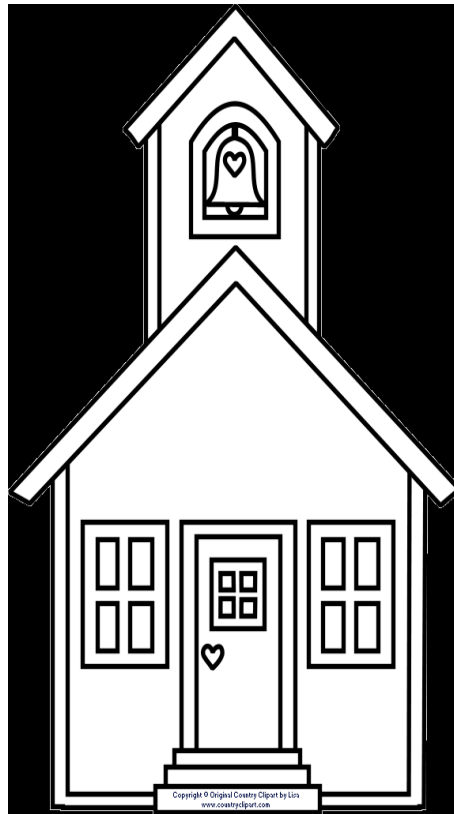
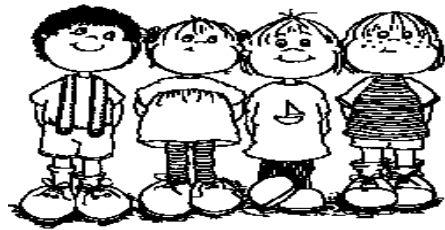


# ST. LUKE CATHOLIC PRESCHOOL



Parent Handbook  
2015-2016

# ST. LUKE CATHOLIC PRESCHOOL PARENT HANDBOOK

## Table of Contents

The School	Page
Absence	6
Admission	1
Arrival and Dismissal	3
Clothing	4
Delayed Opening	3
Discipline and Behavioral Guidance	1
Expulsion Policy	1
Health	5
Hours of Operation	3
Illness	5
Invitations	4
Medication	6
Parent-Teacher Conference	5
Philosophy	1
Program and Curriculum	4
Policy on the Release of Children	2
Policy on Releasing Children	6
School Bags	2
School Closing Policy	4
School Hours	3
Scholarship	2
Snacks	6
Tuition	2
Visitation	5

## Appendix

Department of Children and Families Office of Licensing Information to Parents	(See Attached)
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# St. Luke Catholic Preschool

## Philosophy

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St. Luke Catholic Preschool intends to provide a well-rounded early childhood education. The program is planned so that children participate in activities that promote the development of large motor skills, fine motor skills, cognitive skills, social skills, emotional skills, and spirituality. The school is open to children and families of all denomination.

## Admission

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All children entering our school must be toilet trained and out of diapers and pull-ups before entering school. Children with special needs will be admitted to the school based on our ability to meet their needs without compromising the needs of the other children.

## Discipline and Behavioral Guidance

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We believe in structuring the school environment to promote positive behavior. We believe rewarding positive behavior is the best way to avoid negative behavior. If negative behavior occurs (hitting, biting, spitting, name-calling), the teachers will intervene immediately to stop such behavior. We use a positive approach to help the children to express their feelings and deal appropriately without anger. We will then attempt to redirect a child who is behaving inappropriately. If the behavior persists, the teacher may remove the child from the situation. This allows the child to regain emotional control and eventually rejoin the class. This leads to the development of self-control which is the long-term goal of our discipline policy.

## Expulsion Policy

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A child may be expelled from St. Luke Catholic Preschool for any action which jeopardizes the health and/or safety of another child, the child themselves, or a staff member.

## Tuition

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A breakdown of tuition amounts, payment schedules, late fees and refund policy for the current school year is given to every parent at Registration and then again at our Enrollment Conference.

## School Bags

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Each child attending St. Luke Catholic Preschool is given a school bag at the Enrollment Conference. The bag is used for sending and receiving papers (child's work, crafts, tuition, notes, etc.) to and from school and home. We ask that you use only this school bag during the school year.

## Scholarship

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A small amount of money is set aside each year to help a family in need. An application may be obtained from the church office any time before the opening of the school year.

## Policy on the Release of Children

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The following is the State of New Jersey policy on student release from school that we follow:

Children may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent to take the child from school and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. The custodial parent(s) will provide the names, addresses and phone number of any persons other than themselves who are authorized to transport their child from school.

If parents are legally separated or divorced, the school requires written permission from the custodial parent as to the rights of the non-custodial parent to visit or pick up the child from school, including the name, address and phone number of the non-custodial parent. We request a copy of the court order if a parent is specifically not allowed to pick up or visit the child.

## Hours of Operation

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St. Luke Catholic Preschool is open from September through May. A complete school calendar is given to all enrolled students at our Enrollment Conference.

