

**St. Patrick Child
Learning
Center/Childcare
Handbook
(Quickbook)**

2018-2019

ST. PATRICK CHILD LEARNING CENTER

St. Patrick Child Learning Center is a fully-licensed Childcare Provider under the Kansas Department of Health & Environment (KDHE).

St. Patrick Child Learning Center is bound by the Diocese of Wichita Catholic Schools Handbook of Policies and the St. Patrick Catholic School Parent-Student Handbook. Policies contained in these handbooks will be adhered to by St. Patrick Child Learning Center.

Philosophy for Catholic Schools

God is the beginning and end of human existence because He created all human beings for the divine destiny of eternal life with Him. Therefore, every human being possesses infinite dignity. The purpose of human existence is to discover God's will for us and gain salvation. The purpose of a Catholic School is to teach students to seek this Truth, to grow to love It, and to learn to live It.

Education is fundamentally a moral endeavor which must first teach youth about right and wrong by instilling virtue through the infusion of moral norms into the experiences of daily living. Students must learn to practice virtue by thinking critically about the moral dilemmas of life. Such an education also confers a duty to place one's talents at the service of the community.

Because God has called parents to be co-creators of human life with Him, parents are obligated to be the primary educators of their children. The Church, the State, and other agencies can offer educational services to assist them, but parents, by their witness to faith, by their example as parents, spouses, and citizens, and by a constant attentiveness to the proper formation of their children, teach them the most powerful and enduring lessons any child could ever learn.

Catholic education has as its specific duty the total formation of the human person, not merely the transmission of academic content. Curriculum is the vehicle by which teachers craft a culture that communicates the purpose and goals of human existence. Teachers, then, must teach students, not subjects, because their profound respect for and love of youth outweighs any other consideration.

To exercise authority, the principal of a Catholic school must be a person of virtue, schooled in human nature, who knows and loves humanity for what it is and what it is called to be. It is the principal's virtue, mediated through prudent judgments, which ultimately persuades the school community's members to put aside individual self-interests and devote themselves to fostering the common goal, that is, the formation of disciples of Jesus Christ.

To teach in a Catholic school is to form a covenant with the family and the parish to model the teacher-student relationship after the relationship that Jesus, the Master Teacher,

had with His disciples. Effective teaching in the Catholic school molds the pupil's intellect and will by touching the soul.

Shaped in such an environment, the student is led to pursue excellence, whether in studies, activities, work or leisure, not so much as an aim but as a response to God's infinite goodness. Thus, the student is prepared to respond when God calls him/her to a vocation suited not only to one's interests and talents but also to the needs of the community.

Recommended by Diocesan Catholic School Council January 12, 1998 Promulgated by Bishop Eugene J. Gerber, Bishop of Wichita January 26, 1998

The Catholic School Vision

Catholic schools will assist parents in forming their children to be disciples of Jesus Christ by addressing the following critical directions:

1. Insofar as is possible, make schools available to families who are active stewards.
2. Support and communicate with parents in their role as their children's primary educator.
3. Offer students a quality Catholic education that forms the total person and prepares them for post-secondary education and their vocation in life.
4. Involve parents in supporting higher academic standards.
5. Promote the parish as the community of the faithful that is committed by stewardship to nurture the family as the "domestic church." Therefore, invite all parishioners to become more involved in Catholic schools.
6. Cultivate the habit of prayer, the practice of the faith, and participation in liturgical life.
7. Recruit educators who practice their faith and hold themselves to high moral and professional standards.
8. Retain and recognize outstanding teachers and principals.
9. Investigate ways to improve equity among educator's salaries.
10. Coordinate parish and school efforts to utilize technology effectively and efficiently.
11. Establish a special services coordinator to assist schools in meeting student needs.
12. Pursue public policy that helps all parents.
13. Support a diocesan development effort for schools, especially for high schools and schools that serve the poor.

Admission Policy:

The Catholic schools of the Diocese of Wichita admit students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students, and these schools do not discriminate on the basis of race or ethnic origin in administration of educational or admission policies, scholarship programs, and athletic or other school programs.

Although there is no legal obligation to do so, our schools will, to the extent that available resources permit, and where there is complete parental cooperation, try to serve every Catholic student from active stewardship families.

Catholic schools welcome students of all abilities. However, the range of services available will vary according to each school's resources. Decisions concerning admissions and continued enrollment of a student in a parochial school are based upon the student's emotional, academic, and physical abilities, as well as the resources available to the particular school in meeting the student's needs.

