



St. Joseph's Preschool

Growing in Faith

Parent Handbook 2017-2018

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August 2017

Dear Parents,

Let me welcome you and your family again to St. Joseph's Preschool. On our first day of school, it will feel like a momentous day for your family...and it will be equally as exciting for us as we see those fresh young, faces, sometimes timid, sometimes excited, come into their preschool. Just think how much your child will grow this school year!

Thank you so much for sharing your beautiful child with us. We are very excited to welcome both your child and your family into our preschool community! We are excited to learn all about your child and are committed to gently giving him or her the chance to discover the world around them, while delighting in the total experience of preschool.

This Parent Handbook is a wonderful resource for what goes on here at preschool and lays out the policies and procedures we have in place. **The signature page must be signed and returned prior to the first day of school and indicates your understanding of and support for our policies and procedures.** We can discuss any questions at orientation, or please contact me at 651-789-8300.

On behalf of the faculty and staff of St Joseph's Preschool, we welcome you and look forward to wonderful days ahead with your child!

Thank you,
Carolyn Pilney
Preschool Director

St. Joseph's Preschool ~ 1138 Seminole Avenue ~ West St. Paul, Minnesota 55118
651-789-8300 ~ www.stjosephwsp.org

ST. JOSEPH'S SCHOOL MISSION STATEMENT

St. Joseph's Catholic School is an important and valued ministry of St. Joseph's Parish serving students in preschool through 8th grade. We are committed to knowing, loving and serving Jesus Christ through faith formation and spiritual growth, academic excellence and the development of character and responsibility.

PRESCHOOL PHILOSOPHY

St. Joseph's Preschool is committed to excellence in early childhood education and to providing a loving and faith-based program to help your child grow and develop at his or her unique pace. As a Catholic preschool, we will provide a child-focused celebration of faith integrated throughout the day. We encourage both spontaneity and structured activity. We believe play is the work of young children; therefore, our classrooms will be environments that encourage safe and creative play on many different levels.

Our Integrated Thematic Approach utilizes literacy to develop a broad curriculum built around themes that are both relevant and interesting to the preschool child. The child's learning and development will grow out of the engaging thematic opportunities that are designed by the teacher to specifically support developmental goals for the child.

St. Joseph's Preschool is committed to developing a partnership with parents to foster the unique and God-given gifts within each child.

PROGRAM GOALS and EDUCATIONAL METHODS

Our creative and nurturing environment encourages each individual child to:

1. Build confidence and pride;
2. Interact socially and learn cooperatively;
3. Develop learning skills to support language and cognitive growth; and
4. Grow in faith and understanding of God's world around us!

We do this through a developmentally appropriate program that balances structured opportunities and child-initiated activities and choices. Your child will be exposed to thematic units that stimulate curiosity while providing ample opportunity to develop social and early academic skills. The preschool day will consist of literacy based activities such as books, poetry and music, expressive arts, hands-on math and science exploration, dramatic play, fine and large motor skill development – indoors and outside. A program plan is available for review upon request.

We provide a Catholic learning environment in which we integrate our faith throughout the day with prayers, music, lessons and celebrations. All children, regardless of religion, are welcomed as students at our preschool. Character development is a key focus.

Most importantly, we seek to make preschool a *delight*, so that a love of learning is fostered in each child!

CURRICULAR FRAMEWORK

St. Joseph's Preschool provides a balanced, age-appropriate curriculum based on best practices in early literacy, math, science, social studies, and religion (integrated with social, emotional and physical development), and a professional commitment to meeting the developing skills of preschool children. All curricular areas are represented in daily lessons, monthly themes and the bi-annual assessments. The teachers and administrators work together to make adaptations to curriculum to meet the needs of families and individual students within reason.

ASSESSMENTS AND EVALUATION

All children receive both ongoing formal and informal evaluation in order to best support the individual's growth and development. The assessments are based on our curricular goals and standard practice in early childhood in order to best inform the program plan and cognitive, social, physical and spiritual goals. The assessments are formally shared with parents twice a year or more. All teachers are trained in the assessment methods.

PROGRAM DETAILS

HOURS/DAYS OF OPERATION

The St. Joseph's Preschool will operate several classes in two classrooms, based on age. We are licensed by the state of MN for 40 children.

PROGRAM	DAYS	TIME	TUITION/ MONTH
Terrific Threes (Must be 3 by September 1) 2 days	Tuesday/Thursday	9:00 a.m. – 11:30 a.m.	\$168
Pre-K 4s (Must be 4 by September 1) 3 days	Monday/Wednesday/Friday	9:00 a.m. – 11:30 a.m.	\$220
Pre-K 4/5s (Must be 4 by September 1) 4 days	Monday-Thursday	12:30 p.m. – 3:30 p.m.	\$300

LUNCH BUNCH 11:30 a.m. – 12:30p.m.

Extend the fun of preschool by adding an additional hour to your child's preschool day! Students bring their own lunch and we provide the milk. Add in extra playtime with friends, time for a choice activity or story time and weather permitting, outdoor fun. Parents benefit from a longer session while the preschool staff supervises the children.