## School Hours

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Arrival: 8:45 - 9:00 am  
School Day: 9:00 - 11:45 am  
Dismissal: 11:45 - 12:00 pm  
Extended Day: 12:00 - 1:00 pm

Your child may be released to you at any time prior to the dismissal time. Please ring the doorbell to announce your arrival. You will then be admitted to the classroom to sign him/her out with the teacher or the teacher assistant. A note would be appreciated, if you are aware of such a situation in advance. For security reasons, the classroom is locked when school is in session. For this reason, we insist that you be on time for arrival and dismissal.

## Arrival and Dismissal

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When picking up and dropping off your child, please have your car sign available. Pull your car up to the door, remain in your car and a staff member will escort your child to or from the building. Our staff anticipates leaving at a predictable time each day, so please be timely in picking up your children.

If an emergency arises which will cause you to be late, please call the school.

## Delayed Opening

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In the event a delayed opening due to weather conditions is required, our session will run as follows:

Arrival: 10:00 am  
Dismissal: 12:00 pm  
Extended Day: 1:00 pm

## School Closing Policy

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We close or have a delayed opening upon recommendation of the Washington Township Department of Transportation and the decision of the St. Luke Catholic Preschool Administration. No additional days will be provided because of school closing. All St. Luke Catholic Preschool closings and delayed openings will be announced via an e-mail to your house by our director.

## Program and Curriculum

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We implement a curriculum that is developmentally appropriate to the preschool child. A wide variety of daily activities are planned to meet the needs and interests of each individual child. These activities include those which focus on the following: large and small muscle activities, language development, art and music, children's literature, social studies, science, math readiness, reading readiness, social skills and character development. We also introduce and expand awareness of basic Catholic Principles and Spirituality.

## Clothing

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Please dress your child in washable, comfortable clothing suitable for play. Such clothes should be those your child can put on and take off easily and as independently as possible. Please label all outerwear. We will go outside for recess every day weather permitting unless the temperature drops below 32 degrees. Please provide appropriate outerwear for the weather. Umbrellas are not permitted for safety reasons. Footwear should allow for active play - sneakers or rubber-soled shoes are best. Sandals are not appropriate for the playground. Socks with shoes are recommended. **For health and safety reasons, children will not be permitted to play on the playground unless they are wearing appropriate footwear.**

Please send your child to school with an extra set of clothes. This can be kept in a shoebox or plastic bag. Please clearly label these clothes!

## Invitations

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We will be happy to distribute any party invitations to your child's class via the school bags if every child in the class is invited. We suggest that you mail invitations for small parties.

## Visitation

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Parents are welcome to visit our school at any time.

## Health

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New Jersey State regulations require that a health examination and immunization form signed by a doctor be kept on file at the school prior to admitting a child to class. Children must be examined annually by a doctor in order to attend school.

\*Additionally, all preschool children are required to have a flu shot this year. Please be sure to update immunization records when appropriate.

## Parent-Teacher Conference

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Individual conferences are scheduled once each year in January. During these conferences, parents and teachers discuss each child's progress in all areas of our curriculum. However, we urge parents to confer with the teacher any time a question or concern arises. A written progress report will be provided at the time of conferences and at the end of the school year.

## Illness

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When your child is ill, please consider the health of the other children and staff and keep your child at home. In order to protect the children and staff, the New Jersey Health Regulations provide us with the following guidelines. We ask that parents assist us by keeping sick children at home if they have experienced any of the following symptoms within the past 24 hours:

- A fever over 100 degrees F orally or 99 degrees F under the arm.
- Signs of newly developing cold or severe coughing.
- Diarrhea, vomiting or an upset stomach.
- Unusual or unexplained loss of appetite, fatigue, irritability.
- Any discharge or drainage from eyes, nose, ears or open sores.

## **Medication**

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Epinephrine-pens, oral medications and inhalers as prescribed by your child's primary care physician or allergist for allergic reaction or asthma attack in your child may be dispensed to your child by the St. Luke Catholic Parish Preschool Staff trained by you the parent.

- Medication must be in the original container.
- Medication must be prescribed for your child.
- Medication must be current.
- The prescribing physician must complete a St. Luke Catholic Parish Preschool medical dispensing form that is kept with the medication in the St. Luke Catholic Parish Preschool office.

You will be notified immediately if your child has been given his/her prescribed medication at school.

The St. Luke Catholic Parish Preschool Staff will dispense no other medications to the children.

## **Absence**

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Please call to notify the school if your child will be absent and the reason for absence. You may leave a message on the school's voice mail at any time. The telephone number is (908) 876-3515.

## **Snacks**

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Snack will be provided for your child each day. Special snacks may be provided by the family on the day of your child's birthday celebration. Please let us know before the special day! St. Luke Catholic Preschool is a peanut free facility.

## **Policy on Releasing Children**

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Any special arrangements regarding pick-up of your child must be brought to the attention of the school in advance, preferably in writing. No child will be released to anyone other than the parent without verbal or written approval from the parent.