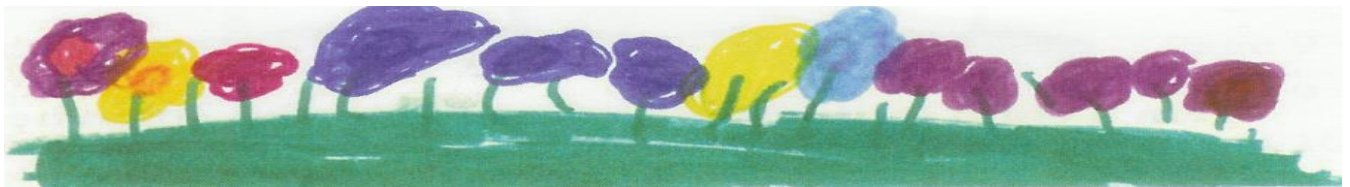
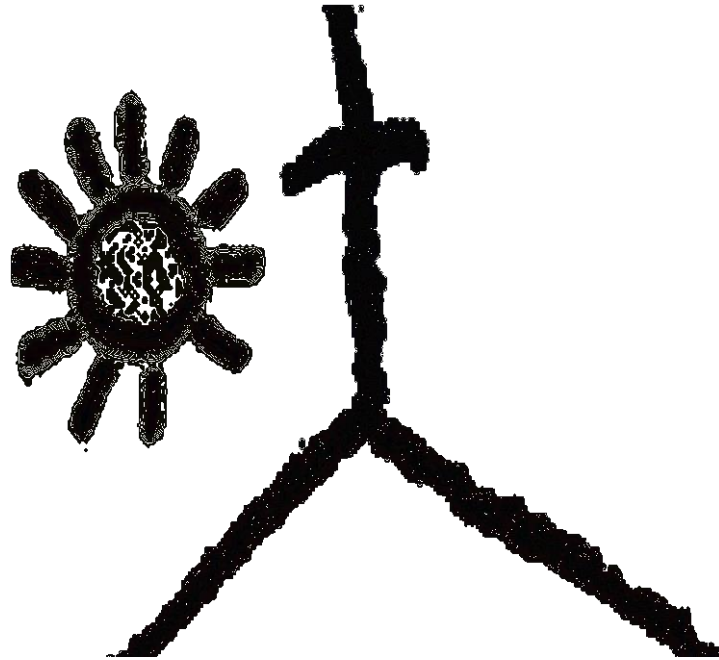


ST. BENEDICT CATHEDRAL

PRESCHOOL
&
PREKINDERGARTEN
Parent Handbook
2018-2019



Welcome to our St. Benedict Cathedral Family!

We are looking forward to getting to know all of our preschool and prekindergarten students and families. The bible tells us repeatedly in His Word how all children are a gift from God. Thank you for bringing your pride and joy to us.

You will find that joyful learning takes place when teachers, parents and students all work together and experience God's love for us in our daily lives!

Please contact us at any time if you have any questions and concerns,
nfolz@evdio.org
812-425-4596 ext. 215

jwessel@evdio.org
812-425-4596 ext. 217

Yours in Christ,
Nancy Folz, Preschool Teacher
Jena Wessel, Prekindergarten Teacher



Train a child in the way he should go, and when he is old he will not run from it.

