

August 2017

Welcome! As Fall approaches and the temperatures start to cool, another school year begins at St. Catherine's Preschool. It is such an exciting time of making new friends and experiencing new things. Our preschool offers a loving and nurturing environment for your child. Our goal is to prepare your child for a smooth transition to Kindergarten and the world beyond.

Our curriculum is designed to enhance self-esteem, independence and individuality while learning to cope with separation from parents and learning to share and care for others. Our curriculum includes, but is not limited to, free play, stories, art projects, finger plays, snack, outdoor play, manipulatives and dramatic play, music, language skills, math, in house field trips and much more. Our school strives to maintain a curriculum where children may grow and flourish physically, emotionally, mentally, socially and spiritually. Laughter, love, play and fun are at the heart of St. Catherine's Preschool and make this a happy place that allows a child to be a child.

Our qualified and caring staff is ready to teach your little ones how to learn while having fun. It is such a delight to watch your child grow and develop as the school year progresses. Lynne Gates the preschool office manager is ready to help you at the front desk as you enter the school and my office door is always open. Thank you for sharing your child with us. I know it is going to be a wonderful year!

Karolyn Olliffe  
Director

## **ST. CATHERINE'S PRESCHOOL**

### **PURPOSE**

St. Catherine's Preschool is a preschool/child care program, serving children one year to four years of age. Children enjoy a planned learning program under the guidance of a qualified staff in a loving, safe, and healthy environment.

St. Catherine's Preschool, a mission of St. Catherine's Episcopal Church, reaches out to our community and offers quality preschool/child development. We are a daily visible sign of St. Catherine's involvement in the community. Our purpose is to offer a qualified and dedicated staff to nurture children in a loving Christian environment.

The preschool Board of Directors operates St. Catherine's Preschool and is accountable to the Vestry of this church. All children are welcome, within the age guidelines, regardless of race, national origin, or religious preference.

### **BOARD MEMBERS**

The Rev. Sarah K. Fisher, Rector  
Mrs. Karolyn Olliffe, Director  
Mrs. Rosemary Wolfe, Parish Administrator & Bookkeeper  
Mrs. Diane Sanders, Vestry Member  
Mrs. Stephanie Yucius, Vestry Member  
Mrs. Sue Culberson, Chairperson  
Mrs. Jacquie Rice, Lay Person  
Mrs. Kelly Calvo, Lay Person  
Mrs. Pam Kulpa, Clerk  
Mrs. Ferne White, Teacher's Representative

### **MAILING ADDRESS AND PHONE NUMBER**

St. Catherine's Preschool  
571 Holt Road  
Marietta, Georgia 30068  
770-971-2839  
678-324-3710 FAX Number  
Email: stcatspreschool@stcatherines.org

[www.stcatherines.org/preschool](http://www.stcatherines.org/preschool)

Visit our **St. Catherine's Preschool** Facebook Page

## **ST. CATHERINE'S PRESCHOOL CALENDAR**

**2017 - 2018**

Open House	August 14
School Begins	August 15
Labor Day	September 4 (No School)
Fall Break	September 25 - 29 (No School)
Election Day	November 7 (No School)
Thanksgiving Holidays	November 20 - 24 (No School)
Winter Holidays	December 21 - January 3 (No School)
Martin Luther King, Jr. Holiday	January 15 (No School)
Winter Break	February 19 - 23 (No School)
Good Friday	March 30 (No School)
Spring Holidays	April 2-6 (No School)
Last Day of School	May 18 (Graduation)

**We do not observe Cobb County early release days.  
Our day will still end at the normal time.**

**Remember - We will close if Cobb County Schools are closed due to inclement weather! The inclement weather plan follows. Please check our Facebook page and website if inclement weather occurs. Any missed days will not be made up and there is no tuition reimbursement.**

## **ST. CAT'S INCLEMENT WEATHER PLAN**

As stated in our Parent Handbook, we follow the Cobb County School System for all closings.

