

St. Patrick's Preschool
221 West Nelson Street
Lexington, VA 24450

(540) 463-6219

www.stpatrickspreschool.com

Father Joseph D'Aurora	Parish Priest
Barbara Czekner	Director and 2 ½ year old program
Frances Belliveau	3 year old program
Clarice Benke	4 year old program

St. Patrick's Catholic Church and the Diocese of Richmond develop the policies and guidelines for the preschool's operation.

PURPOSE

St. Patrick's Preschool

St. Patrick's offers a preschool to provide learning experiences for spiritual and moral development.

St. Patrick's provides a large variety of academic experiences, in a loving, caring, enjoyable environment, that will help preschoolers prepare for a successful transition to Kindergarten. St. Patrick's follows the Little Saints daily academic curriculum.

Children learn through prayer, play, repetition, routine and a variety of creative experiences, and are encouraged to progress at their own pace.

Learning Centers

Small Motor: Puzzles, pegboards, sorting small blocks, small cars/trucks, trains, small animals, sewing cards.

Creative Expression: Dress-up, house keeping, woodwork shops (plastic tools), garage/shop, dolls, puppets, dramatic play.

Language Arts: Books, magazines, story cassettes and puppets, language games.

Science/Math: Plants, insects, animals, maps, cooking, measuring, sorting and number sequencing games.

Small Motor/Art/Sensory: Fingerpaints, crayons, markers, easel painting, watercolors, chalk, play dough, scissors, craft materials.

Blocks: Variety of sizes.

Large Motor: Balls, beanbags, large motor toys, group games.

Music/Dance: Instruments, music CD and cassettes.

REGISTRATION AND ADMISSION

1. Complete Application Package
2. Meet with the Director
3. Provide Registration & Activity Fee - \$35.00
(The Registration/Activity fee is a one-time, non-refundable, fee payable prior to the start of the year.)

CLASSES

St. Patrick's Preschool offers four programs for children age 2 ½ to 5 years.

- 2 ½ year olds** – two days a week on Tuesday and Thursday
- 3 year olds** – three days a week on Monday, Wednesday and Friday
- 3 & 4 year olds** – four day program, including either Tuesday or Thursday
- 4 year olds** – Monday through Friday
(This class is designed for pre-k students and dismisses at 1pm.)

Changing the child's normally scheduled days of attendance is not permitted unless arranged with the director in advance.

TUITION

Two Days	\$115.00 per month
Three Days	\$168.00 per month
Four Days	\$206.00 per month
Five Days	\$260.00 per month

Tuition is due on the first of every month and is late by the tenth.

ATTENDANCE

St. Patrick's Preschool begins at 9:00 and ends at 12:00 each day (1pm for pre-K). Children are expected to report to their class on time and on the schedule established with the director at the time of enrollment.

Please do not bring your child earlier than 8:50. Our teachers need to set up for class each day as the church hall serves as a meeting area for several other church functions.

ENTRANCE

Please enter the church hall by the side door entrance nearest the statue of St. Patrick. Bring your child to their teacher and depart using the same entrance.

PARKING

Parking for arrival and pick up is in the back of the church in the spaces against the fence – not behind the Parish House.

DEPARTURE

When school ends, the children will be escorted by their teachers at the end of the walkway adjacent to the parking lot. Each child will be taken by their teacher to their parent's car. This is to provide a safe departure and avoid having children dart out in the parking lot. The church parking lot need to accommodate parishioners who will be involved with the church during the day as well as preschool student families.

PARENT / TEACHER CONFERENCE

Teachers will send home a Student Progress Report in November, February and May. Parents and teachers will set up appointment time for conferences. At any time during the year, please feel free to contact your child's teacher for any additional conferences.

SNACKS

The snacks are provided by parents on a rotating list of all enrolled students. St. Patrick's provides snacks for short school weeks such a Thanksgiving, Christmas, and Easter. Please make sure your child's food allergies and provided in writing with instructions for treatment to their teacher.

BIRTHDAYS

Please discuss birthday celebrations at school with your child's teacher.

POTTY TRAINING

St. Patrick's Preschool will assist in potty training in the following manner.