Proverbs 22:6

School Information

St. Benedict Cathedral School
530 S. Harlan Ave.
Evansville, IN 47714

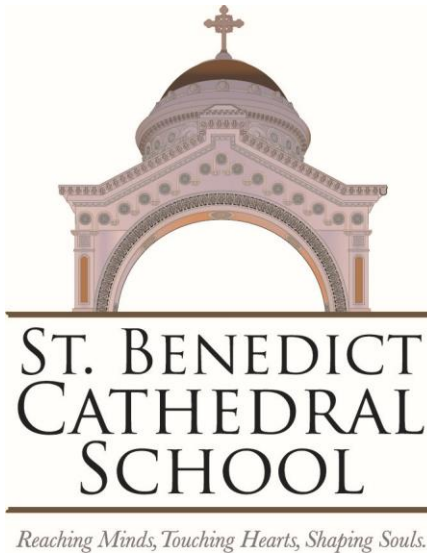
School Phone Number
812-425-4596

School Fax Number
812-463-5206

Website
www.saintbenedictcathedral.org

Staff Information

Mrs. Nancy Folz	Preschool Teacher
Mrs. Julie Stephan	Preschool Instructional Assistant
Mrs. Jane Mulherin	Preschool Instructional Assistant
Mrs. Jena Wessel	Prekindergarten Teacher
Mrs. Chris Matzen	Prekindergarten Instructional Assistant
Mrs. Kari Ford	Principal
Miss Alexandra Diekhoff	Assistant Principal



Our Mission

To form Christian disciples who proclaim the Catholic faith, achieve academic excellence, and serve others.

Our Philosophy

St. Benedict Preschool and Prekindergarten staff believe every child deserves the chance to learn in the way that meets his or her developmental needs. Our early childhood educators will provide every child with the tools to develop cognitively, physically, socially, and emotionally.

Admission Information

Enrollment for St. Benedict Cathedral School is open to all children regardless of race or religion. Preschool children must be three years old by August 1st of the current school year. PreKindergarten students must be four years old by August 1st of the current school year. All children must be potty trained (see restroom guidelines)! This means no pull-ups will be allowed. If accidents become an issue a conference will be scheduled. If the problem persists the child will be asked to leave preschool or prekindergarten and return when they are potty trained.

Preschool (PS) Application/Enrollment Policy

Registration for preschool will begin in January. Letters and applications will go out to all active parishioners with children eligible for PS. Students must be 3 years old by August 1st and be potty trained. Open enrollment will begin after we have made contact or heard from the active parishioners with children that are eligible. All applications must be returned with a \$100 deposit which is credited towards the tuition owed for that school year. Acceptance of applications will be taken in chronological order until all open spots are filled.

Prekindergarten (PK) Application/Enrollment Policy

Registration for PK will begin in January. Letters and applications will go out to all current preschool families and active parishioners with children eligible for PK that are not currently enrolled. Students must be 4 years old by August 1st and be potty trained. Open enrollment will begin after we have made contact or heard from the active parishioners with children that are eligible. All applications must be returned with a \$100 deposit which is credited towards the tuition owed for that school year. Acceptance of applications will be taken in chronological order until all open spots are filled.



ST. BENEDICT CATHEDRAL SCHOOL

Pre-School and Pre-Kindergarten

2018-2019 Monthly Tuition Rates

PRESCHOOL (PS)

The Pre-School program is offered two, three, or five mornings each week. There is an afternoon enrichment program available as well.

	<u>Morning Only</u> 7:30am-10:45am	<u>Full Day</u> 7:30am-2:45pm
2 Day Program (T/Th)	\$ 90/month	\$180/month
3 Day Program (M/W/F)	\$135/month	\$240/month
5 Day Program (M-F)	\$200/month	\$400/month

PREKINDERGARTEN (PK)

The Pre-Kindergarten program is offered in the morning (7:30am-10:45am) or the afternoon (11:45am-2:45pm) five days each week. Morning students must be enrolled in the afternoon enrichment program (until 2:45pm) two, three, or five days each week.

5 Day Afternoon Only Program	\$200/month
5 Day Morning Program + T/Th Afternoon	\$280/month
5 Day Morning Program + M/W/F Afternoon	\$320/month
5 Day All Day Program	\$400/month

PAYMENT INFORMATION

The Preschool and Prekindergarten tuition rates are monthly rates paid over 10 months (August-May) through EFT from a checking/savings account or paid in full during the first week of school. A \$25.00 fee will be charged to your account for each returned payment.

Cafeteria and Playcare After-School Care are pre-pay services and are not included in the tuition rates. These must be paid with separate checks to the appropriate department, online via your Sycamore account, or by a monthly EFT from your checking or savings account.

Our Curriculum Goals

Our curriculum identifies goals in all areas of development:

Social: to help children feel comfortable in school, to trust their new environment, to make friends, and to feel they are part of the group.