Please see rates on website or contact the Director.

PROGRAM PLAN

Parents are welcome to review the St. Joseph's Program Plan, upon request. This document outlines areas of the classroom, activity by area, daily schedule etc. Please see the Director.

SUPERVISION OF CHILDREN

We meet and exceed state licensing requirements by ensuring the constant supervision of students by the preschool staff.

EMERGENCY CLOSINGS

St. Joseph's Preschool will follow St. Joseph's School in all decisions regarding weather-related closings. St. Joseph's School follows District #197's closing decisions. **If District #197 is closed, so is St. Joseph's School and Preschool.**

Emergency school closings due to inclement or severe weather will be announced on WCCO Radio (830 AM) or KARE 11 TV. Parents should listen to weather related closure announcements. We will also update the website as soon as possible. Because other emergencies can happen (broken water pipes/boiler malfunction) and school may need to be called off, it is imperative that all parents provide the preschool with current home and work phone numbers on the Emergency Contact Form. It is the parent's responsibility to update these cards if any information changes during the year.

SCHOOL CALENDAR

The preschool year runs September through May. We begin the year with small group Orientation Visits. Parents will be notified of this schedule in the Fall packet.

The preschool calendar closely follows St. Joseph's School calendar, especially as it relates to school-off days, however there are some days that the preschool is not consistent with the school and these days will be noted in the preschool calendar. Any alterations to the school calendar, such as preschool program start and end dates and other accommodations for preschool programming, will be noted in parent communications and in the program calendar distributed annually.

There is no tuition reimbursement for days not in session or for days that the student is not in attendance due to illness, appointments, family activities etc.

FIELD TRIPS/ENRICHMENT

All preschoolers will have the opportunity to further their understanding of the world through special enrichment opportunities such as educational programs brought in house, specialists from the school and community, and unique opportunities in our neighborhood that are in addition to the curriculum.

In addition, Field Trips are an important part of programming for the Pre-K 4s and Pre-K 4/5s. Such trips may include school bus transportation. **Field trips are not included in the tuition and additional costs will be the responsibility of the parents.** Parents will receive advance notice of all

trips. A signed permission slip is required for the child to participate. If you choose not to have your child participate, they will have the day off and should stay at home. There is no tuition reimbursement for this day.

There are times when it is important to have additional adults accompany the classes on their trips. We will request help from parents in advance. All chaperones must have a Background Check, Signed Code of Conduct and Virtus Training completed to be eligible to volunteer.

DAILY PROCEDURES

DROP-OFF AND PICK UP

Please plan to **arrive on time for both drop-off and pick-up**. The preschool starting times have been scheduled to best accommodate the busy nature of Seminole Avenue on either end of the school day. Safety is our primary concern and we encourage parents to be diligent in arrival and departure times to avoid the congestion caused by parent/school bus traffic for the elementary school.

Parking is available on Seminole Avenue. Parents must park and walk their child into the building. Our staff will be busy preparing for the day's activities and it is important that parents supervise children in the lobby until the classroom doors are opened by the teacher. Also, please help your child remove outdoor clothing and place it on his/her hook.

Children will only be dismissed to their parent or designated adult. A staff member will stay with the child until they have been picked up. A **late fee** of \$10 per 5 minute segments will be charged if staff is required to supervise your child beyond 5 minutes past pickup.

Please note that Pre-K 4/5's children will be dismissed from the back school parking lot via the same procedure as the elementary students because the school busses will be parked on Seminole at the end of the day preventing safe parking and pickup from our preschool lobby. Teachers will dress the children, gather their belongings and walk them to the back parking lot. Parents will park their vehicle in the designated parking area and walk over to pick up their child. No preschool child will be allowed to walk across the parking lot unless accompanied by the parent or designated carpool adult. Preschool staff will remain until all preschoolers are picked up. A late fee of \$10 per 5 minute segments will be charged if staff is required to supervise your child beyond 5 minutes past pickup.

Authorized Pickups: All adults who are authorized by you to pick up your child, including car pool arrangements, must be noted on the ALTERNATE PICKUP/CARPOOL AUTHORIZATION FORM. Note: anyone other than those authorized to pick up your child from school must have a WRITTEN AUTHORIZATION from the parent before we release the child to that adult.

SECURITY

Providing a safe environment for students and staff is a priority. If you are visiting or dropping your child off during the school day, please check in at the School Office through the main doors.

Visitor's Policy

The doors to the preschool will be locked ten (10) minutes after the start of class and opened just prior to the end of class. Parents requiring entry during the preschool day must check in at the school office by entering the main school doors off Seminole Avenue.

All visitors will receive a visitor's badge. The school office will alert the preschool staff of the visitor.

ATTENDANCE

If your child misses class for any reason, please call the Preschool by 8:45 a.m. for the morning session or 12:15 p.m. for the afternoon session and leave a message on the PRESCHOOL ATTENDANCE HOTLINE (651-789-8300, Press 1). If your child will miss three or more classes in a row, please notify the Director in writing. If your child's absence is due to illness, please notify the preschool of the symptoms/details so that appropriate communications can occur if it is communicable or contagious.