1. Children must wear "pull-ups".
2. The teachers will plan to take the child to the bathroom twice during the school session.
3. Children will be encouraged to use the potty as the other students do.
4. Please make sure a clean set of clothing is available daily.
5. Please provide an ample supply of "pull-ups" daily in backpack.

PARENT / DESIGNEE

In the event that you are not able to pick up your child at the end of school, please provide a written statement identifying designee, and designee must provide picture identification. This is MANDATORY.

STUDENT PROGRESS REPORT

Progress Reports for students will be completed three times in the school year following a readiness assessment form for Rockbridge area kindergarten classes (November, February, May). This tool is only a guide for strengths and areas that need more experience or more repetition to master the skill.

CLOTHING

Please make sure your child has a clean set of clothing in a plastic bag to be stored at school. If your child needs to use this set of clothing, please replace it the next school day. Please replace clothing with each season. Please dress your child in clothing that he or she can "work" in without ruining good clothing. Dress for winter should include hat and mittens.

HEALTH / SICK CHILD

The school requires the physician's health record be signed and returned to the school by the first day of school in order for your child to attend. No credit or make-up days are given for absences or illness.

PLEASE DO NOT SEND A SICK CHILD TO SCHOOL

When to keep your child at home.

1. Elevated temperature above 100 degrees suggests infection.
2. Vomiting or diarrhea in the past 24 hours.
3. Impetigo needs to be treated and all areas clear before returning to school.
4. Cough with fever.
5. Conjunctivitis or "pink eye" needs to be treated and no discharge present when child returns to school.
6. Nasal drainage that is thick and greenish indicates infection.

Parents are asked to keep their child at home until he/she is symptom free of illness or present a physician's written note stating the child does not have a contagious illness. Please review our policy and permission form on dispensing medications in the Application packet.

St. Patrick's Preschool personnel make sure all children wash their hand with soap and water before eating, after toileting and after contact with body fluids. Teachers model above behavior.

SCHOOL CLOSING

St. Patrick's Preschool will be closed for inclement weather when Rockbridge County Schools are closed. It will be announced on radio station WREL (96.7).

There will always be a posting on this station.

1. If Rockbridge County schools are two hours late, St. Patrick's will start at 10:30am and dismiss at 1:00pm.
2. If the county is one hour late, school will start at 10:00am and dismiss at 1:00pm. St. Patrick's Preschool will not schedule make up days for school closing. No credit will be given for snow or emergency closings.
3. Check local television stations.
4. If St. Patrick's dismisses at 1:00 pm, the children are to bring a lunch box and they will have "Lunch Bunch" prior to 1:00pm, in place of snack time.

FIELD TRIPS

1. Short field trips that are within walking distance of St. Patrick's Preschool can include the following: Cocoa Mill, Blue Sky Bakery, Dominos Pizza, Hopkins Green, Salernos and Sweet Things Ice Cream Shop. These field trips are during school time.
2. Long field trips requiring transportation by car include the following: Pumpkin Patch, Firehouse, Pet Shop, Roots N Shoots at Waddell Elementary and the Safari Park. Parents provide transportation to these field trips due to insurance requirements. These field trips are usually after school (1:00 – 1:30 pm).
3. Permission forms must be on file for all field trips.

ACCIDENTS

All full time St. Patrick's Preschool teachers are required to be trained in first aid. New staff members will attend first aid/CPR class in March. All teachers are Virtus trained for child safety and abuse protection.

If there is an emergency requiring immediate medical attention, the staff will either call the rescue squad or transport the child to the nearest hospital. School staff will make every effort to notify parents or emergency contact person identified on the application.

Field trips that are planned after school require parents/designees to provide transportation and responsibility. St. Patrick's Preschool tries to provide opportunities for group activities that are fun and educational but these activities are optional.

REPORTING SUSPECTED ABUSE / NEGLECT

Staff members at St. Patrick's Preschool are required by law to report suspicion of child abuse or neglect to the Protective Services Unit of the Department of Social Services.

