

ST. GABRIEL CHILD CARE 2010-2011

PRE-KINDERGARTEN HANDBOOK



St. Gabriel Child Care offers a Pre-Kindergarten program to families registered in St. Gabriel Parish. The SGCC Pre-Kindergarten is licensed by the state and teaches a curriculum that is in compliance with the directives of the Archdiocese of Louisville's Office of Lifelong Formation & Education. The program builds academic and social skills necessary for entering Kindergarten. The administration and staff are dedicated to providing a quality program in a Christian atmosphere that supports the philosophy, formation and education mission of the parish.

In order to accommodate more children, SGCC now has two Pre-Kindergarten programs. The Half Day Pre-Kindergarten hours are from 8:00 A.M.–11:30 A.M. The Full Day Pre-Kindergarten hours are from 8:00 A.M.– 6:00 P.M. The doors open at 7:30 A.M. The programs operate only on those days when St. Gabriel School is in session. All children must be 4 years old before October 1. Preference is given to St. Gabriel parishioners and those children who are baptized Catholics.

The Full Day Pre-Kindergarten takes place in the Child Care Center located in the lower level of the school. The Half Day Pre-Kindergarten takes place in the house located at 8608 Augustine Way, a house that has been renovated to conform to child care state licensing and regulation requirements. Access to the house is from the church and school property only, not from Augustine Way. Access to the office and center, from the outside, is through the sunken courtyard.

CONTRACTING FOR DAYS

All children are contracted for 5 days a week. (***There are no part-time spaces.***) You will be charged for 5 days even if your child does not attend due to illness, vacation, etc. The Half Day Pre-K enrollment is limited to 25 children, and the Full Day Pre-K enrollment is limited to 25 children. If more parents with children who are baptized Catholics and members of St. Gabriel parish wish to enroll their child than can be accommodated, the following guidelines will be used:

1. Those whose brothers or sisters currently attend St. Gabriel Child Care
2. Those whose brothers or sisters previously attended St. Gabriel Child Care
3. Those children based on length of parents' active stewardship participation in the parish
4. If the length of parents' stewardship participation is equal, then a lottery drawing will be held.

If at any time you must withdraw your child from Pre-K, notice in writing must be given two weeks in advance.

FEES/PAYMENT POLICY

Fees can be paid on a semi monthly or monthly basis or can be paid in one annual payment as listed in the chart below. You will be given an Automatic Withdrawal Authorization Agreement, and this agreement must be completed and returned along with the Registration/Medical Form in July in order for your child to begin on the first day of school.

	Number of Payments	1 Child Full Day	1 Child Half Day
Semi Monthly *	17	\$276.00	\$170.00
Monthly **	10	\$468.00	\$288.00
Annual	1	\$4,680.00	\$2,880.00

*Semi Monthly payments will be withdrawn on Aug. 31, Sept. 15 & 30, Oct. 15 & 29, Nov. 15 & 30, Dec. 15, Jan. 18 & 31, Feb. 15 & 28, March 15 & 31, April 15 & 29, May 16

** Monthly payments will be withdrawn Aug. 31, Sept. 15 or 30, Oct. 15 or 29, Nov. 15 or 30, Dec. 15, Jan. 18 or 31, Feb. 15 or 28, March 15 or 31, April 15 or 29, May 16

LATE CHARGE PICK-UP FEE

- Ⓢ **Half Day Pre-K - \$1.00 per minute after 11:30 A.M. NO EXCEPTIONS!**
At 11:35 A.M. we will begin calling authorized persons to pick up your child /children.
- Ⓢ **Full Day Pre-K - \$1.00 per minute after 6:00 P.M. NO EXCEPTIONS!**
At 6:05 P.M. we will begin calling authorized persons to pick up your child/children.
- Ⓢ **All fees will be based on the time that appears on the Pre-K/After School Care clock.**

REGISTRATION /MEDICAL FORM

A \$100.00 registration supply fee is due with the pre-registration form. This fee is non-refundable to those parents whose children are accepted into Pre-K. The fee will be returned to those parents whose children we are unable to accept due to space limitations.