SCHOOL SUPPLIES

A list of school supplies will be sent in the Fall packets and should be brought in at the Open House or the first day of school. Every family is expected to contribute.

SNACKS/SHARING

Each child will have designated snack and sharing days throughout the school year. A snack and sharing schedule will be part of the monthly newsletter.

Snack: Please provide a healthy **snack and drink** for the number of children in your child's class. Suggestions for snack will be distributed at the beginning of the year along with any known allergies in the class.

All families are asked to avoid bringing snacks with known allergens in order to maintain the healthiest environment for all children. Specific communication will be sent to all families with restrictions.

All snacks must be purchased. Juice must be 100% juice. All snacks and food should be sent to school in the original packaging. Refrigeration is available. Cups and napkins will be provided by the parents.

As a guideline, a half-gallon of juice will sufficiently serve the class and is preferred by teachers as the most economical choice. **Please, no juice boxes.**

Sharing: Each teacher will communicate sharing (show and tell) options for their classroom. Sharing time will include "showing and telling" about the special items of interest.

BIRTHDAY CELEBRATIONS

We love to recognize your child, especially on her/his special day (Summer birthdays will be celebrated on a predetermined date selected by your teacher.) Your child will be assigned **snack and sharing** on the class day closest to their birthday without overlapping another child's birthday. Please choose healthy and appropriate snacks. We do not allow soda pop or bubblegum at school. Also, please avoid jumbo cupcakes or similar treats. They are too large for a preschooler and create a big mess even though they are a "good deal."

On their day, the child can invite a special **birthday guest** to class to read a book of their choosing. If an adult cannot attend, the family is encouraged to select a favorite book and send it with their child for the teacher to read. Arrangements will be made through the teacher. (Our school principal is always glad to fill in as a special reader with advance notice!)

Birthday Party invitations- NO birthday party invitations can be distributed at school unless every child in the class receives an invitation.

WHAT TO WEAR

Since preschool is an active learning environment with many hands-on activities, the children's clothing should be comfortable and washable. **Play clothes are best.** Even washable art materials can be hard to clean completely. St. Joseph's Preschool will not be responsible for lost or ruined clothing.

Daily outdoor play is an important part of your child's day at preschool. The children should be prepared to play outdoors year-round, weather permitting. For cold weather, please send warm coat, hat, mittens, plus boots and snow pants at your discretion. Also, children cannot wear boots in the classroom, so please send a separate pair of shoes.

Footwear: Clogs, Crocs, flip-flops and sandals have proven to be unsafe. Please send your child in tennis shoes or other closed-toe shoes to provide support and make walking, running, and climbing safer and more fun.

All clothing should be clearly labeled with the family last name.

In case of accidents, we maintain a supply of extra play clothes in order for the child to be able to change. **We also encourage families to have an extra change of clothes in the bottom of your school bag as backup if needed.**

PERSONAL BELONGINGS

Children should not bring toys, electronics or other personal items to school except for sharing days. St. Joseph's Preschool is not responsible for lost/broken items brought from home.

USE OF TECHNOLOGY

Technology enhances the early childhood curriculum through computer-based games for an engaging approach to skill development, especially during choice time. Occasionally, preschoolers

may view the Internet under the guidance and supervision of the teacher in order to utilize topical information and/or images that are developmentally appropriate for early childhood education. Preschool classroom may be equipped with internet-capable computers for student use.

REGISTRATION AND ENROLLMENT

ADMISSION POLICY

St. Joseph's Preschool provides a faith-based, kindergarten readiness program for children aged 3, 4, or 5. We are a part of St. Joseph's School and enjoy the support of both the school and parish.

We begin Registration process with Information Meetings, Tours, and Open Houses in January and enrollment continues until the programs reach capacity. Our age of admission into each program is dependent upon the age of the child on September 1 of that year.

Admissions and Registration Policy

All preschoolers must be toilet-trained and meet age eligibility. St. Joseph's Preschool welcomes all children, however, some physical, emotional, behavioral or learning needs require additional consideration. Children with serious physical, emotional, behavioral or learning concerns may not be able to be serviced by the preschool staff. Parents should consult with the Director regarding concerns or correct age placement prior to registering.

Class Size: St. Joseph's Preschool is a Minnesota state licensed facility and has a capacity of twenty (20) children per classroom with two (2) teachers. It is the policy of St. Joseph's Preschool to maintain a minimum number of students in each class in order to support a developmentally appropriate learning environment.

St. Joseph's Preschool is self-supporting and relies on tuition as revenue to operate. Therefore:

- Each preschool classroom must have at least nine (9) students and no more than twenty (20) students.
- Each optional program (i.e. Lunch Bunch) must have at least four (4) students and no more than twenty (20) and will be staffed appropriately.
- The Preschool Director will work with families regarding program eligibility and availability. All preschool programs meet state licensing requirements.