DISCIPLINE POLICY

St. Patrick's Preschool provides positive methods for dealing with negative behavior. The daily schedule is structured and provides for opportunities to teach manners and social skills in the school setting. Discipline will be handled in a loving but firm manner. All discipline is constructive in nature and includes the following techniques: redirection, alternative activities, setting limits that are fair, consistent and appropriate, modeling acceptable behavior, providing reasons for limits (example – safety issues), and helping children express their feelings and frustrations to resolve conflict.

THE CORRECTION PROCESS

1. The behavior is identified, and the child is redirected toward another activity.
2. The behavior is identified, and the child is placed in time out and has a one-on-one conference with a teacher regarding the behavior. Alternative behaviors the child could use in future situations are discussed.
3. Parents are told at pickup time that a meeting needs to be arranged with child's teacher and parents to discuss the behavior.

No physical means of discipline will be used at any time. No verbal abuse in the form of humiliating, threatening, or frightening the child will be used when disciplining a child at any time.

The safety of all the children in the school program is our greatest concern in regard to discipline. If your child is involved in harmful behavior to others, he/she will be subject to warning, suspension, or dismissal.

The teacher, parents and director will meet if behavior is habitually inappropriate and a corrective plan will be established by all. All will establish appropriate time frames for warning period, suspension and eventual dismissal if behavior is not corrected.

COMMUNICATION

Each month a school calendar and a weekly newsletter that identifies the subject for that week, as well as, book list, poems, finger plays and songs will be sent home. In addition to the newsletter, there will be homework activities that are designed to be fun activities for parent and child. Each month there will be a field trip notice with specific instructions and at times a small fee (for example, the ice cream shop).

Arrival and departure times may be the most convenient time to communicate with the teachers, but please refrain because the teachers need to remain focused on children's safety.

CHECK YOUR CHILD'S FOLDER DAILY FOR COMMUNICATIONS

SHOW AND TELL

Show and tell is on the monthly calendar for every Friday. The children are encouraged to bring in special items and items related to a specific shape or letter identified for that week.

PLEASE DO NOT ALLOW YOUR CHILD TO BRING TOYS FROM HOME UNLESS IT IS A SHOW AND TELL ITEM. NO TOY GUNS, ACTION HEROS OR TOY KNIVES ARE ALLOWED AT SCHOOL.

Show and tell items are only for a specific time and then they are placed in the child's backpack to be taken home.

SPECIAL SCHOOL ACTIVITIES

Lunch bunch is a fun activity for the children on the second and fourth Friday of each month. The time is 12:00 to 12:30 and the children bring a lunch box. Children will experience the lunchtime activities of opening containers, pouring their drinks and eating in a school setting. All enrolled children are invited to share this experience and there is no fee for this activity.

St. Patrick's Preschool has a special story time on Wednesday each week at 10:00am at the Rockbridge Regional Library. All students who attend school that day walk to the library. If it is raining, snowing or too cold for the walk, then that activity is omitted.

SUPPLY LIST

1. One box facial tissues
2. One package of (100 ct.) 6 inch paper plates
3. One package of 3 oz. plastic cups
4. One package of refill baby wipes
5. One package of table napkins

GENERAL DAILY SCHEDULE

8:50 – 9:00	Greeting, restroom, and wash as needed
9:00 – 9:15	Large motor activities: Exercise Learning Centers (blocks, art, felt boards, science, math, dramatic play) Discovery table
9:15 – 9:30	Group time: Bible verse Individual prayer Flag – Pledge Flag – Song
9:30 – 10:00	Calendar – Weather Poems & finger plays
10:00 – 10:30	Small motor activities Craft project
10:30 – 11:00	Restroom, wash, blessing, snack
11:00 – 11:30	Playground or classroom
11:30 – 11:50	Story, songs, letters, numbers
12:00	Dismissal from preschool



Children alternate on the playground when school has reached maximum daily enrollment because of the playground's size.

Special activities monthly include gym, lunch bunch and after school field trips.

On Wednesday from 9:30 – 10:50, the children will walk to the Rockbridge Regional Library for a program, expect on inclement days.

Fire drill is held on the first Wednesday of each month.