Catholic schools reserve the right to admit or deny admission or continued enrollment to any student, including Catholic students.

To enter three-year-old preschool, a child must be 3 years of age on or before August 31. To enter four-year-old preschool, a child must be 4 years of age on or before August 31. To enter kindergarten, a child must be 5 years of age on or before August 31. A school may assess a child's readiness to enter kindergarten. A child who attended kindergarten or 1st grade in another state may be able to attend kindergarten or 1st grade even though they do not meet Kansas age requirements.

In accordance with Kansas Statute 72-5209, the Kansas Certification of Immunization form and the Child Health Assessment must be filled out and submitted to school authorities prior to admission to any Kansas school for any child up to age 8. This includes preschool.

Students must live with and be subject to a parent or legal guardian. Married students are not allowed to be enrolled.

There is no legal requirement that parochial schools verify the immigration status of prospective or actual students. Therefore, schools will not require proof of immigration status as a condition for enrollment. However, students may not attend Catholic schools with a B-1/2 tourist visa. Recommended by Diocesan Catholic School Council February 27, 2018, and promulgated by Bishop Carl Kemme, Bishop of Wichita, March 21, 2018.

Enrollment

A mandatory enrollment meeting with at least one parent in attendance is required before the child will be enrolled in preschool. The meeting will be held within the first two weeks of August. At this time all state paperwork, including a copy of a current physical and immunizations along with the enrollment fee will be required. A packet of information that will need to be completed that evening will also be given.

Preschool and/or Childcare Fees and Tuition Policy

When Preschool and/or Childcare parents complete and sign the enrollment form for their child, they are committing to pay required fees and tuition for 10 months, beginning August and ending in May. The Registration Fee is paid at pre-enrollment and/or enrollment day. The Semester Craft Fee is paid on or before the beginning of the semester. Lunch Fees are paid ahead weekly, monthly, quarterly, by semester or in full for the year. Tuition is paid ahead for at least a week but may also be paid ahead in full for the year, by semester, quarterly or monthly. If paying weekly, the parents need to make the payment on the Thursday or Friday beforehand. A tuition agreement and a tuition schedule of estimated fees and due dates for the year is given by the school office. Tuition is determined through a prorated computation based on actual days of school indicated in the base schedule of each child. Extra days and extended times may be added at a set hourly rate of \$2. A fraction of an hour is computed as an hour.

In order to maintain services over the entire year, it is essential that the annual income from fees and tuition be assured. From time to time, families fail to remit complete payment of financial obligations in a timely fashion. Parents need to contact the school office to make payment arrangements. Our school is duly registered to receive payments from the Department for Children and Families (DCF) or from KansasWorks for families who qualify for assistance. Cases in which parents have been informed and still fail to pay a fee or tuition must be dealt with promptly. The normal consequence would be denial of the service or activity for which the fee is charged. *(When a preschool tuition balance reaches a negative \$200, the child will not be permitted to attend preschool until the balance has been paid or other arrangements have been made with administration.)*

Because the tuition is determined through a prorated computation based on actual days of school indicated in the base schedule of each child, reduction or remission of fees and refunds or credits cannot be allowed for absence due to family holidays, family vacations, snow days, illnesses, or just not being able to get the child to school. Please contact the school office in case of long-term medical issues or illnesses. A one-week notice with paid tuition is required for the child's withdrawal from the program to give the school time to fill the spot they will be vacating. Registration Fees will not be refunded.

Scheduled fees

| Registration Fee | Art Fee | 3's (M, W, F) Fee | 4's (M-F) Fee | 3s or 4's (M - F) Preschool and Childcare Fee |
|------------------|-------------------|-------------------|---------------|---|
| \$100 annually | \$10 per semester | \$25 weekly | \$40 weekly | \$100 weekly |

DRESS CODE - PRESCHOOL

Students in preschool are not required to wear uniforms. Please dress your child appropriately for an active day, the weather, and in clothes he/she can easily button, snap or zip when using the bathroom. Students need to wear closed-toe shoes that are appropriate for running. Also, it is a good idea for girls to wear shorts underneath skirts or dresses since students sit on the carpet and climb on the playground equipment. Girls should not wear spaghetti strapped tops. Jewelry items such as dangling earrings, bracelets, and necklaces should not be worn to school. These can be a safety hazard during play and a distraction. Stud earrings are allowed, and religious medals may be worn under clothing. Students are encouraged to wear any of the School Spirit shirts promoted by the Parent-Teacher Organization (PTO).