Registration Process: Registration takes place late winter after the School Board has approved the budget and tuition has been set for the following school year. Preschool registration begins during the Registration Information Sessions and remains open until classes are filled.

The following registration materials must be completed:

- Registration form
- Non-refundable, per-child Registration Fee of \$60.

St. Joseph's Preschool is a program of, and receives financial and spiritual support from St. Joseph's Parish and School. This admissions policy gives priority to St. Joseph's School families and Church of St. Joseph's parishioners *who register by the stated Priority Deadline.*

Parishionership is demonstrated by the following:

- Completion of a registration card on file at the parish.

- Regular worship at St. Joseph's Church
- Generous commitment and faithful honoring of time and talent.
- Persons shall not be registered parishioners at other parishes.

Classroom openings will be filled by the following criteria for those registrations received by the Priority Deadline:

1. Families with children already enrolled at St. Joseph's Preschool.
2. Parishioners with children already enrolled at St. Joseph's School.
3. Parishioners who were registered by Dec. 31 of the year prior to enrollment.
4. New parishioners who have moved into the parish from another Catholic parish and who demonstrate they were active parishioners.
5. Non-parishioners with children in the School.
6. Non-parishioners.

Waiting Lists: Once all openings are filled, subsequent names will be numbered and placed on a waiting list. Families will be contacted as openings occur.

*Admissions and Registration Policy, E # 27, (Fall, 2008)
Revised, Summer, 2015*

TUITION and FEES

Each year, tuition is established for the subsequent school year by the School Board in consultation with the Pastor and Parish Finance Council. Tuition is pro-rated as a monthly fee, but can be paid in one payment in August. If a monthly option is chosen, the nine tuition payments are scheduled for August through April. Billing options will be offered on the registration form.

In addition, fees for special programs such as Lunch Bunch are also covered under this policy. If there is an associated Drop-In Fee, it must be collected on the day of service.

There is no tuition or fee reimbursement for days not in session due to preschool schedule holidays, and weather-related closings or for days that the student is absent due to illness, travel or other reasons. Any change in program or billing arrangements following June 15 will incur a charge of \$10.

Delinquent Tuition and Fees

Tuition and Fees Policy

Families are responsible to keep current with all tuition and fees. Tuition accounts that are thirty (30) days delinquent will incur a \$15 late fee. If the account becomes forty-five (45) days delinquent, the child(ren) may not attend the preschool until accounts are current.

Families with delinquent tuition accounts, including fines and fees, will not be issued developmental progress reports, nor be permitted to register for the subsequent school year. Tuition accounts that remain delinquent thirty (30) days following the end of the school year will be referred to a collection agency unless mutual satisfactory arrangements have been made through

the Business Administrator's office to reconcile the account. Collection agency fees may be added to the delinquent account.

*Tuition and Fees Policy, E #28 (Fall, 2008)
Revised: Summer, 2015*

WITHDRAWAL FROM PROGRAM

Each child is enrolled for an entire school year, or the balance of the year at the time of enrollment. Withdrawal from the St. Joseph's Preschool and/or the Lunch Bunch programs requires a one-month notification in writing so that the preschool can coordinate with families on the waiting list. Full tuition and fees must be paid through the notification period.

REQUIRED INFORMATION ABOUT MEDICAL OR LEARNING NEEDS

Parents/legal guardians have the responsibility to inform the preschool prior to enrollment, or as soon as the evaluation process has begun, when their child has any special medical condition, dietary restrictions, special needs or allergies to ensure that St. Joseph's Preschool is able to reasonably accommodate the child's needs within the structure of the preschool.

Parents/legal guardians must also inform and provide documentation regarding special services. If the child has an ISP (individual Service Plan) and/or an IEP (Individualized Education Plan), or is in the process of professional evaluation, parents/legal guardians must also meet with the preschool prior to enrollment, or as soon as the process has begun, in order to determine the most appropriate plan to meet the child's needs.

BEHAVIOR AND SOCIAL DEVELOPMENT

OUR CODE OF CONDUCT

At St. Joseph's Preschool, we believe all students, parents and staff should maintain a code of conduct that reflects Gospel values, cooperation, responsibility, self-esteem and respect within a safe and stimulating environment.

Classroom Rules and Expectations will be clearly communicated to parents and students. In general, behavior expectations include:

1. Respect for self
2. Respect for others
3. Respect for property
4. Following directions

As part of classroom management, the staff will encourage positive behavior and redirect inappropriate behavior.

DISCIPLINE and BEHAVIOR GUIDANCE

All children and adults deserve to be treated with dignity and respect. St. Joseph's Preschool believes that children build their self-esteem and character through positive guidance coupled with support to learn appropriate behaviors to deal with conflict and challenging situation. We promote a positive atmosphere through clear and consistent expectations and an atmosphere of peace and cooperation. Our Code of Conduct above is the foundation of our behavior guidance.

Discipline and Behavior Guidance Policy

Preschool students are expected follow classroom rules and expectations and behave in a considerate and safe manner toward preschool staff and other students. When behavior becomes inappropriate or disruptive, the teacher will:

1. Redirect the child, spelling out student choices and consequences.
2. Take the child aside and/or direct them to a quiet activity of teacher's choice.
3. Separate the child from the group to a supervised area. When this occurs, the parent will be notified before the next class session.