Emotional: to help children experience pride and self-confidence, to develop independence and self-control, and to have a positive attitude toward life.

Cognitive: to help children become confident learners by letting them try out their own ideas and experience success, and to help them acquire learning skills such as the ability to solve problems, be observant and recognize and manage their feelings.

Physical: to help children increase their large and small muscle skills and to feel confident about what their bodies can do.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Prayer

Pre-School and Pre-K pray daily in the classroom, in the morning, and before lunch. On special occasions, PS and PK will attend mass.

Religion

We love having our time with Jesus and His Word three times a month. We learn about His love and His Big World. We also discuss Bible Stories, from the Old and New Testament. We also celebrate our Catholic faith in our Music program.



Curriculum

Our program is based on theory that children learn through play. We encourage the children to be active learners. We understand that children grow at their own stage of development. Each child must be treated as an individual to help them experience success. Social skills are given a great deal of emphasis. Hands-on activities and experiences are planned according to the themes which provide meaningful learning.

Our learning will include:

- Social skills - meeting new friends, independent play, sharing, group activities, express emotions, responds well to consistent routines
- Motor skills - gross motor skills, strength and balance, fine motor skills with pencils, glue and scissors
- reasoning & concept development - matches objects, explores with elements, remembers short sequences of events of 2 to 3 steps
- Language skills - uses language to communicate, tell simple stories, understands words for common categories, uses sentences with two phrases or concepts
- Reading - holds a book properly and turns pages, understands that words convey a message in a story, recognizes the first letter of their own name, upper and lower case letters, sounds and symbols with letter recognition
- Writing - holds a writing tool with a fist or finger grasp, draws with a variety of tools (crayons, pens, pencils, markers) forms letters and shapes
- Math - identifies some shapes, recognizes and matches small quantities, recites some number words, count, make comparisons, patterns, classifications and sequences
- Science - asks questions about their environment, constructs with a variety of materials
- Creative Art & Music - knows a few color words, drawings have basic resemblance to objects and people, articulates what they are drawing, imitate sounds and rhythm, might have a favorite song, engages in dramatic play
- Social Studies - recognizes common features of the home and neighborhood, shows interests in familiar peoples and common jobs

Guidance and Discipline

Guidance is an important part of learning and we feel that it is a big part of our job. In our preschool and prekindergarten classes, we work to provide a safe learning environment for ALL students. We will work to help the students develop responsibility and self-regulation behaviors. Self-control is very important and we will provide the children with the tools to work through problems and adapt to their surroundings. By doing this, we will work to create a caring and Christ-like community of learners.

Both the preschool and prekindergarten class use positive behavior reinforcement. If a child is having difficulty following the daily routine, rules of the classroom, or expectations set forth, the teacher will respond with positive reinforcement, redirection, frequent reminders, and/or encouraging words.

If a non-desired behavior continues, a child may be removed from the situation that is stimulating the behavior. After a short time, the teacher will sit down and talk with the child about the behavior and alternative solutions. The teachers will communicate these challenges with parents through phone, email, or face-to-face conversations.

If a child's behavior requires ongoing daily attention from our staff and the child's behavior is unable to be directed in a positive and productive direction, the school will request a parent-teacher conference.

If after using the methods listed above, a child is not responding to the interventions, the school will reserve the right to determine in its discretion when conduct is of a nature to warrant a child's withdrawal of the program. Students must be able to behave in a matter that is consistent with Catholic principles of the school and the Diocese of Evansville.

Program Dismissal Policy

Dismissal from the program may result at the school's request when:

- The teachers and administrators determine that St. Benedict Cathedral School is not able to meet a child's emotional or developmental needs
- The child is not potty trained and able to take care of restroom needs
- The child is not able to follow basic classroom rules
- The child runs away from staff members
- The child uses inappropriate language in conversation with staff or peers
- Physical aggression towards other students or staff (punching, spitting, biting, kicking, pinching)
- Destruction of property on purpose
- Habitual lateness with tuition payments

Allergy Policy

Parents are required to provide pertinent information regarding any type of medical condition that affects their child in an acute manner. Training for staff is provided on an annual basis as needed. The staff will cooperate with parents to provide a safe environment for the student.