For those children attending Pre-K, a separate Registration/Medical Form will be mailed in July, must be completed and returned in July.

BAPTISMAL & BIRTH CERTIFICATE

A copy of your child's **baptismal certificate and a birth certificate** must be submitted with the pre-registration form. The birth certificate must be state certified and not a hospital certificate.

IMMUNIZATIONS & EYE EXAMINATIONS

An immunization certificate and eye examination must be kept on file at the center for each child enrolled in St. Gabriel Pre-K. **You must submit your child's original (no copies), updated immunization certificate, complete with address and expiration date, and eye examination, along with the Registration/Medical Form in July.** Please note that the eye exam must be performed by an optometrist or an ophthalmologist. (Physicals are not required. However, if you choose to schedule one for your 4-year-old child, you will not need to have an additional physical to enter St. Gabriel Kindergarten.) All forms are forwarded to the St. Gabriel School office at the end of the year.

MEDICATIONS

In order for any medicines to be given, specific guidelines from the Division of Licensed Child Care of the Cabinet for Health Services must be followed. The parent or guardian must sign a daily medicine permission form or send a written daily note requesting that medication be given to the child. If you do not sign the sheet or send a daily note, the child will not be given the medication. SGCC Pre-K keeps a written record of the child's name, medication, dosage, date, time given, and person giving medication. All medications are kept in a locked box.

Prescription drugs and inhalers will be administered when parents send these medicines in a recently prescribed bottle with the original label from the pharmacy. Parents will be asked to complete an "Authorization to Give Medicine" form if the medicine must be taken throughout the year.

Non-prescription drugs (which include cough lozenges, cough syrup, ibuprofen, ointments, acetaminophen and aspirin) will be administered when parents send the medication in the original bottle and/or the package with the child's name on the bottle or package and when there is a note from the physician. The note from the physician should explain why the child needs to take the drug, when he/she is to take it, and the dosage amount.

CLOTHING AND SUPPLIES

- For your child's comfort, a change of clothes (sweatpants, shirt, underwear and socks) must be sent to SGCC Pre-K on the first day of school or you may bring this with you on Open House night in a labeled ziploc bag.
- Children in Full Day Pre-K that stay for rest time may bring in a small pillow and/or blanket. You may bring this on the first day of school or bring this with you on open house night. It must be very small to fit in their cubby.
- All articles brought by children must be labeled.
- Children may not wear flip-flops; however, sandals with back straps are allowed. It is recommended for safety reasons that all children wear comfortable shoes daily, such as sneaker/tennis shoes.
- Clothing appropriate to the weather, especially cold weather, should be worn daily.
- Each child must bring a zippered backpack daily that will hold a pocket folder. Please do not send backpacks that have buckles, buttons or string closures.

ARRIVAL

Pre-K children are not allowed to ride the school bus with the older children. Because many school children are arriving each morning and traffic is sometimes at a standstill, you will not be able to park and bring your child into the Child Care Center or Pre-K House. You must drive onto the St. Gabriel property from Hudson Lane, enter at the third driveway entrance, and proceed in the car line along with the other St. Gabriel students' parents. Your child will get out of the car on his or her own, as do the students in Kindergarten – 8th grade. Instead of entering the gym with these students, both the Half Day and Full Day Pre-K children will go to the Child Care Center. They will enter the black wrought iron gate where the Pre-Kindergarten teachers will greet the children and check them in for the day. They will then proceed down the steps to the sunken courtyard and into the Child Care Center where other staff persons will be waiting.

Please be aware that the drop-off must be quick and orderly to keep the cars moving smoothly off of Hudson Lane and onto Bardstown Road. Please do not stop the flow of traffic in front of the black gate. Your child may have to walk back to where the Pre-K staff person is waiting. If you are a teacher at St. Gabriel and your child attends the Pre-K, you may bring your child into the Center through the school for check-in. The children may begin arriving no earlier than 7:30 A.M. and must arrive no later than 8:00 A.M. The Half Day Pre-K children will be taken to the Pre-K House promptly at 8:00 A.M.