In the event winter weather is forecast in our area and Cobb County Schools are closed for the day(s) **ST. CAT'S WILL BE CLOSED FOR THE DAY(S) ALSO.**

If Cobb County Schools **CLOSE** 1 to 2 hours early **ST. CAT'S WILL CLOSE AT OUR REGULAR TIME OF 1:00pm**

If Cobb County Schools **OPEN** 1 to 2 hours late **ST. CAT'S WILL OPEN AT OUR REGULAR TIME OF 9:30am**

If winter weather is forecast please check local TV and radio stations for school closing information **BEFORE** coming to preschool. If you see / hear **COBB COUNTY SCHOOLS** are closed you will know **ST. CAT'S IS CLOSED ALSO.**

**Please check:**

<http://www.cobbk12.org>

**As well as your local TV and Radio stations for reports on Cobb County School closings.**

Situation permitting, we will update the St. Cat's Facebook page with any relevant information. It is not possible for us to personally contact each family.



## SECURITY

Our first priority is the well being of every child enrolled at St. Catherine's. Please keep your registration papers; call lists, carpool lists, etc. up to date. We cannot release your child to anyone unless you have given us permission in writing to do so. We will ask for a photo id before the child will be released to them.

St. Catherine's performs drills for tornadoes, fire and emergency lockdown. We keep all entry doors locked after school starts and require staff to wear ID.

## HOURS

Our program hours are 9:30 AM - 1:00 PM. The classrooms will open at 9:30 AM. We cannot accept your child earlier than 9:30 AM. Our teachers need this time to prepare for their day. Our drop off / morning carpool is from 9:30 - 9:45 am. Coming in later than 9:45 is disruptive to the class. In addition, the child will miss free time and not be ready to settle into the day's routine.

All children will be ready for pick up at 1:00 PM. and they must be picked up no later than 1:15 PM. Please be respectful of our teaching staff and pick up your child by 1:15. You may call to add your 3 or 4 year old to after care, Tuesday -Friday by 12:55 and an \$8 fee will be added to your monthly statement.

## TEACHER-PARENT COMMUNICATION

At St. Catherine's Preschool we strive to keep an open line of communication with parents. You may always reach your teacher via email and the Director's door is always open. We send home notes, newsletters, calendars, emails, and updates on Facebook . The fours have parent conferences and we are always willing to schedule a meeting at your request.

Please remember that due to laws of confidentiality we cannot discuss any other child's behavior except your own with you. This means we cannot give you behavior details in front of other parents and we do not want to discuss behavior issues in front of the child. You cannot ask for a detail of your child's day at pick up or in carpool line. If there was a problem you should be aware of you will get a note in your child's bag and a time will be set up to speak to your teacher in private. In addition, we do not want to affect a child's self esteem by discussing issues in front of them.

## TUITION

Tuition is due on the first of each month. If your situation necessitates a change, please make arrangements with the bookkeeper, Rose Wolfe. Checks should be made payable to St. Catherine's Preschool and placed in the marked bin at the front office. When paying in cash, please request a receipt. You can mail your check to the address in the front of this handbook. The program is operated on tuition; absences cannot be deducted from the monthly tuition amount. There will be a charge for returned checks. You can pay online and have your check mailed to the office.

Tuition fees are per child per month. If you desire a written receipt, please request it at the time of payment. To obtain a detailed receipt for tax/insurance purposes each month please let us know in September. You may place tuition in your 4 year old's folder due to carpooling.

## MONTHLY TUITION FEES

<u>Days per Week</u>	<u>Tuition Amount</u>
2	\$2,100.00 (10 equal payments of \$210.00)
3	\$2,500.00 (10 equal payments of \$250.00)
4	\$2,850.00 (10 equal payments of \$285.00)
5	\$3,150.00 (10 equal payments of \$315.00)

## EMERGENCY CONTACT LIST

Please sign the Emergency Contact form located at the front desk or give your teacher instructions if you know that you are not going to be able to be reached at your regular phone numbers. (Example: older child's school, doctor/dentist, exercise class, etc.). We must be able to contact you if your child gets sick or injured. You only need to fill out this form if you will not be at the telephone numbers listed on your permanent paperwork.