Asthma

Immediate access to reliever inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. When necessary, inhalers will be kept in the school office. All inhalers must be labeled with the student's name by the parent.

Food

In order to minimize the incidence of life threatening allergic reactions, St. Benedict Cathedral School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Students are encouraged to carry their Epi-Pen as soon as the parent, doctor or nurse, and class teacher agree that they are mature enough. The classroom teacher will be responsible for the Epi-Pen when necessary. Training is provided annually.

Communicable Diseases

Communicable diseases are a common cause of health problems during the school year. Parents, as well as school personnel, must work together for effective control of communicable diseases. Fever is defined as having a temperature of 99 degrees or higher. Since a fever is an indicator for infection, it is required that the child be excluded from school until fever free *without MEDICATION* for 24 hours. A child should also be kept at home if he has a cold, rash, or other symptoms of communicable disease.

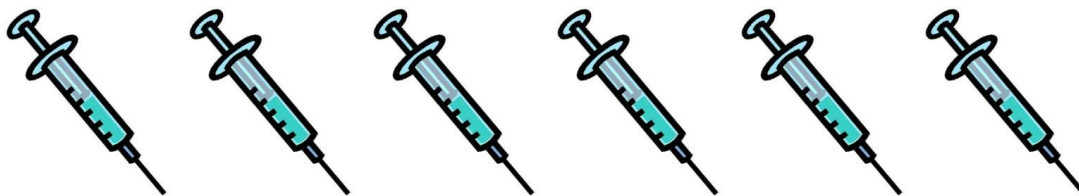
Illness

If your child becomes ill at school, you will be notified according to the information on your Emergency Card. It is very important that this card be kept up-to-date. Therefore, should you have a change of address and/or phone number during the school year, please notify the office immediately of this change.

Immunizations

Immunizations are required for all children. Parents of all children enrolled at St. Benedict Cathedral School must furnish written evidence that the child has been immunized according to the guidelines mandated by the Indiana State Department of Health. Immunization information will be released by St. Benedict Cathedral School to the Indiana State Department of Health's Children and Hoosier Immunization Registry Program (CHIRP) with signed consent from the parent or guardian which will be provided upon registration in school.

The law also requires that every child who is enrolled in kindergarten, first grade, or second grade, whichever constitutes enrollment for the first time in the School Corporation, must show written evidence of a tuberculin test and a completed Hepatitis B series. Beginning with the 2004-2005 school year, varicella (chickenpox) vaccine has been added as an entry requirement. A child who has had varicella (chickenpox) disease is also considered immune and does not need varicella vaccine. Documentation from a physician is required, including the month and year of disease.



Medication

School personnel are authorized to administer medication only if the following conditions are met:

- The parent or guardian of the student must deliver the medication (prescription and non-prescription) to office in person.
- The prescribed medication must be in the original container bearing the original pharmacy label, which includes the directions from the physician, the name of the medication, date, and the student's name.
- Non-prescription medication must be in the original container with date, student's name, and written instructions from the student's parent or guardian. (Schools may not dispense any non-prescription medication other than what a parent or guardian provides for the student.)
- The parent or guardian must sign the Authorization for Administration of Medication by School Personnel sheet if any medication (prescription or non-prescription) is to be dispensed.
- Medication (i.e. antibiotics, cough medicine, cough drops, eye drops, or any other medication) to be taken as needed requires written instructions from the parent or guardian.

The parent is encouraged to send limited amounts of medication to school and to schedule times of administration in order that a minimum number of doses are given during the school day.

- The medications are kept in the office in a locked cabinet. School personnel will dispose of any medication left in the office after school closes in May.
- The school employees designated by the school administration must administer the medication.

Permanent Health Records

These records are kept at school for each student. This includes disease and immunization records, as well as a record of physical exams, screenings, allergies, accidents, and any other health problems the school should be aware of in order to anticipate and care for the students' needs. Parents are urged to help keep these records up-to-date by informing the school of immunizations received and of any health problem that may arise.

