

PARENT HANDBOOK 2018 - 2019



St. Thomas of Villanova Preschool
1236 Montrose Avenue
Rosemont, PA 19010
610-525-7554
stv.maryshouse1@gmail.com

Parent Handbook

*Welcome to St. Thomas of Villanova Preschool...
Thank you for choosing our school for your son/daughter's
Early Childhood Education*

MISSION STATEMENT:

St. Thomas of Villanova Preschool provides a positive, Catholic early educational experience for 2, 3, 4 and 5 year old children. Through the guidance and dedication of our faculty and staff, we work together to build a safe and loving environment that encourages socialization, creativity, experimentation and an eagerness to play and learn. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities made available to the children at our school.

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St. Thomas of Villanova Preschool PARENT HANDBOOK 2018 – 2019



WELCOME

Welcome to St. Thomas of Villanova Preschool. We are happy to have your child enrolled in our program. Our school is nurtured by the Augustinians and a dedicated staff. Facilities for the preschool are located on the grounds of St. Thomas of Villanova Parish in Rosemont.

STV Preschool Phone Number is (610)525-7554.

STV Preschool e-mail is stv.maryshouse1@gmail.com

STV Preschool web site is www.stvpreschool.org

St. Thomas of Villanova Parish Office Phone Number is (610) 525-4801.

1. ORGANIZATION PURPOSE: The purpose of our program is to provide a positive early educational experience for toddlers, two, three, four and five-year old children. The program offers each child activities that address his total needs—physical, emotional, intellectual and spiritual. Our commitment is to bring Jesus to the minds and hearts of children entrusted in our care. We strive to provide a safe and loving atmosphere that encourages socialization, creativity and experimentation.

2. ADMISSION: All children are eligible and welcome to apply for admission to our preschool.

Guidelines for Admission:

AGE: **MOMMY & ME PROGRAM**

- Children must be 18 months by October 1st for the Mommy & Me Class

2 YEAR OLD PROGRAM

- Children must be three by October 1st for the two-year old class

3 YEAR OLD PROGRAMS

- Children must be three by October 1st for the three-year old classes

4 YEAR OLD PROGRAMS

- Children must be four by October 1st for the four-year classes.

All children in the 2, 3 and 4 year old programs must be able to handle bathroom procedures independently Diapers and pull-ups are not permitted. Underpants are required.

3. REGISTRATION:

Registration forms must be completed before a child is admitted. The application is due with the first payment of \$400.00. This first payment insures a placement for your child in the program and is deducted from the school year tuition. Checks are to be made payable to “ST. THOMAS OF VILLANOVA”. Student accounts will be charged \$40 for all returned checks.

New students and parents are welcome to visit our preschool prior to registration. We recommend that all children experience a visit in the spring before entering the program in September.

4. PROGRAM SCHEDULE AND TUITION RATES:

PROGRAM/DAYS	TIME	TUITION
Mommy & Me – one hour weekly Mondays (8 week sessions)	9:30AM – 10:30AM	\$150.00
2, 3 & 4 YEAR OLDS – half day Tuesday, Wednesday, Thursday	8:30AM – 11:30AM	\$3600.00
3 & 4 YEAR OLDS – half day Monday thru Friday	8:30AM – 11:30AM	\$4600.00
3 & 4 YEAR OLDS – Full day Tuesday, Wednesday, Thursday	8:30AM – 3:30PM	\$4200.00
3 & 4 YEAR OLDS – Full day Monday thru Friday	8:30AM – 3:30PM	\$5400.00

The total cost includes a NON-REFUNDABLE deposit of \$400.00.

This deposit must be submitted with the application.

All children must be 2,3 or 4 by October 1st and able to handle bathroom procedures independently for applying into the program.

***The Mommy & Me children must be 18 months by October 1st.**

5. EXTENDED DAY PRICES

	TIME	COST
Early Drop Off	7:30AM – 8:30AM	\$12.00 per hour
Extended Hours	3:30PM – 5:30PM	\$12.00 per hour \$15.00/per hour – 2 or more children

Sign-up for Early Drop Off and after 3:30pm hours is done on a monthly basis.

PROGRAM INFORMATION

1. ARRIVAL: An automatic answering door has been installed at the preschool. This student door will be used at all times. It is our primary Entrance and Dismissal Door. You will now be automatically able to enter the building once you are buzzed in. Please ring the bell and wait a moment for the door to be activated to enter the building. It is important that you do not hold the door for anyone who is not a member of our school community. For your safety and the safety of everyone, please adhere to this policy.

Early Arrival begins at 7:30am – Must be signed-up for before and after care

Regular Morning arrival begins at 8:30 a.m.

