

S T. B E R N A D E T T E P R E S C H O O L 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.

Four-year Preschool Staff for 2017-2018 school year

Sister Carol Arch - Principal
Mrs. Cheryl Kopaczynski - Teacher
Mrs. Bonnie Benacquista - Teacher-Aide

Place:

Preschoolers meet in Room 101 Anna's Room and the annex room next door in St. Bernadette School. Parents or caregivers should arrive at 8:45 a.m. and are to walk the child/ren to the classroom. On days that "separation" is difficult for your child, it is important that the parent say their "good-bye", reassuring the child that you will be back at dismissal.

Eligibility:

Children must be four years old by September 1, 2017. Class size is limited to 25 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. 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. 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 or brought into the school office. At least half of your child's tuition must be paid by Christmas.

\$1450/year (\$145/mo.10 payments) ½ day session
\$2800/year (\$280/mo.10 payments) full day session

Every family who only has a child in preschool 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. If a child is withdrawn after the 15th of any month, there will be a full charge for that month, and 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 9:00 a.m. – 11:30 a.m. (half-day)
9:00 a.m. – 3:00 p.m. (full-day)

Preschool will be held **Monday, Wednesday, and Friday** with the following exceptions:

September 4 – No Class – Labor Day
October 27 – No Class – Teacher In-service
November 1 – No Class – Clerical Day
November 6 – No Class
November 24 & 27 – No Class - Thanksgiving Vacation
December 22 through January 1 – No Class - Christmas Vacation
January 15 – No Class - Martin Luther King Jr. Holiday
January 26 – No Class
February 19 – No Class - President's Day
March 30 through April 2 – No Class - Easter Vacation
May 30 – Last day for students

Preschool 11:30 Early Dismissal Days:

Wednesday, November 22	Wednesday, March 28
Wednesday, December 20	Friday, April 6
Wednesday, February 14	

Specialists:

Parents are invited to share their occupation or avocation with the preschool class. Social Studies concepts on this level center on community helpers. If you have a hobby or special interest that can provide a valuable learning experience, please share it with us. Parental involvement also includes assistance in classroom activities such as cooking, gym, arts and crafts. We encourage you to offer your services once or twice during the year.

Parent Committee:

Volunteers are needed who will plan and arrange holiday parties. Parents may send a treat for a child's birthday. This should be pre-arranged with the teacher. Summer birthdays will be celebrated as half birthdays.

School Communications:

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

Parent-Teacher Communications:

The teacher will request conferences as needed. A parent may send a note requesting a conference with the teacher at any time. Parents may also call the office any Monday, Wednesday, or Friday and leave a message with the school secretary. The teacher will return your call. Progress reports will be issued at mid-year and at the end of the year.

Absences:

A child does not need to present a written excuse upon return 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 absence. An 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 teacher 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 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, the session will begin an hour later and end at regular time. If the delay is for 2 hours, the session will begin at **11:00 – 1:30** for half-day preschoolers or **11:00 – 3:00** for full-day preschoolers. 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. Each child will need a backpack to carry work and school communications home safely. When snacks are sent in a paper bag, please mark the child's name on the bag.

Lunch:

Parents who choose to send their child for the full-day must pack a lunch for your child to eat. White or chocolate milk is available for purchase at 35¢ per 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.