Hand Washing Policy

- Hand washing is required! Indiana state licensing regulation require that child care providers and the children in their care, wash their hands before and after certain duties and activities.
- Staff must wash hands before and after: preparing meals and snacks, eating, feeding infants and children, bathing infants and children, wiping noses, diapering and assisting children with toileting. Staff must was hands after: toileting, handling bodily fluids, coughing into hand and handling pets.
- Children must wash hands before and after: assisting with meal and snack preparation and eating. Children must was hands after: toileting or a diaper change, handling bodily fluids, coughing into hands, handling pets, before and after touching contaminated surfaces. A surface is contaminated if there is reason to believe that the surface has been or could be exposed to contaminants. This would include washing hands after taking out the trash, after coming in from outdoors, upon arriving at school and before leaving, after sensory play involving sand, water, etc., and it is recommended that staff wash hands before and after administering medication.
- The proper procedure is the hand washing process that has been proven most effective at eliminating germs. Staff and children must wash hands using the proper procedure.
- The proper procedure is as follows: wet hands under running water, use plenty of soap to make a good lather, keep fingers pointed toward the drain, scrub fronts and backs of hands, remember to wash wrists, scrub around fingernails and rings, scrub between fingers, scrub for at least 20 seconds, rinse well with running water and dry hands with clean disposable towel or wall-mounted drying device.
- Using the proper procedure and washing hands frequently can prevent the spread of the common cold, flu and food borne illness as wee as many other germs. Children mimic behavior, so staff who wash their hands using the proper procedure at the appropriate times are setting a great example for the children in their care.



Arrival & Dismissal

- Doors to the Morning Preschool, Enrichment and Prekindergarten classrooms will open at 7:30 A.M. Children from the morning preschool will dismiss at 10:50 A.M. on the East Side of St. Benedict Hall.
- Afternoon Prekindergarten class will begin at 11:45 A.M. Please park by the St. Meinrad Hall and enter the doors on the Willow Street side of St. Benedict Hall.
- Early dismissal for Preschool and Prekindergarten is 2:40-2:50 P.M. in between St. Meinrad Hall & Church. After 2:50 P.M. we will go to the car line in back of school.
- KeyWay (Playcare) children will stay in the classroom at 2:45 P.M.

For your child's safety, only those on the authorized list will be allowed to pick up your child. If there are any changes, please let us know.

Separation

The staff is trained in this area and will guide you if your child has difficulty transitioning from you to the classroom. To ease the transition when you drop off your child, it is best to give them a big kiss and a big hug, tell them you love them, and that you will be back to pick them up...then leave. We know it can be difficult, but separation anxiety is normal. The longer you stay, the longer it is drawn out. We always have an extra person on hand to help the child and lovingly calm them down. Usually, after the first couple of weeks, the children are accustomed to their new surroundings and the issue subsides. Please feel free to call the school anytime you have concerns or just want to check on your child.

Security Procedures/Visitors

We encourage our parents to visit the classrooms, volunteer and observe their child. In the interest of school security, ALL visitors MUST check in at the main office, sign in as a visitor, and put on a visitor sticker.

In order to spend time in the classrooms, help with class parties, attend field trips with our children, all visitors will need to complete the Youth Protection Training.

General Procedures

Severe Weather

In the event of a weather emergency or disaster, St. Benedict Cathedral School will follow the Evansville-Vanderburgh School Corporation's policy. Please follow the public media instructions. If severe weather develops after the children have arrived at school necessitating an early dismissal, such dismissal will be announced via SchoolMessenger, school email, phone call or text. Your children will be dismissed at the announced time via normal pickup procedures.

Fire and disaster drills are conducted during the school year as required. The teachers and pupils are trained in what must be done in a particular drill or disaster. All persons in the building, pupils and adults alike, are expected to follow the procedures for disaster drills.

Snow Days

When the Evansville Vanderburgh School Corporation cancels school or has a 1 hour delay, we follow that decision. If EVSC school declares a 2 hour delay, the morning (only) sessions are canceled. Make-up snow days are planned on the school calendar. Preschool and Prekindergarten follow the school calendar for Kindergarten-8th Grade.