Arrival Procedures:

1. Park your car in a designated parking space.
2. Ring the Student Entrance/Dismissal door bell.
3. An inside camera monitors who is at the door.
4. Wait for the door to be activated.
5. Walk your child(ren) to the cubby room and hang up their coats. (Mommy & Me and the two year olds' cubbies are in the classroom on the first floor. Hang up coats and backpacks there).
6. Put lunch bags/snack bags and water bottles on the assigned shelves outside the lunch/snack room.
7. Walk your child(ren) to their assigned class and **sign-in on your child's class list**. Three and four year olds' classrooms are on the second floor. Three and four year olds hang their back packs on the hooks in the hall marked with their names.
8. Younger siblings, who are not registered, must remain with the parent or guardian at all times.

2. ATTENDANCE: Regular attendance and punctuality are encouraged for all students. Parents are asked to notify the preschool each morning if their child will be late or absent by calling the school office at (610)525-7554.

3. DAILY SCHEDULE: Schedules vary a bit from room to room, but generally a day proceeds as follows:

<u>Early Arrival</u>	<u>7:30 am - 8:30 am</u>	Centers, puzzles, table games - (Must be pre-registered)
<u>Half Day Program</u>	8:30 am	Arrival
8:30 am – 11:30 am	8:45 am	Activity
	9:00 am	Circle Time
	9:15 am	Religion
	9:30 am	Language Development, Show & Tell
	9:45 am	Math
	10:00 am	Snack/Recess
	10:30 am	Science, Social Studies, Art, Music, Centers, Creative Play
	11:15 am	Story and Songs
	11:30 am	Half Day Dismissal
<u>Full Day Program</u>	11:30 am	Lunch preparation
8:30 am – 3:30 pm	11:45 am	Lunch
	12:15 pm	Library Book Time
	12:30 pm	Rest time
	1:30 pm	Enrichment Classes: Computer, Music, Spanish, Yoga
		Large Motor Activity, Cooking, Science, Puppets,
		Arts & Crafts, Storytelling, Sports & Games
	2:30 pm	Large Motor Activity (Playground, Bike Room)
	3:15 pm	Story
	3:30 pm	Full Day Dismissal
<u>Extended Day Hours</u>	3:30 pm - 5:30 pm	Afternoon Snack, Art, music, table toys, games, directed free play
	5:30 pm	Dismissal

Optional Extended Day: Available when full day classes are in session.

Early Morning Drop Off is from **7:30 a.m. – 8:30 a.m.** which costs \$10.00 per day

Extended Day is from **3:30 p.m. – 5:30 p.m.** which costs \$12.00 per hour,

and \$15.00 per hour for two or more children

4. DISMISSAL: Dismissal times are **11:30 a.m.** (end of Half Day Program, **3:30 p.m.** (end of Full Day Program) and **5:30 p.m.** (Extended Day Final Pick-up). A late fee of \$15.00 for each 15 minute interval will be assessed for late pick-up.

Dismissal Procedures:

1. Park your car in a designated parking space.
2. Ring the Student Entrance/Dismissal door bell
3. An inside camera monitors who is at the door.
4. Wait for the door to be activated.
5. At 3:30pm and 5:30pm, the children will be dismissed from the computer room.
6. When picking up at earlier times, you will be directed to the pick-up area when you ring the bell.
7. Before leaving you must **sign-out on your child's class list.**
8. Younger siblings, who are not registered, must remain with the parent or guardian at all times

Additional safety insurance tips . . .

- Child restraint seats are the law. (Encourage responsibility in your child to buckle and unbuckle their own seat belt.) *FYI--Starting in August of 2016, children under the age of two must be riding in a rear-facing car seat. It could cost you \$125 fine.
- Notify the preschool office of any change in the pick-up driver in writing.
- If you know you will be late, please call us so that we can assure your child of being picked up. Children worry about you, too!
- If you need to leave your car and/or enter the building, you must park in a designated parking space.
- Please be mindful of other drivers in the parking lot.
- Be sure not to block the entrances or exits or use marked handicapped spaces.

5. EARLY DISMISSAL: (Follow Dismissal Procedures above). Students should have a written note from their parent/guardian if they are to leave early from either the morning or afternoon programs. If an emergency arises at school, you will be called at your daytime phone number listed on the application unless you have made other arrangements with the school. ***If picking up before 11:30 AM, you may also park on Montrose Avenue.**

6. EXTENDED HOURS: Early Arrival and Extended day is offered for 3 and 4 year olds. The afternoon Extended Day is offered for the Full Day Programs only. Sign-up sheets are sent home before the beginning of each new month. Children are to bring their own lunch (including a drink) with their name clearly marked on the bag or lunch box. If you know you will be late, please call us so that we can assure your child of being picked up. Children worry about you too!

