinking abilities.
3. Assisting the child in the development of the sensory-perceptual skills.
4. Assisting the child in developing gross and fine motor skills.
5. Assisting the child in acquiring interpersonal skills necessary for interacting effectively with peers and adults.
6. Assisting the child in acquiring interpersonal skill necessary for achieving personal autonomy.
7. Assisting the parents in their role as the primary educator of children.

**Program of Instruction:**

Our program of instruction will include motor, creative, manipulative, imaginative, rhythmic, language and effectively the spiritual, physical, mental, social and emotional development of children of preschool age.

**Learning experiences, both informal and planned will include:**

1. Free play/outdoor, weather permitting
2. Gross and fine motor skill development
3. Faith based activities
4. Language Arts activities
5. Mathematical activities
6. Perceptual activities
7. STEM activities
8. Expressive arts including music, art and dramatic play
9. Social science and intercultural activities
10. Nutrition, Health and Safety

Our academic curriculum is McGraw Hill's World of Wonders Curriculum. This curriculum is a cross-curricular approach to learning the essential early learning skills. Our spiritual curriculum is Sadlier's Discovering God.

## ***General Program Information***

### **School Hours –**

Morning Preschool- 8:30am - 11:00am

Afternoon Preschool- 12:00pm- 2:30pm

**Arrival** – It is important for your child to arrive on time for school. This is a social and active time that helps your child's transition for the rest of the day. For morning preschool, you can drop off your student in the morning drop off line beginning at 8:00am. Preschool students will stay in the cafeteria with a classroom aide until 8:25am when they will be walked to their classroom. Classroom doors open promptly at 8:30 am.

**Dismissal** – Children should be picked up promptly. For morning preschool, please pick up students at the outside classroom door. Teachers will dismiss one student at a time. In the afternoon, teachers will walk students to the back of the building at 2:30pm for dismissal. Buses will be parked in the front of the school at that time, so we are unable to use the classroom door. In the event that you are going to be late to pick-up your child, please call 412-835-0600 immediately so that we can inform both the teacher and your child.

**Dismissal Changes** – If someone other than the parent or guardian is picking up your child, we require a written note. Your child will not be released to somebody else without prior consent. (A note pinned to a child is easily noticed.)

### **Emergency Form-**

At the beginning of each school year, parents are required to complete a Student Emergency Card. It is imperative that the school be able to reach a parent in case of illness or an emergency. It is also important to list the names of others who can be contacted should a parent be unavailable. Please keep the card updated by notifying the office of changes.

### **Emergency Closings and Delays**

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on KDKA, Channel 2; WTAE, Channel 4; WPXI, Channel 11; St. Louise School website and Parent-Alert system. Because of the number of public districts represented in our school, it is important

that you listen for an announcement that identifies your public school district.  
PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

If St. Louise School is **delayed**, please follow this schedule:

**Morning Preschool: 10:30am to 12:00 pm**

**Afternoon Preschool: 1:00pm-2:30pm**

**Dress Suggestions** – Your child should wear comfortable clothes to school – functional for art, play, bathroom use, outdoor activities, etc. Outerwear should be adequate for the weather as we often go outside for play or walks. Please encourage your child to dress him/herself at home. Teachers will offer help when needed. Please refrain from having your child wear *flip-flops* and *Crocs* when possible as they come off easily and become an injury risk.

**Change of Clothes** – Please send an extra outfit in the plastic bag provided to be used in an emergency. Write your child's name on the outside of the bag. These will be returned at the end of the school year.

**Personal Belongings** – Please encourage your child to leave toys, blankets, and special items at home. Please label all backpacks, coats, hats, boots, etc. with child's name.

**Backpacks** – Children are asked to bring a backpack, large enough to accommodate a folder, to school every day. Please label with child's name.

**Show and Tell** – Children should leave all toys, candy, gum, money, etc. at home. Teachers will schedule days for show and tell.

**Snacks** – A calendar is distributed monthly so that each family knows which day(s) they are responsible for providing snack. It is strongly recommended that snacks be nutritious. Suggestions for appropriate snacks have been provided in your information folder. **Please inform teachers in writing of any allergies that your child may have.**

**Sickness** – In order to keep our school environment as healthy as possible, children with **fever, diarrhea, stomach ache/vomiting, deep cough, sore throat, heavy nasal discharge, rash or infectious eye condition** which has occurred in the last 24 hours should NOT be brought to school.

**School Pictures** – School pictures are taken by M & M Photography. Please see school calendar for this year's picture dates. Order forms will be sent home prior to picture day.

## ***Parent/School Communication***

**Newsletters** – Each class provides a monthly newsletter and calendar. These papers contain a lot of important information. We recommend that they be posted on your refrigerator or bulletin board for easy reference.