Drop Off and Pick Up:

Preschool students are to be dropped off and picked up (if before 3:30 PM) on the southwest side of the school building—Parish Center entrance in church parking lot. After 3:30 PM, preschool students are to be picked up at the southeast entrance of the building off of Malcolm Street.

Hours and Arrival: Arrival time will begin at 7:30 AM. Do not bring your child any earlier. Please escort your child to the classroom door upon arrival until they are able to do this on their own.

3 Year Old Drop-Off: Parents should walk their child to the classroom and assist them with hanging up their coats and bags and finding their seats until a routine is established. Once this is done, parents should leave the classroom. The teacher will be able to establish a comforting environment after you leave.

4 Year Old Drop-Off: The beginning of the school year can be a stressful time for children and parents. In order to make the transition a little easier, parents may walk children to the classroom door to say good-bye for the first week of school. It is important to reassure your child that you will see him/her later. If your child has difficulty separating, the teacher will be there to help.

Extra Time or Extra Day: In case your child may not be picked up at the regular time, your child may stay for Extra Time. A reasonable fee will be charged per hour. The school staff will contact the persons on the Emergency Card if the child is not picked up at 5:30 Pm. In case your child needs to attend on an additional day or stay for childcare on a school day or when preschool is not in session, the set daily fee will be charged.

PRESCHOOL CLASSROOM SCHEDULE

The Diocese of Wichita Preschool Curriculum Guide includes Religion, English Language Arts, Math, Gross Motor Skills, Fine Motor Skills, Personal and Social Development, Science and Social Science.

1. **CALENDAR/CIRCLE TIME:** Children are exposed to formal instruction. They learn how to sit in a group, look at the teacher, define their personal space, and participate in group activities. They also learn a variety of math and language skills during calendar.
2. **LEARNING CENTERS:** Most of our learning happens through play. The term play often leaves a poor impression because many relate it to unstructured or unproductive. However, it is through play that children explore their environment and build a foundation of knowledge. Our classroom is set up to provide an organized learning environment in a variety of curriculum areas known as learning centers. Learning centers are set up in the following areas of interest: Library, Writing, Language, Math, Fine Motor, Art, Religion, Blocks, Dramatic Play, Science, and Sensory Table.
3. **RELIGION:** The Catholic faith is integrated into our entire day. We will pray as a class several times a day. The religion center will focus on children discovering their faith. We will participate in school Masses. Lessons will be taught about various topics of our religion. There will also be family-oriented activities to do at home.
4. **RECESS:** We will have recess each day for 30 minutes except during bad weather. All day children will also have 30 minutes of recess in the afternoon. When we do not have recess outdoors we will use the gym.
5. **ART:** An art project will be planned daily for the students. These projects will help develop their fine motor skills while encouraging their creativity.
6. **COMPUTER:** Students will have access to age-appropriate computers activities.
7. **MUSIC:** Music and dance will be incorporated in daily activities and learning.
8. **PHYSICAL EDUCATION:** Students will have the opportunity to attend a scheduled P.E. class.
9. **LUCKY DUCK:** In preschool one student will be the lucky duck for the day. This student brings the class snack, is the line leader, helps with calendar, and is the teacher's helper. Also, students will get to be the lucky duck on his/her birthday.

SCHOOL BREAKFAST AND LUNCH PROGRAM

St. Patrick School contracts with U.S.D. 413 for the school breakfast and lunch. Information concerning this program will be supplied to parents at the time of final enrollment. School breakfast for the next morning and lunches for the day are ordered by 9:00 a.m. Changes may be made until 9:00 a.m. Any changes after 9:00 a.m. may not be acknowledged. Monthly school breakfast and lunch menus are posted in the school website or sent home by request.

There is no refrigeration available for sack lunches. Please make them nutritious, limiting the amount of sugar. Fruit juice is suggested instead of pop. Extra milk can be ordered through the lunch program. No cans or bottles of pop will be allowed in packed school lunches from home. If pop is brought with a lunch, staff will provide the child with water and the pop will be returned to the child's parent at school pickup.

Childcare Center Supervision Plan

The adult staff is responsible for every child's health, safety and well-being while in the Child Care Center. All children must always be within hearing and seeing range of an adult. The required Staff and Child Ratio should always be observed, namely:

| Age of Children | Maximum Staff/Child Ratio | Maximum Number of Children |
|-----------------------|---------------------------|----------------------------|
| 3 years to school age | 1 to 12 | 30 |

A sufficient number of adults will always be scheduled to supervise the children. The adult staff includes a Program Director, Lead Teacher/s, Assistant Staff, Substitute Staff and Volunteers.