DISMISSAL

Full Day Pre-K: Enter at Hudson Lane and park on school property adjacent to the Child Care Center. Go through the black wrought-iron gate and enter the Child Care Center where you will need to sign out your child, including the time.

Half Day Pre-K: Enter at Hudson Lane and park on school property adjacent to the Pre-K House. Go through the backyard gate of the Pre-K House, enter the sunroom and sign out your child, including the time. You must exit the school property at Hudson Lane because school children are playing outdoors and traffic around the school property is prohibited at that time.

Arrival and dismissal procedures are subject to change and will be discussed in great detail at the Parent Information Night in August.

RELEASE OF CHILDREN

A parent or other authorized individual listed on the registration form must sign out child/children. If any changes occur regarding persons authorized to pick up your child/children, the staff MUST be notified in writing and identification will be required upon pick-up. Inform the Pre-K personnel of any new change of address, new phone number, etc. throughout the year. No phone authorizations for release of child/children will be accepted. Also, notes for release of children brought in by unauthorized persons cannot be accepted.

If a biological parent is not allowed to pick up his or her child/children, a Certified Copy of Record from Jefferson Family Court must be submitted to the director. Both biological parents may authorize persons to pick up their child/children unless this court record is submitted.

If at any time during the day your child becomes ill, the parent will be notified and expected to come for the child. If a parent cannot be located, the emergency person(s) will be notified. If a child leaves Pre-K due to illness, he/she may not return to Pre-K or attend After School Care on that day. They must be fever free for 24 hrs before they can return.

Children will not be released to anyone under the influence of alcohol or drugs, regardless of authorized pick-up approval.

REST TIME (Full Day Pre-K Only)

Full Day Pre-K children will rest in the afternoon. A mat, sheet, and blanket will be provided as regulated by State Licensing. If you choose, you may send your own small pillow and blanket (must be small enough to fit into your child's cubby); these will be sent home every Friday to be laundered and returned the following Monday.

SNACK

A morning snack with milk, juice or water will be served during Pre-K hours and an afternoon snack with milk, juice or water will be served during Full Day Pre-K.

LUNCH (FULL Day Pre-K ONLY)

The children will go to the school cafeteria for lunch each day at 11:30 A.M. They are encouraged to participate in the school lunch program which includes a hot lunch and milk for \$2.25 (price subject to change). If parents choose not to participate in the lunch program, they must provide a daily nutritional sack lunch and drink. Milk, juice, or small water may be purchased for \$0.45 (price subject to change). Please do not send foods that need refrigeration, preparation on a stove or in a microwave. Soft drinks, food purchased at fast food restaurants, etc., are also not allowed as this violates state regulations. Pre-K children may not choose from the salad bar, ala carte and snack items or second entrees. Menus may be accessed online at www.stgabriel.net.

Each child will have a pre-paid lunch account with a corresponding PIN for access. This account can be used for drink purchases even if a child does not purchase a hot lunch. The amount and frequency of deposits into this pre-paid lunch account is at the discretion of the parent. Please make checks for this pre-paid lunch account payable to St. Gabriel Cafeteria and send payments in your child's special envelope in the Pre-K folder.

POLICY ON CHILD ABUSE/NEGLECT

In the event that child abuse, neglect or dependency is suspected by a staff member, he/she will contact the Child Protection Hotline at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Child Care Services Branch, will be contacted at 595-4550.

BEHAVIOR MANAGEMENT

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions. All Pre-K staff will be responsible for disciplining children. The staff will use methods of anticipation, distraction, negotiation, and time-out for discipline. The staff will follow some basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement over negative when possible, respect the child as an individual, be consistent with procedures, and set a good example. Absolutely no corporal punishment will be used at any time.