## NEWSLETTER

We publish a monthly newsletter called the St. Cat's Chat. We include in the newsletter articles from each of the age groups about their upcoming month. The newsletter will keep you up to date on current events, holidays and programs. We will send this and any other notes home in your child's bag so be sure to check it daily. You will also receive a monthly calendar that has many important dates .

## CLOTHING

All clothes should be suitable for play and easy for the child to manage. We do not recommend belts. Elastic waists can be handled easily by the child. Those children still in diapers should wear "diaper friendly" clothes that make it easy for them to be changed. No boots please! Please bring an extra set of clothing each day, including socks for all aged children - even four year olds can have accidents. Some teachers have a place to leave the clothes so you don't have to transport them each day. Children not toilet trained should have extra disposable diapers or training pants. Please include these items in your child's bag. Hats and mittens are suggested for winter months. Every child should be dressed suitable for outside play. We go out every day that the weather permits. Remember our playgrounds are sand and mulch and sandals or flip-flops can cause accidents. Please wear closed toe athletic shoes to prevent any injuries. No children's umbrellas are permitted in the school. If they wear rain boots to school please provide an alternate pair of shoes for the day.

## LABELS

All items - coats, bags, bottles, cups, lunch boxes, and anything else sent to school should all be marked clearly with your child's name. This is very important as many young children may not recognize their own belongings. We have a lost and found box at the front desk. Please check it periodically for items that have been misplaced.

## SNACK - LUNCH

Your child's classroom will have a snack mom that will coordinate healthy snacks on a weekly basis. Your teacher will have a sign up list and help coordinate small healthy easy kid friendly snacks.

Please pack a lunch for your child each day. Be sure all food is ready-to-eat. Due to time constraints, our teachers cannot peel, slice or heat up each child's food. A flip-top thermos is recommended or juice box for the children. The one year olds drink will be transferred into their spill proof cup. Please do not send soft drinks, gum or candy to school. Please be sure we are aware of any allergies for your child. We will send a note home if your child has a severely allergic child in their class and cannot include any foods his/her lunch. St. Catherine's is a peanut free zone.

## **REGISTRATION**

Registration will begin in February for the following Fall. It will continue until all spots are filled. The Registration fee is **non-refundable**. The fee is \$100.00 per child, however, not more than \$150.00 per family. Currently enrolled students will receive a registration packet home in their child's bag. Please request a sibling packet from the front desk if needed. Currently enrolled students get first priority in registering.

## **HEALTH**

A certificate of immunization from your child's doctor or the County Health Department is required. All certificates must be on file at the school on or before the beginning of school.

Children with a fever, runny nose, cold, sore throat or with other contagious diseases will not be allowed to stay at school. A child must be fever and vomit free for 24 hours, without medication, before they return to school. Children who are not up to par have a very difficult time with a full school day. In addition, they may pass their illness on to other children and staff. Repeated abuse of this policy will result in a child being removed from the program. Anytime your child has a problem with a contagious illness you will need a doctor's release to re-enter class. Please make sure your emergency contact list is up to date. We must have contacts that are available to pick up your child if they become sick. (See sign in section for more details)

Please notify the teacher if your child has any allergies and/or is on medication. Please see the office for written authorization and instructions for medications needed during school hours.

When a child comes to school they should be ready to participate in all activities, as we cannot leave a child unattended. We have outside play each day that weather permits. On hot, sunny days please apply sunscreen to your child before bringing them to school.

## **LEARNING/SPECIAL ISSUES**

St. Catherine's program is a structured day with a wonderful teacher/student ratio. We are not a special needs preschool and our teachers are not trained to accommodate children that cannot fully participate in our day. After the "normal" adjustment period a child is expected to be able to follow our classroom rules and school policies without causing disruption to the teaching process. This is especially true for the Pre-K year as we are preparing children for Kindergarten. If the teacher feels there is an issue with your child that needs to be addressed and corrected, we will schedule a meeting with you including the Director. We will make an action plan, ask for a Cobb County referral and evaluation if we feel it is necessary and/or a pediatrician opinion. Early intervention is key with children and our goal here at St. Catherine's is to get your child the help they need to be successful and confident. St. Catherine's will make every effort to help a child and parent resolve behavior/learning



issues. If we feel the situation cannot be resolved after these efforts, the child will be asked to leave the program.