Fees are collected with the sign-up sheet. Please return these forms at the beginning of each month so that we can better plan the afternoon session for your child.

EXTENDED DAY FEE SCHEDULE-Daily Rates: 7:30 a.m. – 8:30 a.m. = **\$12.00**;
3:30 p.m. – 5:30 p.m. = **\$12.00 per hour or \$15.00 per hour for 2 or more children**

- DISMISSAL PROCEDURE:
- **If you have a conflict for picking up your child at any of the scheduled dismissal times, please arrange with the staff to pick up your child early. A \$15 cash payment is due for each 15-minute late interval.**
- Please remember that the teachers and staff have commitments after school too and they may need to leave promptly at the scheduled dismissal times.

- Children staying for the Full Day Programs (3:30pm and beyond) must bring a **small child-sized rest mat** or **beach towel** from home. They will be stored in their cubby to use during Rest Time/Quiet Activities/Book Time from 12:30pm until 1:30pm. Names must be on rest mat.
- **Be sure to remind your child if they are staying for lunch and/or Extended Day. This eliminates any confusion at dismissal time for your child.**

STUDENT INFORMATION

1. BIRTHDAYS/CELEBRATIONS: We can celebrate your child's birthday in school. You are welcome to send a special treat to school on that day. Please notify your child's teacher if you plan to do so. Due to the increase in food allergies, some suggestions for a special snack could be munchkins, cookies, rice-krispie treats, soft pretzels or fruit. (PLEASE, NO CHOCOLATE OR ANY FOOD WITH NUTS ...Thank You).

Birthday celebrations are a happy time for children. We request that if you have a separate party, please send your invitations through the U.S. Postal Service or email. You may contact the school to receive an updated list of addresses. Summer birthdays will also be celebrated before the end of the school year.

2. CLOTHING: Washable play clothes and sturdy shoes or sneakers are most suitable for school. (Flip flops, jellies, open shoes, or sandals are not permitted to be worn for safety reasons). For sanitary reasons, children must wear underwear. Children are encouraged to be independent when dressing and toileting; therefore, it is desirable to select clothing that the children can handle. Elastic waistband pants are easy for children to handle. Please no pants with buckles, belts or snaps, onesies, overalls or body suits.

The best outfits are those that your children can manage by themselves when they are in the bathroom.

All hats, coats, schoolbags, and lunch bags should be marked with your child's name.

Pants and sneakers should be worn on Gym Day (Wednesdays).

Accidents at school requiring a change of clothing:

Each child should have a change of clothes labeled with their names in a zip lock bag. These clothes will be kept in their cubbies. Should an accident occur at school and there are no clothes in his/her cubby, the parent will be called to pick up their child.

3. COMMUNICATIONS: Important information including the monthly calendars, newsletters, and school forms will be posted on the web site. On occasion, some information will be sent home via the family envelope. PLEASE USE AN ENVELOPE TO RETURN ANY IMPORTANT PAPERS OR SCHOOL FEES WITH YOUR CHILD'S NAME CLEARLY MARKED ON THE OUTSIDE. If you need to send a note to your child's teacher, please safety-pin it to the outside of your child's school bag. This is especially important if you are sending any medication to school. On occasion memos will be sent home without the family envelope . . . please check your child's school bag DAILY.

***Make sure your child's teacher can reach you in an emergency on any given day. An emergency phone number and contact name must be on file at all times.**

Notify the school IN WRITING if there is a change in the person accompanying your child, the morning arrival or departure schedule, your home/work/school telephone number or your emergency contact person

4. PARENT-TEACHER CONFERENCES: Parent-teacher conferences will be scheduled during the school year. Notification of these meetings will be sent home prior to the scheduled appointment. At other times, if a conference is necessary, parents are asked to make arrangements with their child's teacher.

5. FACULTY/STAFF INSERVICE & RETREAT DAYS: You will be reminded through the monthly calendar of all Faculty/Staff In-Service Days that effect the regular school day.

6. GENERAL SAFETY OF THE CHILDREN. It is the responsibility of the faculty and staff for the student's safety in and around the school facility during school hours. It is, however, the responsibility of the parent or guardian to make sure their child is met by a staff member and not left to enter the building alone or walk the halls without proper supervision. Younger brothers and sisters must remain with the parent or guardian at all times.