Staff persons record behavior problems. If a child consistently displays inappropriate behavior, the Pre-K teacher and/or staff shall inform the parent. If the child's inappropriate behavior continues, the director shall be advised.

The director may determine that a child's behavior questions continued participation in the program and will request a conference with either or both parents. A probation will be contracted during such a conference. If the contract terms are not met, the child will be withdrawn from the program. Parents are encouraged to visit the program and to express questions or concerns.

PARENT-TEACHER CONFERENCES

Progress Reports will be sent home in October (corresponding with St. Gabriel School K-8 conference days). Conferences will be available if requested.

If we feel your child is not ready for Kindergarten, we will schedule a conference in January to help you make the decision before Pre-K and Kindergarten registration.

Pre-K teachers will complete another Progress Report in March/April and conference with parents and students at this time.

EMERGENCY PROCEDURES

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the room and all Pre-K staff members are instructed on these procedures. In the event that an emergency requires extended evacuation of the children from the building, emergency arrangements have been made and are posted on the information boards in the Pre-K House and in the Child Care Center. Parents or designated persons will be contacted as soon as possible concerning such a situation.

Medical emergencies will be handled as follows: If a medical emergency arises, we will first attempt to contact a parent. If a parent cannot be located, we will call those persons authorized for emergency pick-up. In the event the parents or authorized emergency persons cannot be reached, we will call the child's physician and follow his/her orders. If, in the judgment of the SGCC Pre-K staff, immediate medical and/or hospital attention is indicated, the staff will call 911 and then a parent or authorized emergency person.

A report shall be made to the Division of Licensed Child Care of the Cabinet for Health Services at 595-4079 for any major emergency.

ABSENTEES

If your child will be absent from Half Day Pre-K, you must call the Pre-K House at 762-0341 before 9:00 A.M. Please leave a message if no one answers. If, for some reason you cannot reach this number, you may call the Child Care Center at 239-1298. If your child will be absent from Full Day Pre-K, you must call the Child Care Center at 239-1298. If for some reason you cannot reach anyone at those numbers you may leave a message on the SGCC cell phone at 649-2044.

MISCELLANEOUS

- All children must be toilet-trained and able to take care of themselves in the restroom before entering Pre-K.
- No baby bottles or pacifiers may be brought to Pre-K.
- Do not send toys or valuables.
- Injuries will be recorded on an Accident Report Form.
- All personnel are trained in disaster/emergency procedures, CPR, Defibrillator training, and First Aid, and they receive a minimum of 15 hours of in-service per year.
- **The SGCC PRE-K FAX number is 762-0341. The SGCC OFFICE FAX number is 239-1298.**

DAYS CLOSED

SGCC Pre-K will be closed when St. Gabriel School is closed. A school calendar will be provided for your assistance. Please keep it handy! Pre-K children follow their normal hours on days when St. Gabriel School is dismissed at 11:00 A.M and 1:00 P.M.

SGCC Pre-K is not open when school is canceled or dismissed early due to snow. Please listen to the media for Jefferson County Catholic elementary school closings or delays. The delay policy is as follows: Pre-K will begin at 10:00 A.M. and close at the regular time. The doors will open at 9:30 A.M.

PERSONNEL

Director-----	Mrs. Cindy Bowen
Assistant Director-----	Mrs. Sharon Benson
Pre-Kindergarten Teachers-----	Ms. Tabitha Shown Ms. Megan Kolb
Assistant Pre-K Teachers-----	Ms. Beverly Coke Mrs. Mary Mudd Mrs. Margie Meredith Mrs. Ashley Weiland
Phones-----	Pre-Kindergarten House 762-0341 Pre-K Fax 762-0341 SGCC Office & Fax 239-1298
E-mail-----	cbowen@stgabriel.net sbenson@stgabriel.net tshown@stgabriel.net mkolb@stgabriel.net bcoke@stgabriel.net