If an assigned staff needs to leave the room for an emergency or any valid reason, the following must be done to ensure necessary supervision:

- (1) The assigned staff must count the number of children and make sure there are enough adults to allow for the correct staff/child ratio, namely: 1 to 12.
- (2) If an extra adult is needed, the assigned staff must contact the office for a substitute staff or volunteer to go and help in the center.
- (3) If a substitute staff or volunteer is unavailable, the assigned staff will bring the whole group or divide the group of children as needed in order to maintain the correct minimum staff/child ratio.

Additional measures that may be taken in order to prevent children from needing to leave the room are:

- (1) Take periodic group restroom breaks throughout the day.

(2) Provide quiet activities for the children to engage in after a snack or meal, during naptime and other transitions.

(3) Call the office if the assigned staff cannot leave the room and an extra adult is needed to help a child get something outside the room.

Discipline Plan:

Discipline is a vital component to the learning process of a child. Gentle discipline is neither permissive nor punitive, rather a means of teaching, guiding, and training. When boundaries and expectations are clearly defined, children feel secure. By setting rules and clearly communicating expectations, misbehaviors can be avoided and children can develop self-discipline and self-control. At St. Patrick Catholic School, children will receive gentle, loving, and Virtue Based discipline. Discipline will be administered with an appropriate mixture of kindness and firmness in a manner that respects their feelings and their developmental, emotional, and daily needs. The following is the discipline progression used by staff members:

1. Behavior expectations will be posted, shared, and reviewed with all students. (Positive reminders of expected behaviors will preempt transitions and be used throughout the day.)
2. Positive behaviors will be reinforced and misbehaviors will be redirected.
3. If a redirected behavior becomes repetitive, the teacher will quietly visit with the child within the classroom but away from the other students.
4. If the behavior continues, the child will be given time (3-5 minutes) in the "Thinking Chair" away from the activities but within the classroom.
5. In cases where the above strategies are proven to be unsuccessful, the child will visit with the principal and the parent/guardian will be notified. If the principal is needed for that child on more than one occasion in a day or on multiple days:
 - A parent meeting will be established to discuss the behavior and try to find an underlying cause.
 - A behavior plan will be developed which brings everyone together in supporting the child.
 - The parent may be asked to pick up the child if the behavior is severe, progressive, and/or poses danger to the other students.

Parental support and follow-through are necessary to any successful behavior management program. Please contact Miss Janae (jpalet@stpatrickchanute.org) if you have any questions.

There are times when a child is just not ready for preschool. If after developing a plan of action and exhausting all known accommodations, the child is not progressing and is unable to adjust to the structure of preschool, a decision may need to be made to remove the child from the program at that time.

Traditional Catholic Prayers

1. The Sign of the Cross.

In the name of the Father, and of the Son, and of the Holy Spirit. Amen

2. The Morning Offering.

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of your Sacred Heart: the salvation of souls, the reparation for sin, and the reunion of all Christians. I offer them for the intentions of our bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month.

3. The Glory Be.

Glory be to the Father, and to the Son, and to the Holy Spirit: As it was in the beginning, is now, and ever shall be, world without end. Amen.

4. The Lord's Prayer, or Our Father.

Our Father, Who art in heaven, hallowed be Thy name. Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

5. The Hail Mary.

Hail Mary, full of grace, the Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

6. The Apostles' Creed.

I Believe in God, the Father Almighty, Creator of heaven and earth; and in Jesus Christ, His only son, our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified; died, and was buried. He descended into hell; the third day He arose again from the dead: He ascended into heaven, sitteth at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Ghost, the Holy Catholic Church, the communion of Saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

7. To the Guardian Angel

Angel of God, my guardian dear, To whom His love commits me here, ever this day be at my side, to light and guard, to rule and guide. Amen.

8. Grace before Meals

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty. Through Christ our Lord. Amen.

9. The Memorare

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help and sought thy intercession, was left unaided. Inspired with this confidence, I fly unto thee, O Virgin of virgins, my mother; to thee I come; before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

10. The Angelus, to be said morning, noon and eve.

The angel of the Lord declared unto Mary.

R. And she conceived by the Holy Ghost.

Hail, Mary...

V. Behold the handmaid of the Lord.

R. Be it done unto me according to Thy word.

Hail, Mary...

V. And The Word Was Made Flesh.

R. And dwelt among us.

Hail, Mary...

V. Pray for us, O holy Mother of God.

R. That we be made worthy of the promises of Christ.