



Saint Dominic Preschool Program
Family Handbook
2021-2022 School Year



Welcome:

Dear Family,

St. Dominic Child Care Center offers a Pre-Kindergarten program to families registered in St. Dominic Parish and to non-parishioners, space permitting. The SDCCC Pre- Kindergarten is licensed by the state and teaches a curriculum that is in compliance with the directives of the Archdiocese of Louisville Office of Lifelong Formation & Education (OLFE). The program builds academic and social skills necessary for entering kindergarten. The administration and staff are dedicated to providing a quality program in a Christian atmosphere that supports the philosophy, formation and education mission of St. Dominic School and Parish.

Thank you for choosing St. Dominic Pre-K Program. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Crystal Graves

Director

cgraves@stdominicelementary.org

859-336-7165

Saint Dominic Preschool Program

About Us

Philosophy

Our program is all about offering your child a great start to their education. Through early childhood programs such as this one we have created a warm, safe, and friendly atmosphere for students to grow physically, cognitively, socially and emotionally. We work at your child's level and develop goals for them individually. We make school fun and exciting by making learning experiences our top priority while keeping God at the center of our hearts and minds.

Mission

To provide an educational program which promotes academic excellence while emphasizing the teaching of catholic faith in a safe, nurturing environment, so that our students may become whole persons for the glory of God.

Certification

State Licensed Pre-K Center

Archdiocesan Qualified

ALL STARS Rated

Definition of Family

In this handbook we refer to family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best interest and responsibility of the child in our care.

Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit classrooms participate in events, and provide feedback on the program.

Hours of Operation

Pre-school services are provided from 7:30am to 5:30pm Monday-Friday. Pre-school day ends at 2:45 and Afterschool program begins and lasts until 5:30. School begins at 7:55 each day, but students may arrive as early as 7:30.

Holidays

We are closed for certain holidays: Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, and Presidents Day. We will also be closed a week in October for fall break and a week in April for spring break

Admission & Enrollment

All admission and enrollment forms must be completed and enrollment fee and tuition arrangements must be made prior to your child's first day of attendance.

A non-refundable enrollment fee of 100.00 is due at time of enrollment.

Based on the availability and openings, our facility accepts children from 3-5 years of age. Students are contracted for 4-5 days a week. A part-time spot will only be allotted if there is space available. Full-time spots must be filled first, anything over 2 days a week is considered full time. Students will be charged for days even if they do not attend due to illness, vacation, etc.

The following guidelines will be used for enrollment:

- 1. Parish Members**
- 2. Those whom have siblings already enrolled in school**
- 3. Other**

Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Inclusion

Saint Dominic Childcare Center believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Confidentiality

Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Staff Qualifications

Our teachers are hired in compliance with the state requirements and qualifications as a base minimum. Staff participate in orientation and ongoing training in the areas of child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, professionalism.

Child to Staff Ratios

Children are supervised at all times. All teachers receive scheduled breaks which reduce fatigue and help to ensure alertness.

We maintain the following standards for child to staff ratios:

Age	Child to Staff	Maximum Group Size
3-4 year olds	1 to 12	24
4-5 year olds	1 to 14	28

Communication & Family Partnership

Newsletters: Weekly newsletters provide center news, events, announcements, etc. These will be sent from your child's teacher via email as well as placed in daily folders.

Email: We encourage you to provide an email address that you check regularly so that we may send you announcements, event invitations, newsletters, and general updates.

Family Visits: Family participation is encouraged. Visit our classrooms, volunteer, come along on a field trip, or eat lunch with your child. Signing in at the office is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on the premises and sign out upon leaving.

Conferences: Parent-Teacher conferences are offered twice a year. These are optional for preschool and will only be set up if requested by the parents or if your child's teacher feels a need for one. During these conferences, we will discuss your child's strengths, weaknesses and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns you may have.

Publicity: Occasionally photos will be taken of the children for use within the classroom or on the school website. Written permission will be obtained prior to use of photographs.

Curriculum & Learning

Learning Environment:

We provide a rich learning environment with curriculum that is developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision making, problem solving, responsibility, independence, and reasoning.

Curriculum & Assessment:

Saint Dominic Preschool program uses the Creative Curriculum as well as assessment as part of this curriculum, we gather information about each child's developmental abilities and evaluate progress so we can modify and adjust what we are doing in our classroom to deliver the best individualized instruction for each child. This evaluation is communicated to families periodically during the school year using various formal and informal tools, forms, and resources.

For more information about your child's day, please see copies of daily schedules and lesson plans posted in each classroom.

Developmental Screening:

We use the Brigance 3 screening. To coincide with curriculum-based assessments, we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings, evaluations, and early intervention and treatment. Developmental screening is conducted with written consent from the child's parents/guardians. Screening will be done within 90 days of enrollment and referral within 30 days if needed.