## **BEHAVIOR ISSUES**

Classroom rules and consequences are explained and demonstrated to each child on an age appropriate level. Methods such as time out, red light and sometimes a more serious time out to the front office are used. Commenting on good behavior exhibited by a child rather than unacceptable behavior can also get positive results. St. Catherine's prides itself on the manners and behavior we try to instill in your child. If a child cannot participate in the classroom by following the rules on a consistent basis we will call the parent to come and pick them up early. In addition, a meeting with the Director and a behavioral action plan will be developed to correct the behavior. Classroom rules and order must be maintained, not only for safety, but also to provide the desired education for your child. We absolutely base our rules and expectations on an age appropriate level. Several things we strive for is for a child to be able to keep their hands to themselves, sit calmly in circle time, follow the teacher's directions, perform classroom duties and not disrupt the learning process. We expect parents to be fully cooperative by picking your child up early if necessary and helping implement a behavioral action plan. If a child cannot adapt to the rules and participate in our program after adequate effort is made, they will be asked to leave the program.

## **WITHDRAWAL FROM THE PROGRAM**

A 30 day notice in writing must be given to the Director when a student leaves our program. You are obligated for tuition only for that 30 days.

## **HOLIDAYS - BIRTHDAYS**

Activities are planned for each main holiday. We encourage parent participation and assistance with special day events. There will be a sign up sheet for the major holiday parties for your child's age group. We do not allow balloons in the school. Ask your child's teacher for assistance in planning as well as suggestions for party activities.

If you would like to acknowledge your child's birthdays during the school day, we allow you to send in a special snack for their class. We prefer donut holes and cookie cakes over cupcakes and regular birthday cakes. This will be served at regular snack time so you may drop it off in the morning. We also sing Happy Birthday during music time. Birthday "parties" are not allowed during the regular school day.

## **PLEASE DO NOT ALLOW YOUR CHILD TO BRING:**

- Toys from home
- Stuffed Animals
- Chewing gum, candy or soft drinks

## PARKING

PLEASE **DO NOT** PARK NEXT TO THE CURB OR NEAR THE FRONT ENTRANCE AT ANY TIME, RAIN OR SHINE. THIS CREATES A TRAFFIC HAZARD. PLEASE PARK IN A MARKED PARKING SPACE ONLY. **End all cell phone calls before entering our parking lot so your full attention is on the safety of our children. Drive slowly and cautiously!**

## CARPOOL INSTRUCTIONS

Carpool begins the first day of school for three and four year olds. You will drive around behind the school for carpool. You will drop off your child, and U-turn to exit the same way you entered. Once you get back to the main parking lot, please turn right and then move toward the exit.

Morning drop off is 9:30 to 9:45. Afternoon carpool is 1:00 to 1:15. Please see our Media Specialist, Pam Kulpa, if you are carpooling with another parent so she can assign one number.

Please:

- Please display your carpool number on your rear view mirror so it is clearly visible.
- Stay in your car. For safety reasons, we will unload and load your child for you.
- Teach your child to buckle and unbuckle his/her car seat. **If they cannot do so, please pull into the main parking lot and buckle your child.** We cannot buckle car seats due to safety issues.
- If you are dropping off and picking up a car seat, please come inside. We cannot take or install them during carpool.

**CARPOOL IS A NO CELL PHONE ZONE.**



## TOTE BAGS

Tote bags are provided to all age groups. If you need another one you can purchase it for \$10. If it is easier for younger age groups to use a backpack, that is acceptable. 3's and 4's need to use the St. Catherine's tote bag.

## **ABOUT OUR RULES**

Because our main concern and responsibility is your child's welfare and safety, we ask you to understand that our rules must be strictly enforced. Should you have a question or concern about the preschool rules, please feel free to contact the Director at any time.