**Parent-Teacher Conferences** – Parent-teacher conferences will be scheduled twice a year to discuss your child’s progress. The dates for these conferences are marked on the yearly calendar. Please feel free to contact your child’s teacher with concerns or questions throughout the school year. Email is the most efficient way to reach your child’s teacher.

**Parental Involvement and Participation** – Parents are very important to our school. You are your child’s first teacher and have the greatest impact on your child’s development. Because you hold this special place in your child’s life, we welcome you to participate in many ways:

- Be a driver and/or chaperone on a field trip
- Attend programs for the whole family
- Join us for special parent events throughout the year

**Special Events** – Throughout the school year we have many special events for parents. Individual classrooms may invite parents for other activities or presentations during the year.

**Traumatic Events or Changes** – Please inform the teachers of any traumatic events or occurrences that might affect your child’s performance or behavior in class.

**Change of Personal Information** – Please alert staff of any changes in address or phone number.

## ***Policies and Procedures***

**Enrollment and Admission Policies** – Enrollment for each new school year begins in January. However, if spaces are available, enrollment can take place at any time during the year. Applications for admission must be received by the director along with a non-refundable registration fee in order to guarantee your child a spot in a class. Registration information and forms can be found on our website. <https://stlouiseschoolpa.org/admissions/preschool-program/>

**Tuition** - Remember to submit your tuition payment each month. All tuition will be paid through FACTS. Please address tuition questions to Christine Makowski.

**Tuition Reminder** – St. Louise Preschool runs solely on funds raised through tuition. Curriculum materials, supplies, staff salaries, small utilities and other miscellaneous expenses are covered for the year by tuition alone. It is crucial to the program that tuition is paid in a timely fashion and in full.

**Discipline** – We strive to create a positive and loving atmosphere where appropriate behavior is modeled and encouraged. Set routines and classroom expectations are established in the classroom in a consistent manner so that the children understand the boundaries of appropriate behavior. Re-direction, problem solving and “time-away” from the group may be used when children become uncooperative or aggressive. When possible, we are willing to work with parents on initiating individual behavioral strategies. We reserve the right to suspend or disenroll a student immediately for inappropriate or aggressive behavior that compromises the quality of the classroom environment. (Please see agreement form at end of handbook.)

**Withdrawing from School** – Please notify director immediately if you are withdrawing your child from school for any reason. Full payment will be expected unless formal notice is given regarding withdrawal of any child.

**Health Information:**

School Nurse/Nurse Practitioner- A full-time school nurse is employed at St. Louise de Marillac School each year and is present in the building every day. She is available in any emergency situations.

**Are we requiring immunizations for Preschool?**

Immunizations – Every child must have a completed immunization record on file for each school year.

**Medications** Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours. If medicine must be administered at school, the following guidelines apply:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
- Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.

**Allergies** – Please alert teachers personally of any allergy issues for your child. We are especially concerned about life threatening issues regarding food and insect allergies.

**Security:**

**Fire Drills-** Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one—teacher, student or other personnel—may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class. Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. Misbehavior during fire drills is a very serious offense and will be dealt with immediately.

**Weather Emergency Drills-**Weather emergency drills are practiced yearly. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

**Safe Environment Program-** The purpose of the Safe Environment Program (SEP) of the Diocese of Pittsburgh is to take reasonable measures to assure that adults who have contact with minors

- (1) are committed to providing a safe environment for children and youth and
- (2) are capable of identifying and preventing abuse of children and
- (3) have no personal history of behavior that would be a threat to children. Adults (18 or older) volunteering with children at St. Louise de Marillac School must be compliant in the requirements of the safe environment policy:

- Complete application at [www.diopitt.org](http://www.diopitt.org), which processes the PA State Police Criminal Record Clearance;
- Read and sign the Code of Pastoral Conduct;
- Receive the Department of Public Welfare Child Abuse History Clearance;
- Attend the Protecting God’s Children Program.

**Accidents and Injuries** – Parents will be notified regarding any accidents and/or injuries that occur at school. Please alert teachers to any situation of which they may not be aware. Accident reports are completed for more serious incidents and kept on file.

**Mandated Reporters-** All staff members of St. Louise are Mandatory Reporters. This means that if a staff member has knowledge of abuse or has reasonable suspicion that a child has been abused, we are mandated by law to make an immediate call to ChildLine 1-800-932-0313!

We are excited for a wonderful year of Preschool at St. Louise de Marillac School!  
Welcome to our family!

God Bless,  
Ken Klase

### Family Handbook Acknowledgement Statement

This statement acknowledges that I have received a copy of the Parent Handbook of Policies and Procedures. I read the book and I understand the contents. I understand that it is my responsibility to be familiar with and comply with these

policies and procedures. I further understand that the policies and procedures stated herein are guidelines that can be modified by the school if necessary.

\*This form must be returned to the Preschool on your child's first day of attendance.

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Parent/Guardian Name – print

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Parent/Guardian Signature

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Date