



# ST. GABRIEL CHILD CARE

## 2012-2013 HANDBOOK

### 3-Year-Old Preschool & 4-Year-Old Pre-K



St. Gabriel Child Care offers a 3-year-old Preschool program along with the 4-year-old Pre-Kindergarten program to families first registered in St. Gabriel Parish. The SGCC Preschool/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 programs build academic and social skills necessary for entering Pre-K/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. Believing that children will flourish in a safe and supportive environment, children are taught and supervised by qualified and caring staff that enjoys interacting with children. The staff provides positive guidance and discipline that encourages children to be independent and develop problem-solving skills.

The Preschool/Pre-Kindergarten hours are from 8:00 A.M. – 2:45 P.M. We also offer a Preschool/Pre-Kindergarten with Extended Care, hours 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 are contracted for 5 days a week. You will be charged for 5 days even if your child does not attend due to illness, vacation, etc.

The Preschool Program will take 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 (after morning drop-off) is from the church and school property only, not from Augustine Way.

The Pre-Kindergarten Program takes place in the Child Care Center located in the lower level of the school. Access is through the black wrought iron gates that lead into the sunken courtyard. The St. Gabriel Child Care office is also located in this area.

### **ADMISSION**

Children must be 3 years old on or before October 1<sup>st</sup> in order to enter Preschool. Children must be 4 years old on or before October 1<sup>st</sup> in order to enter Pre-Kindergarten. Preference is given to St. Gabriel parishioners for admission to the Preschool/Pre-Kindergarten program.

In the event that we would have more students register than we have room, we will use the following guidelines:

1. Accept baptized Catholic brothers/sisters of students currently enrolled at St. Gabriel Parish.
2. Accept baptized Catholic brothers/sisters of students formerly enrolled at St. Gabriel whose parents are registered parish members.
3. Accept baptized Catholic students based on length of parents' active participation in the parish.
4. Accept students from Catholic parishes that do not have any affiliation with a school.
5. Accept transfers from other Catholic Schools.
6. Accept other Catholic students.
7. Accept non-Catholic students from churches affiliated with Highview United Ministries.
8. Accept non-Catholic students from other Christian churches.

### **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 Preschool/Pre-Kindergarten. The fee will be returned to those parents whose children we are unable to accept due to space limitations.

## 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. We will have registration in June, where you will be asked to fill out more detailed paperwork, along with the school registration.

## IMMUNIZATIONS & EYE EXAMINATIONS

An immunization certificate and eye examination must be kept on file at the center for each child enrolled in St. Gabriel Preschool/Pre-Kindergarten. **You must submit your child's original (no copies) eye examination & an original updated immunization certificate, complete with address, birth date, name of parent/guardian and expiration date, on or before the first day of school.** Please note that the eye exam must be performed by an optometrist or an ophthalmologist only once upon entry to a school. You will not need to have this done again as long as your child is enrolled at St. Gabriel. (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 Pre-K year. A letter of notification will be sent to you when your child/children's immunization form will expire. In the event that you do not have an updated immunization, by the date your child's immunization expires, you will have two weeks to submit an updated form. If no form is on file, after two weeks, your child will not be allowed to attend Preschool/Pre-K until an updated form is on file.

## FEES/PAYMENT POLICY

Fees can be paid semi-monthly, monthly or 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 June in order for your child to begin on the first day of school.

Preschool (3-Year-Olds)	Semi Monthly (20 Payments)	Monthly (10 Payments)	Annual (1 Payment)	*5% Discount if paid in full by Aug. 16
<b>2:45 Dismissal Parishioner Discount</b>	\$250.50	\$501.00	\$5010.00	\$4759.50
<b>6:00 Dismissal Parishioner Discount</b>	\$269.00	\$538.00	\$5380.00	\$5111.00

Pre-K (4-Year-Olds)	Semi Monthly (20 Payments)	Monthly (10 Payments)	Annual (1 Payment)	*5% Discount if paid in full by Aug. 16
<b>2:45 Dismissal Parishioner Discount</b>	\$242.00	\$484.00	\$4840.00	\$4598.00
<b>6:00 Dismissal Parishioner Discount</b>	\$260.50	\$521.00	\$5210.00	\$4949.50

\*\*PRESCHOOL/PRE-KINDERGARTEN PAYMENTS WILL OPERATE FOR 10 MONTHS, AUGUST THROUGH MAY

\*Annual payments are eligible for a 5% discount if paid in full by August 16, 2012.

## LATE CHARGE PICK-UP FEE

- Ⓢ **Preschool/Pre-Kindergarten - \$1.00 per minute after 2:45 P.M. NO EXCEPTIONS!**  
At 2:50 P.M. we will begin calling authorized persons to pick up your child/children.
- Ⓢ **Preschool/Pre-Kindergarten with Extended Care - \$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 Preschool, Pre-K/After School Care clock.**

## ARRIVAL

**Pre-Kindergarten:** 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. For drop off you must drive onto the St. Gabriel property from Hudson Lane; enter at the third driveway entrance, in the car line along with the other St. Gabriel students' parents. Do not go to the front by the school office. Pull around the back of the property until you see the orange traffic cones. When traffic is stopped between the cones, a member of the SGCC staff will help your child get out of the car. It is very important that you have your orange car tag displayed so we can easily identify which cars have children that need extra assistance. Instead of entering the gym with the older students, the Pre-K children will proceed down the steps to the sunken courtyard and into the Child Care Center where other staff persons will be waiting to greet the children and check them in for the day. See Morning Arrival of Students map.