In order to determine an effective behavior management course of action, serious or repeated offences may require a conference between parent, teacher and Director prior to a student's return to class.

Based on the Director's professional judgment, a child may be dismissed from the program if one or more of the following behaviors exist:

- The child poses a threat to self, other children, or staff.
- The child's behavior is difficult to manage in a group, impeding group progress.
- The child or parents use abusive or threatening language toward children or staff.

It is the policy of St. Joseph's Preschool to hold a conference with parent, teacher and Director to discuss any serious infraction that might result in a dismissal. The School Principal may be included in this conference. However, if a situation occurs that jeopardizes the immediate welfare of children or staff, the Director reserves the right to dismiss the child immediately.

Discipline and Behavior Guidance Policy, E #29 (Fall, 2008)

Revised: Summer, 2012

Teaching Staff choose positive guidance and support for the child to make the proper choice at all times.

HEALTH AND SAFETY

Our goal is to provide a safe, secure, and healthy environment for the children in our program. St. Joseph's Preschool will have access to the St. Joseph' School's nurse on duty for consultation and emergency care. Should a child become sick during the preschool session, the child will be separated from the class to a supervised area while parents are called for pick-up. If injured and deemed necessary, the student will remain stationary and the school nurse and/or the appropriate medical personnel will be contacted immediately. If the child is severely ill or injured, 911 will be called. To the extent possible, the family's hospital of choice will be honored.

REQUIRED PAPERWORK

Records Requirements Policy

Each student must have a completed Health Care Summary and Child Care Immunization Record on file prior to the first day of school, per state licensing regulations.

In addition, the following forms are required by the first day of St. Joseph's Preschool:

- Family Information/Emergency Form,
- Alternate Pickup/Carpool Authorization,
- Permission Slip,
- Consent to Share Health Information, and
- Parent Handbook Signage Page.

Records Requirements Policy, E #30, (Fall, 2008)

These forms are provided by the preschool. Please note, the Health Care Summary must be signed by your health care provider. If you have any questions or concerns specific to your child, please see the Director or call the School Nurse at 651-457-8550.

CHANGE OF CONTACT INFORMATION

It is the parent's responsibility to notify St. Joseph's Preschool IMMEDIATELY of any change in name, address, telephone numbers, change of emergency contact or their information, employment or working hours.

MEDICATION

Since St. Joseph's Preschool is a half-day preschool program, staff will NOT administer medication. In rare cases, medication is necessary and will be administered by the School Nurse, only if prescribed by the physician with signed instructions, permission from the parents and provided in the original container. Parents are encouraged to communicate directly with the School Nurse and update the teacher as necessary. Do not send medicines with your child to keep in their backpack

for self-medications such as cough drops and inhalers. They will not be allowed unless supervised by the nurse.

ALLERGIES/FOOD INTOLERANCE

Allergies present serious health concerns and are managed with the school nurse, preschool staff, and the child's medical practitioner. All known allergies should be noted in the Health Information Form prior to attendance at the preschool.

Food allergies have an additional level of concern for students eating at school.

Food Allergy Policy

Parents are responsible for notifying the Preschool Director and staff regarding food or other allergies and/or diet restrictions upon the child's enrollment.

St. Joseph's Preschool is sensitive to the needs of children with food allergies. St. Joseph's School and Preschool facilities are not designated as a "nut-free." St. Joseph's Preschool will work with families to minimize health risks for our students within the limits of our facility, staff responsibility and educational programming.

*Food Allergy Policy, E # 31, (Fall, 2008)
Revised: Summer, 2012*

Food Allergy Procedures.

1. In order to best ensure that a child with allergies does not ingest food that provides a health risk, all children with a food allergy are required to have a Food Allergy Plan for preschool. This standardized form is available from the preschool and must be signed by the medical provider. All Food Allergy Plans will include a photo of the child. These plans are posted in the classroom, and filed in both the master file as well as the Health & Safety Review Manual.
2. A school nurse is on duty at St. Joseph's School 5 days a week and annually reviews all Food Allergy Plans. In addition, the nurse would be immediately contacted in a situation when a food allergy reaction is suspected. The preschool staff is trained in allergy risks as well as Epi Pen use.
3. In an effort to minimize allergen exposure, we implement the following hand washing procedures:
 - Children wash hands upon entering the classroom.
 - Children wash hands prior to snack time, and after snack if the teacher has allergen concerns about the snack served to classmates.
 - Children wash hands after any bathroom visit.
 - All children in Lunch Bunch will be asked to wash hands immediately following lunch to minimize spread of food proteins within the classroom environment.
4. Any medications required for implementation of the Food Allergy Plan, such as Epi Pens, Benadryl or other meds, must be provided by the family, in the original container.