Recess

Students must have the proper attire for outdoor recess (coats, sweatshirts, hats & gloves) in cold weather. The students will have outdoor recess even when the "feels like" temperature is 30 degrees.

Conferences

Conferences will be on a need only basis. Prekindergarten will be evaluated in January & May. Preschool will be evaluated in May only. Parents can request a conference at any time of the year. If you have any questions at any time please feel free to contact us.

Newsletters

A newsletter will be sent home each month. Activities, special events, curriculum areas of focus, and other important information will be included. The office also sends out a weekly school newsletter via SchoolMessenger. It too, is filled with important information.

Two Household Families

Upon request, the teachers will provide two copies of our newsletters, invoices, and any other important notes/forms of communication. It is up to each parent to notify the teacher of the request and check their child's mailbox to receive additional copies of communication.

Cubbies/Blue Bags/No Backpacks

Children will have an assigned cubby in or by their classroom. We provide a blue bag and a folder for your child to take home with his/her work. Please check the blue bag and folder daily for important correspondence from the teachers and return the empty bag and folder with your child the next school day. Divorced parents may require two bags and two folders, one for Mom and another for Dad. Please make a request to the teacher if needed.

Remind App.

At the beginning of each school year, we will invite you to download this app by sending you an email. We will need a current cell phone number and email address. This app helps the teacher remind the parents of upcoming events and allows communication with the teacher about their child.

Clothing

In Preschool and Prekindergarten we do not have uniforms. Please send your child in comfortable play clothes, socks and athletic shoes. No boots, open toe shoes, sandals or clogs are allowed. A student sent in a costume will be asked to be picked up. We will be messy some days and feel that it is most beneficial to their creativity if they do not have to worry about getting dirty. Please bring a change of clothing to keep in your child's cubby. This is in case of an accident. Make sure that clothing is appropriate for the season.

Please note: any type of shoe that does not completely fasten on your child's foot can be dangerous and inhibit gross motor play activities. The best footwear for your child at school is athletic shoes.

Lunch Guidelines

Children may purchase a hot lunch including a milk provided by the school cafeteria at the current student rate. Hot lunches are NOT included in your child's tuition. Monthly lunch menus are emailed to parents and may also be found on the school website.

Some children choose to bring a lunch from home. They may also purchase a milk. Please no candy in lunch boxes.

Each classroom has a weekly lunch count sheet where parents can indicate their child's lunch needs. Regardless of whether your child is bringing a lunchbox from home or buying a hot lunch from our cafeteria, you must mark on the lunch count sheet what your child is having each day.

General Guidelines

1. Students must purchase a cafeteria lunch or bring lunch from home each day, including days designated as half-days.
2. Parents should put money in their cafeteria accounts weekly on Monday or at the **BEGINNING** of each month (account must be filled by 5th of the month) to prevent the cafeteria accounts from having a negative balance.
3. Any Cafeteria balance past due for 30 days or more may revoke the privilege of using these services. These balances will be communicated weekly via email through Sycamore Education.
4. Students are expected to use proper behavior while in the cafeteria.
5. Students are to eat at their assigned table and remain in their seat and not visit other students during lunch. Food should not be shared. Students should remain seated while eating and leave the cafeteria upon completing their meals under the direction of their teacher.
6. All students must leave the cafeteria using the south door, even if recess is indoors.
7. St. Benedict Cathedral School has a closed campus at lunchtime. Students may not go home for lunch. A parent wishing to take his/her own child(ren) to lunch may do so by signing in and out in the office. No other children may accompany the parent.
8. Whenever a parent comes to share lunch with their child, they are asked either to sit at the assigned table with their child and classmates, or parents may take only their children to another table.
9. NO FAST FOOD can be brought to school.
10. St. Benedict Cathedral School follows the Wellness Policy of the Diocese of Evansville.

Parties and Special Events

Preschool and Prekindergarten have parties for Halloween, Christmas, Valentine's Day, and St. Patrick's Day (PK Only). Each teacher will have a sheet in which parents may volunteer to assist the teacher at the parties or donate supplies. We will also have a Thanksgiving Feast and an end of the year celebration in May. Extended family and siblings are welcome to attend those two events.