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 SGCC staff person is waiting. The children may begin arriving no earlier than 7:30 A.M. and must arrive no later than 8:00 A.M. If you are a teacher at St. Gabriel and your child attends Pre-K, you may bring your child into the Child Care Center through the school for check-in. Do not leave your child without seeing a Child Care staff member.

**Preschool:** Preschool 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 Preschool House. Drop off will be in front of the Preschool house on Augustine Way. There will be a teacher to assist the children from the car and help them into the house where other staff persons will be waiting to greet the children and check them in for the day. Parents will not get out of the car to assist children but will wait for a SGCC staff to help children out of the car. See Morning Arrival of Students map.

Please be aware that the drop-off must be quick and orderly to keep the cars moving smoothly. The children may begin arriving no earlier than 7:30 A.M. and must arrive no later than 8:00 A.M. If you are a teacher at St. Gabriel and your child attends Preschool, you may walk him/her to the Preschool house and enter the back sliding glass door. Do not leave your child without seeing a Child Care staff member. If you have an older child/children that attend St. Gabriel School please drop them off in the school line first then proceed right onto Bardstown Road and take your first right onto St. Gabriel Lane then right onto Augustine Way to drop off your preschool child/children.

## DISMISSAL

All children that leave at 2:45 P.M. will be dismissed as a group to the front parking lot by the cafeteria doors along with Kindergarten for carpool line. You must get out of your car and come up to the Preschool/Pre-K Teacher to sign out. We will dismiss the children a few minutes early to avoid the traffic of the older kids. See Afternoon Dismissal of Students map.

**Pre-K Child Care Center:** If you will be picking up your child at any other time than 2:45 P.M., 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.

**Preschool House:** If you will be picking up your child at any other time than 2:45 P.M., enter at Hudson Lane and park on school property adjacent to the Preschool House. Go through the backyard gate of the Preschool House, enter through the sliding glass door and knock loudly on the back door to sign out your child, including the time. Please be aware at the 2:45 dismissal time, there will be lots of car traffic and you must exit the school property in the car rider line that will go behind the school and exit onto Bardstown Road.

**Arrival and dismissal procedures are subject to change and will be discussed in great detail at the Open House/ 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 Child Care 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 Child Care due to illness, he/she may not return to Child Care on that day. The child must be fever-free (98.6) for 24 hours before he/she can return.

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

## MEDICATIONS

In order for any medicines to be given, specific guidelines from the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care 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 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 Medication** needs to be in the original container. The child's name, type of medication and doctor's name must be clearly visible. The St. Gabriel Medication Form indicating the time and dosage that is to be given should also accompany the medication. All medication must have expiration date and this date MUST be current. The original container will be sent home when the prescription medication needs refilling. If medication prescribed is 1/2 or 1/4 of the tablet, then the medication sent to child care must be in 1/2 or 1/4 form. Medications sent to Child Care loose in a paper bag or baggy will not be given to the child.

**Non-prescription** (over the counter) medication needs to be in the original container and requires a St. Gabriel Medication Form completed and signed by the physician and parent stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it and the dosage amount. This includes Tylenol, eye drops, cough drops, etc.

**Inhalers** that are sent to Child Care must be accompanied by a copy of the St. Gabriel Medication Form, completed and signed by the physician and parent as to when and how many times the inhaler may be used. Children in Child Care are **NOT** allowed to carry inhalers on them. Inhalers will be stored in a locked box at all times.

**Paperwork must be on file for any child that requires medication or needs a Food Allergy Action Plan during school hours. This must be done every year.**

## SNACK

A morning snack will be served at approximately 9:00 A.M. and afternoon snack will be served at approximately 2:30 P.M. with milk or juice.

## LUNCH

Lunch time for Preschool will be at 11:30 A.M. and includes a choice of a nutritional bag lunch or a hot lunch prepared by the school cafeteria. Choices will be a turkey sandwich, PB&J. or yogurt with granola, and Thursday will be Papa John's pizza day. A weekly menu will be sent home with the choices for the hot lunches. All lunches conform to state regulation food requirements.

Lunch time for Pre-K will be at 10:40 in the school cafeteria. The children are encouraged to participate in the school lunch program which includes a hot lunch and milk for \$2.40 (price subject to change). If parents choose not to participate in the lunch program, they must provide a daily nutritional bag lunch with drink. Milk may be purchased for \$0.45 (price subject to change). Pre-K children may not choose from the salad bar, ala carte and snack items or second entrees. There will be more information to follow on the menu at the Open House Information night in August.