- Prescribed medication such as an Epi Pen must be provided in a container that has the child's label on it. In addition, there should be two Epi Pens provided.
- Allergy medications are kept in a specially marked box in the child's classroom on the upper shelf of the teacher cabinets.

5. If a child has a Food Allergy Plan, as prescribed by their physician, that child will only be served snacks from his/her private supply of approved snack that are provided by the parent. These snacks are provided by parents in a plastic bin, marked with the child's name. The teacher will not serve other snacks brought in by other preschool families, even if they seemingly would not pose a health risk.

- The only exception to this is the situation, such as Thanksgiving Feast or other holiday celebrations. In that instance, the parent is contacted in advance of the day of the special event. The parent is strongly encouraged to volunteer at these special events to be responsible for food served to the child. Whether the parent is present or not, these situations usually require that the parent is responsible for providing approved food in the theme of the event.

6. While teachers are expected to use common sense, they are not responsible for reading product labels to ensure nut products or other allergens are not served to the children in the class. Teachers are responsible for supervising up to 20 preschool age children, and cannot guarantee proper screening for individual snacks. In addition, the teachers are not properly trained in dietary assessment.

7. Communication to preschool families and preschool peers: All families receive a Suggested Snack List in their August packet, which outlines many non-nut snacks. In addition, when a child with food allergies is in a class, the classroom teacher re-distributes this list within the first week of class, or as soon as the school is notified that food allergies exist.

- We ask families to consider these items when providing snack. The teachers do not have the responsibility for determining appropriateness of snack on a daily basis, although we encourage common sense and do not serve peanuts, trail mix, or peanut butter to minimize environmental exposure.
- Note, to minimize seriousness of ingestion of allergens, we believe our procedural commitment to serving the allergy child only allergy-safe snacks from the child's own snack supply provided by parents is the safest, reasonable, and most reliable procedure for the child.
- If deemed necessary by the school nurse, age-appropriate resources will be shared with the children, such as videos or books, to further educate the child's peers on food allergies. Parents will be alerted when this further training is provided to the preschool children.

8. If a child with food allergies enrolls in the optional Lunch Bunch program, it is imperative that the parents, Lunch Bunch supervisor and director meet prior to enrollment to ensure the child's allergy plan can be accommodated within current procedures.

9. If the child's allergy risk demands different procedures than outlined above, the parent, teacher, director, and school nurse will meet to determine what accommodations could be made within the limits of the facility, staff responsibility and educational programming. The school principal will review these recommendations prior to implementation.

CHILDREN WHO BECOME SICK DURING PROGRAM HOURS

Preschool staff will likely be the first to respond to any illness, injury or health emergency. In addition, a school nurse is on duty five days a week and available for consultation or assistance when needed.

If a child feels ill during the day, the teacher will evaluate the child and remove him/her from direct contact with the group, under staff supervision. Parents will be notified by the teacher or the Director in case of illness or injury and may be asked to pick up the child as soon as possible.

CPR and First Aid Training will be provided to all staff members that are required to have such training. Staff will also know the location of the following: emergency numbers, emergency contacts, and Family Emergency Cards. Emergency procedures will be followed as necessary. St. Joseph's Preschool retains the right to contact local paramedics and/or use ambulance transportation as deemed necessary by the nursing staff.

SICK CHILD RESTRICTION/NOTIFICATION

Parents must notify the preschool within 24 hours when their child has contracted an infectious disease. This includes, but is not limited to: strep throat, chicken pox, scabies, fifth's disease, conjunctivitis (pink eye), influenza, or head lice.

All families will be notified of an outbreak or exposure to an infectious or communicable disease through communication that is posted in the lobby or sent home.

Children should be kept home if not feeling well or experiencing symptoms as outlined by the Nurses office. This includes fevers of 100 degrees or higher and vomiting/diarrhea within the previous 24 hours.

EMERGENCY PROCEDURES

Fire Drills

St. Joseph's Preschool recognizes the importance of safety drills and complies with state and local regulations. The preschool is wired with a sprinkler and smoke/heat detection systems. All rooms in the building post emergency exit and procedure information. Teachers and students participate in periodic fire drills with age relevant preparation for the evacuation prior to the drill.

Tornado Drills

St. Joseph's Preschool participates in the state's annual tornado drills. Teachers and students report to designated areas located in the school building and practice proper safety procedures.

Crisis Drills

Working closely with the West St. Paul Police Department and St. Joseph's School, the Preschool provides appropriate crisis training for staff and students.

MEDICAL EMERGENCIES

Medical Emergencies Policy

In the event of a medical emergency, paramedics and/or other appropriate emergency response services will be summoned. Student's parents or guardians will be immediately notified. School administration and health office staff will be consulted in cases of medical emergencies.

*Medical Emergencies Policy, E #32, (Fall, 2012)
Revised: Summer, 2012*

CHILD ABUSE/NEGLECT REPORTING

Minnesota State Law mandates reporting of suspected child abuse or neglect. Teachers, staff and administration of St. Joseph's Preschool and St. Joseph's School are mandatory reporters if they have knowledge of, or reasonable cause to believe that a student is a victim of abuse.