7. HEALTH AND SAFETY: Protecting the health and safety of the children is very important to us at STV Preschool. There will be days when even the healthiest of children are too sick to be around other children. Planning ahead by making "back-up" arrangements will make those days less of a crisis. Children with a fever, diarrhea or vomiting should not be in school. Generally, a rule of thumb is if a child is too sick to play outside, he is too sick to be in school.

You will be called and asked to come and pick up your child should your child show symptoms of ill health while at school. If you are unable to be reached, an emergency person should be on file in the Preschool Office.

Children having any contagious condition, a fever of 100 degrees or over, vomiting or diarrhea must be symptom free for 24 hours before he/she may return to school.

8. IMPORTANT FAMILY AND COMMUNICATION CHANGES:

- ADDRESS: Notify the preschool of any change in your address or telephone #'s.
- FAMILY: Children are affected by many changes (marriage, divorce, separation, birth, death, moving, and health of the child and family members). Please notify the school or the teacher of any.

9. INCLEMENT WEATHER/CANCELLATION OF SCHOOL: If the Preschool is closed due to inclement weather or other urgent reason, an email will be used to notify the faculty, staff and families. It will also be posted on the front page of the Preschool website. www.stvpreschool.org. Keep contact numbers updated regularly.

10. KINDERGARTEN/TRANSFER POLICY: Written evaluation forms will not be filled out to students transferring to another school. Please notify that administration's office of this policy. With your written permission, they may schedule a time to come to our school to observe your child.

11. LUNCH REQUIREMENTS: All children staying for lunch will need to bring their own water bottle, lunch bag and ready-to-eat lunch. Due to safety, we are not permitted to heat lunches. Names are required on water bottles and lunch bags.

12. MEDICATIONS will be given only when the parent provides written consent for administration. Written instructions must accompany the medication. Instructions for administration contained on a prescription label are acceptable. The medication must be in the original container with the complete label and the child's name clearly marked. All medications, prescriptions or over-the-counter, must be given to the director or the classroom teacher upon arrival to school and will be kept out of the reach of children. No medications are to be left in the child's bag. **Please notify the school in writing if your child is taking any medications.**

This notice can be pinned to your child's backpack or school bag in the morning.

13. PARENT VOLUNTEERS: Parents are invited to volunteer in a number of ways. Listed are some of the areas in which you can assist our children, faculty and staff. Update Safe Environment requirements must be met before parents are permitted to volunteer at St. Thomas of Villanova Preschool for any activity involving contact with the children. ***Safe Environment requirements needed for starred items.**

Assist at Assemblies *Classroom Volunteer *Lunchtime Aides
Bringing Snacks/Treats for Special Occasions Help set up for special events
Share Your Profession, Cultural Background, Interests or Hobby Anytime During the Year

14. SCHOOL BAGS: Are to be large enough for artwork, school correspondence and a show-and-tell item.

15. SHOW AND TELL: Show and Tell is an activity we incorporate into our program to help the children learn the importance of sharing and to increase their language development. The following is our guideline for Show and Tell.

- Show and Tell is generally held on Tuesday for all classes unless a change is noted on the calendar
- Children should bring only ONE item to share for Show and Tell that begins with the letter of the week.
- The children are asked to bring/wear something specific each week for Show and Tell. (i.e. Something that begins with the letter of the alphabet or a color.) Show and Tell will be marked on the monthly calendars.
- The sharing items should be brought to school in a schoolbag clearly marked with their name.
- Please bring sharing items ONLY on the designated day of Show and Tell marked on the Calendar.
- Toy weapons including guns, swords, knives and the like are not permitted in the preschool.
- Chewing gum is not permitted in school.
- If classes are not held on the designated day, then the children may bring their Show and Tell the following school day.

16. SNACKS: Due to high number of students with food allergies, the preschool will no longer supply snacks on a daily basis. Each child will be expected to bring their own snacks either in a lunch bag or a brown paper bag with their name clearly marked. All children should also have a water bottle labeled with their name. Please pack extra snacks if your child is staying for Extended Day.

17. STUDENT EXPULSION: Children who have severe difficulty in socializing with others may not be ready for a preschool experience and may need to be dismissed from the program.

Any exception to these policies are made at the discretion of the Director and the Pastor after careful consideration of all extenuating circumstances.

Our preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to the children at our school.

Similar policies apply to the school staff

18. PARENT HANDBOOK VERIFICATION:

Please sign below as an indication that you have read the parent handbook. A copy of this verification is needed for your child's file. Please copy this page and return signed and dated.
Thank You!

ST. THOMAS OF VILLANOVA PARENT HANDBOOK VERIFICATION

Parent/Guardian Signature

Date

Student's Name

Class