Please do not send foods that need refrigeration or 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. Each child will have a pre-paid lunch account with a corresponding PIN for access. 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 Preschool/Pre-Kindergarten folder. Menus may be accessed online at [www.stgabriel.net](http://www.stgabriel.net).

## CLOTHING AND SUPPLIES

- Ⓢ For your child's comfort, a change of clothes (pants, shirt, underwear and socks) must be sent to SGCC on the first day of school, or you may bring this with you on Open House night in August in a labeled Ziploc bag.
- Ⓢ Children may bring in a small pillow and/or blanket for rest time. You may bring this on the first day of school or bring this with you on Open House night in August. It must be small enough to fit in their cubby.
- Ⓢ All articles brought by children must be labeled.
- Ⓢ Children may not wear flip-flops or sandals; It is recommended for safety reasons that all children wear comfortable shoes daily, such as sneakers/tennis shoes only.
- Ⓢ 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.

## **REST TIME**

Preschool/Pre-Kindergarten children will rest in the afternoon. A mat, sheet, and blanket will be provided as mandated by the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care. 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. Preschool rest time is from 12:10 - 1:45. Pre-K rest time is from 12:30 - 2:00. Please try to avoid picking up during this time.

## **BEHAVIOR MANAGEMENT**

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions. All Child Care 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 Preschool/Pre-Kindergarten 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 period 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.

## **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.

## **EMERGENCY PROCEDURES**

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the room and all Child Care 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 Preschool House and in the Child Care Center. Parents or designated persons will be contacted as soon as possible concerning such a situation. St. Gabriel School and Child Care may also notify you via the emergency notification system that is set up at the beginning of each school year.

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 Child Care 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 Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care at 595-4079 for any major emergency.

## **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 the directors and teaching staff feel your child is not ready for Pre-Kindergarten/Kindergarten, your child's teacher will schedule a conference in January to help you make the decision before registration begins.

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

## TOILET TRAINING POLICY

- Ⓞ Preschool and Pre-K children must be toilet-trained. We define a toilet-trained child as one who seeks the toilet on their own initiative, can manage his/her own clothing (staff will help with snaps and zippers, but child should be able to lower and raise pants) and tend to proper wiping needs themselves. Many children are considered toilet-trained by their family even though they must still be reminded to use the restroom. In a class of 20 or more students, the teachers will not know each child's signals on when they need to be reminded to use the restroom until several weeks into the school year. It is important that your child can recognize his/her own needs and respond appropriately.
- Ⓞ We understand that a new environment and new routine will be a challenge to many children. Our daily routine allows for many restroom breaks when all children will have a turn in the bathroom. In addition, the child is free to use the restroom at any time. Your child will be expected to use the restroom upon arrival, after snack, after lunch, and after naptime. Children who remain for after school care will have additional restroom breaks scheduled.
- Ⓞ Accidents will happen. Your child will keep a change of clothes at school just in case there is an accident. In the event there are multiple accidents in a day and there are no more fresh clothes, the parent will be called to take the child home early. We do not have additional clothes to loan.
- Ⓞ In the event of an accident involving a bowel movement, the parent will be called to pick-up their child early. Our facility is not equipped with a changing station or the proper disposal methods to deal with this.
- Ⓞ We will keep a log of accidents and will inform the parent by a note in the home folder when they occur. **Any child who experiences three or more accidents in a week is not considered to be toilet-trained and we retain the right to a parent conference to discuss if the child is ready for our programs.**

## MISCELLANEOUS

- Ⓞ No baby bottles or pacifiers may be brought to St. Gabriel Child Care.
- Ⓞ Do not send toys or valuables.
- Ⓞ Hand Sanitizer is not allowed in Child Care due to State regulations as it states "keep out of reach of children" and may contain allergens.
- Ⓞ Injuries will be recorded on an Accident Report Form.
- Ⓞ If it is necessary that you withdraw your child/children from the program, you must give at least two weeks' notice and complete a "Withdrawal from Program" form. Your account will be charged if you do not give this required notice.
- Ⓞ 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.

## DAYS CLOSED

**SGCC Preschool/Pre-Kindergarten will be closed when St. Gabriel School is closed.** A school calendar will be provided for your assistance. Please keep it handy! Preschool/Pre-Kindergarten children follow their normal hours on days when St. Gabriel School is dismissed at 11:00 A.M and 1:00 P.M. **However, if you chose the 2:45 dismissal we will have your child in the school carpool line at the early dismissal time unless you notify your child's teacher in writing.**

Preschool/Pre-K will not be open when school is canceled or dismissed early due to snow. *If possible,* St. Gabriel Child Care will offer Full Day Care or After School Care when school is canceled or dismissed early due to snow. These will not require advance registration, and parents will be notified if Child Care is available via email and/or WHAS11.com, WAVE3.com. If there is a delay, Preschool/Pre-K will begin at 10:00 A.M. and close at the regular time. The doors will open at 9:30 A.M.