All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at (651) 297-4123. Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county services agency (Dakota County: (952) 891-7459) or local law enforcement agencies.

Due to the health and safety of the children, an internal or external report of alleged or suspected maltreatment by a staff person will immediately trigger proper notification to authorities; plus, an internal review to evaluate whether related policies and procedures were followed; the policies and procedures were adequate; there is need for additional staff training; if the reported event is similar to past events, and if there is a need for corrective action by the preschool to protect the health and safety of children. The internal review will be documented and provided to the state commissioner upon request. Based on the results of the internal review, the preschool will develop, document and implement a correction action plan. The Director is the primary person who will ensure the internal review and corrective action plan are completed. If the Director is suspected of involvement, the School Principal will be responsible for the internal review and corrective action plan.

CHILDREN WITH SPECIAL NEEDS

St. Joseph's Preschool strives to meet the needs of all children. Parents are strongly encouraged to discuss any language barrier or special physical, medical, emotional, or learning needs with the Preschool Director prior to registration.

Every attempt will be made to support a child with special needs. In the best interest of the child as well as the effective management of the overall preschool program, several criteria will determine if a child can be appropriately served at St. Joseph's Preschool, including the needs of the class as a whole; and the availability of appropriate staff to effectively meet the child's special needs. If the student's needs exceed the capacity of the preschool staff, parents will be notified so that alternate arrangements can be made.

FAMILY COMMUNITY RESOURCES

The preschool staff will work with all families to provide a resource listing for Early Childhood Screening, Early Intervention services, family support services and local service providers upon request. St. Joseph's Preschool works closely with ISD 197 and St. Joseph's School and other resources.

PETS

Recognizing the special needs of students and faculty/staff who suffer from asthma, allergies and related respiratory conditions, St. Joseph's School and Preschool restricts the presence of fur or feather-bearing animals in classrooms. Because we recognize that animals can enhance many science and discovery themes, presentations made by groups such as Dodge Nature Center, Minnesota or Como Zoo etc. are exempt from this policy with Director approval.

A classroom pet can be appropriate for preschool classrooms. Any classroom pet must be a non-fur and non-feather bearing animal and be approved by the Director.

TOBACCO-FREE ENVIRONMENT

St. Joseph's School, Preschool, Church and Parish Center, in compliance with the 1975 Minnesota Clean Indoor Air Act, are designated as tobacco-free buildings.

Head Lice

Students may not return to school until there are no nits or live lice.

COMMUNICATION AND PARENT INFORMATION

COMMUNICATION

Communication between home and school is critical to the success of your child's preschool program. While we have formal communication systems in place, please know that you are encouraged to contact either teachers or the Director with questions or comments at any time. A contact list is included at the back of this manual.

**If parents require a translator, please see the Director to make appropriate arrangements.*

Newsletters: A monthly newsletter from the teacher will highlight programming, calendars, reminders and other news.

Website: Many forms and newsletters will be posted on the preschool website. In addition, photos from your child's class will give you a window into the day of your preschooler. Please check the website often.

Info Boards: Parent Information Boards are located in the lobby and will post information, reminders and sign up sheets. Please check these boards often.

School Bags: Teachers will send home projects and notes through the school bags. Please check backpacks each day after preschool.

Email: When necessary and appropriate, teachers and the Director are encouraged to use email as an efficient and immediate way to communicate. Please let the teacher know if your email is not checked daily.

School Directory: As a service to our school and preschool families, a full school directory is distributed each fall to all St. Joseph's School and Preschool families. Families will have the opportunity to approve the inclusion of their family information in this publication prior to distribution.

Class List: A classroom list of students and family contact information will be distributed at the beginning of each school year.

CONFERENCES

Preschool Conferences are held in the Fall and Spring and will be noted on the Preschool calendar. In addition, the Orientation Visit before preschool begins is a small group session that serves as an introduction to the preschool.

Fall conferences are primarily goal setting meetings designed to establish a partnership between home and school. Some preliminary assessments will have occurred prior to this conference. Parents will receive a written assessment of the child's intellectual, physical, social and emotional

development as part of the conference. Spring conferences will focus on formal and informal assessments of each child's progress. Depending upon the program, students will be assessed for cognitive, social/emotional, language and motor development prior to these conferences.

In addition, an informal Telephone Conference will be offered mid-winter. The teacher contacts the family and provides an update on student progress as well as current classroom activity and goals.

A copy of the Progress Report will be provided to parents at the Fall and Spring Conferences.

Either parents or teachers can request additional conferences as the need arises. Because instructional time belongs to the children, please do not conference with the teacher without an appointment.

NONCUSTODIAL PARENTAL RIGHTS

St. Joseph's Preschool believes parents are the primary educators of their child/children and need to be informed and involved in their education. St. Joseph's Preschool will make available, upon request, general student information on a regular basis to noncustodial parents.

Noncustodial Parental Rights Policy

In the absence of a court order to the contrary, St. Joseph's Preschool will provide the noncustodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with official copies of all court orders regarding custody issues.