Field Trips

From time to time, there will be supervised field trips, we encourage you to join your child on the trip. Permission slips for each trip must be signed by the child's family. We will be using Washington County School District buses for these outings. For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip flops are not appropriate for walking and make it difficult for your child to run and play.

Transitions

Your child's transition into preschool should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center:

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition to Kindergarten:

Transition activities such as the Kindergarten preparedness packet as well as Kindergarten orientation will be given to parents closer to the end of the Pre-K year. We will provide you with information on what to expect in Kindergarten, and ideas on how to talk to your child about going to Kindergarten.

Electronics

IPADS/Tablets are offered in centers 1-2 days a week. Students may choose to play educational games, or watch educational videos. Students are limited to 15 minutes per day on a device. Occasionally we will show a movie for special occasions, movies will be rated G. All electronic media will be screened prior to use and will consist of non-violent and high quality educational material.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Rest Time

All students participate in a quiet rest time. Children are not required to sleep and may be given quiet activities. State requires scheduled down time for Pre-K age students.

Toilet Training

All children must be toilet trained and able to take care of their needs in the restroom before entering preschool. We understand that an occasional accident may happen and we will assist your child if this happens.

Discipline

St. Dominic is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy:

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for his/her actions. All Pre-K staff will be responsible for disciplining children using methods of anticipation, distraction, negotiation and time-out. The staff will follow some basic rules when approaching a discipline problem: react quickly to the action involved, use positive reinforcement, respect the child as an individual, be consistent with procedures and set a good example. The Preschool teacher will record behavior problems, if the child consistently displays inappropriate behavior, the teacher shall inform the parent and request a conference.

Challenging Behavior:

Children are guided to treat each other and adults with self-control and kindness. Each student at St. Dominic has a right to:

- **Learn in a safe and friendly environment**
- **Be treated with respect**
- **Receive the help and support of caring adults**

When a child becomes verbally or physically aggressive, we intervene immediately to protect all of our children. Our usual approach to helping children with challenging behavior is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the director of the center.

If a child's behavior is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to themselves or others
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel

Tuition and Fees

Payment:

Pre-School Tuition: (Fees are subject to change notice will be given by June)

M-TH \$3500 + \$100.00 registration fee

M-TH + Friday Childcare: \$3700.00 + \$100.00 registration fee

Tuition can be paid on a bi-weekly or monthly basis through electronic bank draft. The automatic withdrawal authorization agreement must be completed and returned along with the registration packet and immunization certificate by July 12, 2021 in order for your child to begin preschool in August.

A non-refundable registration fee of \$100.00 is due annually at the time of enrollment. This fee will not be pro-rated.

Late Payment Charges:

Late payments can pose serious problems for our program, therefore we have to put procedures in place to reduce their impact.

If payment is not received on the day it is due, a late fee of 20.00 will be added for each month it remains unpaid. Unless other arrangements have been made in advance with the director.

Returned Checks/Rejected Transaction Charges:

All returned checks or rejected ACH will be charged a fee of \$35.00. This charge may be collected electronically. Two or more returned checks or ACH will result in your account being placed on a cash only status.

Late Pick up Fees:

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$1 per minute will be assessed beginning at 5:35pm.

Special Activity Fees:

From time to time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Attendance

Absence:

If your child is going to be absent or arrive after 7:55am, please call us at 859-336-7165 or text the director at 859-481-4860. We will be concerned about your child if we do not hear from you.

Closing Due to Extreme Weather:

Should severe weather or other conditions (snow, storms, floods, tornadoes, earthquakes, blizzards, loss of power, and loss of water) prevent us from opening on time or at all, notification to the families will be announced on Facebook, our local TV/Radio stations, as well as a one call/text and email will be sent out.

If it becomes necessary to close early, we will contact you or your child's emergency contact as soon as possible. Your child's early pick-up is your responsibility to arrange.

Drop-off and Pick-up

General Procedure:

We open at 7:30AM. Please do not drop your child off prior to the opening. Parents are expected to accompany their children and sign them in.

We close at 5:30PM. Please allow enough time to arrive, sign your child out, and leave by closing time.

More information will be given at the Preschool Parent Meeting regarding where to drop off/pick-up and park.

Authorized Pick-up:

Your child will only be released to you or those persons you have listed as Emergency and Release contacts. If you want a person who is not listed to pick up your child you must notify us in advance by phone or in writing. Your child will not be released without prior authorization. If the person picking your child up has never done so before they will be required to show a picture ID as verification. Please notify your pick up person of our policy.

Right to Refuse Child Release:

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency contact pick up the child or we may call local authorities to prevent potential harm to your child. Reoccurring situations may result in release of your child from the program.

Personal Belongings

What to Bring:

Your child will need a crib sheet, travel size pillow, and small blanket. He/she will also need a regular size backpack. A list of other supplies will be mailed to you from your child's teacher around the first of July. Please label all items brought from home with your child's name (i.e. clothes, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as needed basis for laundering and return to the center.

