

ST. BERNADETTE PRESCHOOL is to enhance the intellectual social development of children, to build a positive self-image based on an awareness of self-worth, and to nurture the spiritual life and religious development of children.

Based on these objectives, the program will provide a full range of activities from those, which systematically reach defined objectives to those, whose purpose is simply creative expression and free interaction with the environment. Child-initiated learning will augment teacher-directed activities.

The following is a guide for parents so that their child's first formal learning experiences will be enriching and pleasant.

Three-year old preschool Staff for 2017-2018:

Sister Carol Arch – Principal
Mrs. Monica Rodrigues - Teacher
Mrs. Bonnie Benacquista - Teacher-aide

Place:

Preschoolers meet in Room 101 Anna's Room of St. Bernadette School. Parents or caregivers are to bring your child to the classroom. On days that "separation" is difficult for your child, it is important that the parent say "good-bye" reassuring the child that you will be back at dismissal.

Eligibility:

Children must be 3 years old by September 1, 2017. Class size is limited to sixteen students. Additional registrations are accepted and children will be admitted to the class when space is available during the year. Admittance will be in the order in which registrations are received.

Transportation:

Parents must provide transportation. The school will not assume responsibility for the transportation or safety of a child traveling to and from school. When bringing children to school, park in the upper lot and take your child to the classroom. At dismissal, drive to the front of the school and line up in the fire lane, next to the curb. Do not leave your car unattended. Please caution children about moving vehicles in the parking area.

Under no circumstances will your child be permitted to leave the school with a driver that you have not designated on the transportation card. Send a note to the teacher if an undesignated person is to pick up your child on a particular day. In case of an emergency, please call the school office to give the name of the substitute driver.

Tuition:

Tuition payments are due monthly. Checks should be made payable to "St. Bernadette" and mailed to the school office. At least half of your child's tuition must be paid by Christmas.

The cost is: \$1250/year - (10 payments of \$125/month)

Every family is assessed a **\$250 Fundraising Fee**, which may be paid by participating in the Script/Gift Certificate Program. If a child is withdrawn from the class prior to the 15th of any month, the tuition for that month will be pro-rated and the succeeding months' paid tuition will be returned in full. There will be no tuition reduction for absence. If a child is registered and accepted, tuition is applicable regardless of patterns of attendance.

Calendar:

Preschool class time is from 9:00 a.m. – 11:30 a.m.

Preschool will be held **Tuesday & Thursday** with the following exceptions:

November 23 – No School – Thanksgiving Holiday

December 21 through January 2 – No School - Christmas Holiday

January 4 – First day back after Christmas

March 29 – Easter vacation

May 31 – Last student day

Specialists:

Parents are invited to share their occupation or a vocation with preschoolers. Social Studies concepts on this level center on community helpers. Police officers, fire fighters, nurses, doctors, office managers, sales clerks, etc. are valuable resources. Individuals with hobbies and special interests can also provide valuable learning experiences.

Parent's Committees:

Volunteers are needed who will plan with the teacher or arrange holiday parties. Parents may send a treat for a child's birthday. This should be pre-arranged with the teacher. Summer month birthdays will be celebrated as close to the date of the child's "half-birthday". To emphasize the familial aspect of a birthday celebration, parents may spend the last half-hour of that particular session with the class. Parents who can offer services in any of the previously mentioned areas are asked to notify the teacher.

School Communication:

Special notices, communications from the office, or general teacher communication will always be sent home in writing. Please be sure to check your child's school folder after each session.

Parent-Teacher Communication:

The teacher will request conferences as needed. A parent may send in a note at any time requesting a conference with the teacher. Parents may also call the school office any Tuesday or Thursday to arrange a parent conference. If a more immediate situation arises, you may call the office and leave a message with the Secretary and the teacher will return the call.

Absences:

A child does not need to present a written excuse upon returning to school after being absent. Following two days of absence, parents are to call the office so that the teacher may be informed of the reason for the absence. Any infectious or communicable disease should be called into the office as soon as it has been diagnosed.

Lateness:

Plan to arrive for the start of class at 9:00 a.m. A child will not be marked tardy, however parents should minimize the stress and anxiety of lateness. Please be considerate of both the children and teachers by making every effort to be on time.

Withdrawal:

Notice of a child's withdrawal must be communicated in writing to the Principal. Withdrawal is effective the date the official notice is received in the school office or an advance date indicated.

Emergency Information:

The emergency form must be completed and returned to school as soon as possible. Please note allergies, since they are particularly relevant to school snacks. Also note any animal allergies. Attach an index card if necessary.

Emergency Closings:

Announcements on television or radio pertaining to **Gateway School District** closings are always applicable to St. Bernadette Preschool. When there is an hour delay due to weather conditions, the session will begin an hour later (10:00) and end one hour later (12:30). If there is a 2-hour delay, the class time will be from 11:00 to 1:30. If school is cancelled, there is no preschool.

Personal Items:

All clothing and individually owned items must be clearly marked with the child's name. When snacks are sent in a paper bag, please mark the child's name on the bag. Each child should bring his/her own book bag. ***(Children should not bring any toys from home unless requested to do so.)***

Snacks:

There will be a mid-class snack during each session. Children may bring a thermos of milk from home or purchase milk from school (35¢ for white or chocolate). Each parent will be asked to provide a snack for the entire class approximately four times during the year. A schedule of snack dates will be provided. Occasionally, snacks will be a product of the children's cooking experience for the day.

Parent Observation:

Parents are invited to observe children while school is in session. Arrangements must be made through the school office at least two days in advance.

Volunteer Clearances:

Diocesan policy requires that anyone volunteering in the school must have their clearances. This includes party helpers. If you do not have any clearances, you need to contact Marlene Kopper, Director of Religious Education for St. Bernadette School. You can call her at 412-373-1797 or email her at mvkopper@stbrnadet.org.