Also, upon request, noncustodial parents will be informed by school officials about the child(ren)'s progress and status and may attend parent/teacher conferences. Separate conferences for noncustodial parents require Director's approval.

Noncustodial Parental Rights Policy, E #33, (Summer, 2012)

GRIEVANCE PROCEDURES

A timely and open line of communication is highly valued at St. Joseph's Preschool. In addition, grievances must be addressed respectfully and effectively.

Grievance Procedures Policy

Parents and/or guardians use the following procedure for bringing grievances forward for discussion/resolution:

1. If there is an issue or concern related to a classroom situation, address it first with your child's teacher. An appointment should be set up that does not interfere with the care and

- supervision of children. If this does not satisfactorily resolve the issue, please contact the Director.
2. If the issue or concern is related to policy or administration, address the issue or concern with the Director. If this does not satisfactorily resolve the issue, please contact the School Principal.
 3. The Principal will be involved in grievance resolution at the Director's discretion.

*Grievance Procedures Policy, E # 34 (Fall, 2008)
Revised: Summer, 2012*

GOVERNANCE

Administrative Structure

The Code of Canon Law states that the Pastor is the shepherd of the parish and carries out the duties of teaching, governing and sanctifying. Therefore, the Pastor is the Chief Administrator of the parish and school and represents the parish in all juridic matters.

The Principal works in tandem with the Pastor and is his designee in the leadership and management of the school and its programs. The Principal is the Executive Officer of the School Board and Chief Financial Officer of the school. The Principal has final authority and responsibility for all Preschool and School programs and personnel.

The Preschool Director reports to the Principal. The Director is responsible for the leadership and management of the Preschool and its programs.

School Board

The School Board acts in an advisory capacity to the Pastor and the Principal in matters involving policy, budget, tuition, goals and long-range planning for the School and Preschool. Monthly School Board meetings are open to parents and parishioners.

VOLUNTEERS AND VISITORS

VOLUNTEERS

Parent volunteers enrich the preschool experience. We welcome parents to share their time and talents, hobbies and careers in the classroom. Please talk to your teacher if you have an idea to incorporate into the curriculum planning. In addition, parents may volunteer to support special classroom programs, activities or field trips.

In order to be eligible to volunteer in any capacity in the Preschool or School program, the Archdiocese of St. Paul and Minneapolis requires all volunteers to submit a background check (at the school's expense), sign a Code of Conduct, and be trained through the Archdiocesan Virtus program. Information will be provided in the registration packets.

VISITORS

Parents of enrolled students are always welcome to visit during class. If you are coming to the Preschool after normal drop off times, please check in with the School Office, as the Preschool doors will be locked during the program hours.

Families will be notified in advance of special opportunities for parents or other special visitors to join our classroom for birthdays and other celebrations, as well as volunteer opportunities.

All visitors will wear a nametag prior to entering the classrooms.

See Visitor Policy E #26 under Daily Procedures.

PUBLIC RELATIONS/PHOTOGRAPHY

St. Joseph's Preschool will contact the preschool child's parent(s) to obtain written permission before any child would participate in a public relations or research activity.

All families will be given a Photography/Video Release Form (included on the Permission Slip form) that gives permission for the child's image to be used on the website, presentations, displays and in printed publications. The child's name is never used. Only those children with a signed release form will have their picture used.

LICENSING

St. Joseph's Preschool is licensed by the State of Minnesota. If there are questions or concerns about St. Joseph's Preschool and their licensing status, contact the **Department of Human Services, Division of Licensing at (651) 296-3971.**

St. Joseph's Preschool is licensed to provide a half day preschool program and half day extended day program designed for children ages 3, 4, and 5. Classroom capacity, as determined by licensing, is 20 students with a student/staff ration of 10:1. When two preschool classrooms are in operation, the total student capacity would be 40.

NATIONAL ACCREDITATION

St. Joseph's Preschool is a fully accredited preschool by the National Association for the Education of Young Children (NAEYC). This accreditation ensures that our preschool is a high quality program providing a safe and nurturing environment while promotion the development of young children. Standards set for NAEYC-Accredited program are based on the latest research on the education and development of young children.

CONTACT US

Preschool Director

Carolyn Pilney
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Teacher

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Teacher

Peg Dierberger
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Teacher Assistant

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Teacher Assistant
Lunch Bunch Supervisor

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Teacher Assistant

Kathy Harrington
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Teacher Assistant

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Lunch Bunch Teacher

Emily Gainor
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St. Joseph's School Principal

Greg Wesely
651-457-8550
grwesely@stjosephwsp.org

Church of St. Joseph Pastor

Fr. Michael Creagan
651-457-2781
frcreagan@churchofstjoseph.org

**The Parent Handbook is on the schools website please
take the time to read it, sign this sheet and
return it prior to the first day of class**

**St. Joseph's Preschool
Parent Handbook
2017-2018**

We have read the Preschool Parent Handbook and understand the policies and procedures at St. Joseph's Preschool.

Mother's Name (print) _____

Signature _____

Date _____

Father's Name (print) _____

Signature _____

Date _____