Cubbies:

Upon enrollment each child will be assigned a cubby. Cubbies are labeled with your child's name. Please check your child's cubby on a daily basis for items that need to be taken home.

Lost & Found:

You can look for lost items and bring found items to the lost and found box located in the cafeteria. Please note that we are not responsible for lost property.

Toys from Home:

We request that you Do Not allow your child to bring toys from home into the center unless they are part of a show and tell activity.

Nutrition

Foods brought from home is permitted under the following conditions:

- **Perishable food to be shared with other children must be store bought and in its original package.**
- **Baked goods may be made with freshly purchased ingredients. A list of ingredients is required, and there must be enough food for all children.**
- **If your child brings a lunch from home it must contain the following:**
- **According to State Requirements: (922:KAR 2:120 Section 9)**
 - (a) Milk;
 - (b) Protein;
 - (c) Bread; and
 - (d) 1. Two (2) vegetables; 2. Two (2) fruits; or 3. One (1) fruit and one (1) vegetable.
- **If any components are missing we will substitute from our cafeteria**

Snacks:

A snack calendar will be sent home at the beginning of each month. Your child will be responsible for bringing snack in for the class at least once a month. An approved snack list will be sent home for guidance on what is allowed and not allowed.

Health

Immunizations:

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and American Academy of Pediatrics. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention.

All students must have a current immunization record turned in to the director before the first day of attendance.

Physicals: (4 year olds only)

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics. A copy of your child's physical should be received before but must be received no later than thirty days after your child begins the program. Families are responsible for assuring that their child's physicals are kept up to date and that a copy of the results of the child's health assessment is given to the program.

Illness:

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from participating from all activities until you arrive.

- Illness that prevents your child from participating in activities
- Illness that results in greater need for care than we can provide
- Illness that poses a risk of spread of harmful diseases to others
- Fever (100 degrees F or higher under the arm, 101 degrees F or higher in the mouth, 102 degrees F or higher in the ear)
- Diarrhea
- Vomiting
- Mouth Sores
- Rash with or without fever unless a physician has determined it is not a communicable disease
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours
- Impetigo, until 24 hours after treatment
- Strep throat, until 24 hours after treatment
- Head Lice, until treatment and all nits are removed

- **Scabies, until 24 hours after treatment**
- **Chickenpox, until all lesions have dried and crusted**
- **Pertussis (Whooping Cough), until 5 days of antibiotics**
- **Hepatitis A Virus, until one week after immune globulin has been administered**
- **Tuberculosis, until a health professional indicates the child is not infectious**
- **Rubella, until 6 days after the rash appears**
- **Mumps, until 5 days after onset of parotid gland swelling**
- **Measles, until 4 days after onset of rash**
- **Has a physician or other health professionals written order that child be separated from other children**

Children who have been ill may return when:

- **They are free of fever, vomiting and diarrhea for 24 hours**
- **They have been treated with an antibiotic for 24 hours**
- **They are able to participate comfortably in all usual activities**
- **They are free of open, oozing skin conditions unless: The child's physician signs a note stating that the child's condition is not contagious and the involved areas can be covered by a bandage.**

Allergy Prevention:

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care. All staff will be notified of children's allergies as well as the cafeteria staff. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Medications:

All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription Medications: require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and times to be administered for each medication.**
- **Non-prescription medications: require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication**

should not be administered for more than a 3-day period unless a written order by the physician is received.

- **Non-prescription topical ointments, sunscreen and insect repellent require a note signed by the parental guardian, specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.**

Communicable Diseases:

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. Included among the reportable illnesses are the following:

- **Bacterial Meningitis**
- **Botulism**
- **Chicken Pox**
- **Diphtheria**
- **Haemophilus Influenza (invasive)**
- **Measles (including suspect)**
- **Meningococcal Infection (invasive)**
- **Rabies (human only)**
- **Rubella**
- **Tetanus**
- **H₁N₁ Virus**
- **Any cluster, outbreak illness**
- **Tuberculosis**

Safety

Injuries:

Safety is a major concern in childcare and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g. scraped knee). You will be sent a text or email about the injury. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations. In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we try to contact you or an emergency contact.

Biting:

When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the reason for biting.

Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Respectful Behavior:

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from our care.

Dangerous Weapons:

A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

In cases that clearly involve a gun, or any other weapon on our premises, the police will be notified and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Child Custody:

Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse:

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may conduct an investigation. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our center will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Emergencies

Lost or Missing Child:

In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 5 minutes, the family and the police will be notified.

Fire Safety:

Our center is fully equipped with fire alarms.

Our fire evacuation plan is reviewed with the children and staff, once a month we have fire, tornado, earthquake, and lock down drills.

Emergency Transportation:

In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.