Birthdays

Treats for birthdays are not permitted. This includes soft drinks or any liquids. Birthdays are very important to a young child. We will celebrate your child's birthday sometime during the school day. Children may bring in treat bags w/small toys or stickers, (No food or candy), but there is no pressure to do so. If your child's birthday is in the summer, a special day during the school year will be chosen to celebrate their birthday.

Party Invitations & Gifts

Students bringing party invitations to school instead of using the postal system may distribute them to their classmates provided all students in the class receive an invitation. Gifts for individual students may NOT be exchanged during school hours.

Restroom Guidelines

All children must be fully potty trained and be able to comfortably and independently take care of their own bathroom needs. Potty breaks will be at designated times during the school day, but children are expected to be able to alert a staff member when they need to use the restroom outside of those designated times.

Pull-ups are not allowed.

Nap Time

Preschool students attending the full day program will take naps after lunch in the PS/PK Activity room. Children may bring a small pillow and blanket from home to use during nap-time. These items will stay at school. Children will be assigned a cubby to store nap items. Every few weeks, nap items will be sent home to be laundered and returned the next school day.

Snack

Part of our daily schedule is snack time. Due to allergies, we purchase all the snacks given to the children. The snack fee is \$50 for the whole school year. The fee is due the first month of school. This includes our blue school bag. If an additional blue bag is needed due to family circumstances, please let the teacher know.



School Field Trip Guidelines

Per the Indiana Department of Education, beginning January 1, 2018 new school bus specification about pre-school transportation will take effect. A child below the grade of kindergarten must be transported in a child safety restraint system that meets all applicable Federal Motor Vehicle Safety Standard beginning January 1, 2018. See the Indiana Department of Education for the full guidelines regarding child safety restraints.

With the above policy in place, preschool and prekindergarten will be taking field trips close to campus, such as the fire station and the nursing home. We will also have on site field trips. Wesselman's Nature Center, Miss Susan Fowler, the storyteller, etc. This will enhance our outdoor experience outside the classroom.



PLAYCARE AFTER-SCHOOL CARE FOR PS, PK & KINDERGARTEN

- PURPOSE:** The Playcare After-School Care has been developed to provide a facility at school for children in Pre-School, Pre-Kindergarten, and Kindergarten to have a safe, secure, and caring environment until their parents are available after work
- SERVICE TIME:** **From 2:45 p.m. to 5:45 p.m. - (No morning hours)**
- Program will not operate if school is closed early due to schedule or emergency reasons.
 - For children not picked up by 5:45 p.m., there is an additional \$25.00 late fee charged. Chronic late pick-ups may result in elimination from the program.
- FACILITY:** **Pre-School Room; B215**
- Telephone available; 425-4596 ext. 105 & ext. 215
 - Questions regarding billing, call Julie Stephan 812-228-0774
 - Playground (weather permitting)
 - PS/PK Activity Room
- ENROLLMENT:** **Only PS, PK, & Kindergarten Students; NO SIBLINGS**
- Students may attend on a weekly, daily or as needed basis. A fee will be assessed for the days the student attends.
- FEES:** **\$7.50 per day. Payment is due upon emailed receipt of the statement.**
- Program coordinator will establish attendance calendar each month.
 - A positive balance must be kept in the family's account. Payments may be made by monthly EFT, check, or online via Sycamore Education.
 - KEYWAY balances will be communicated via email.
 - If a child is picked up early (before 3:30 pm) a \$1.25 fee will be assessed for snack in lieu of the normal daily fee.
- PAYMENT:** **IF BALANCES FOR KEYWAY SERVICES EXCEED \$50, THE PRIVILEGE OF USING KEYWAY MAY BE REVOKED IMMEDIATELY UNTIL THE BALANCE IS PAID IN FULL.**
- PROGRAM:** **Children will have an after-school snack each day**
- Staff will permit children to use playground facilities as weather permits, under supervision.
 - PS/PK Activity Room will be used under supervision.
 - No High School Students May Stay In Keyway With Siblings