

# St. Bruno Pre-School Handbook 2014-2015



## Welcome to our Pre-School

**Principal**  
**Teacher**  
**Aide**  
**St. Bruno Office**

**St. Bruno Staff**  
**Keith Senior**  
**Lexy Travelstead**  
**Jill Keller**

**357-8276**  
**927-1521**  
**357-8276**

## **OUR PHILOSOPHY**

In conjunction with mission of St. Bruno Catholic School, it is the purpose of our preschool program to provide a loving, caring place where the children enrolled may grow and become more aware of himself/herself and the world.

We encourage the development of a positive self-image through developmentally appropriate activities. A positive self-image encompassing the physical, emotional intellectual, social and spiritual growth is fostered and enhanced as a child creatively expresses him/herself through drama, music, art, and play. We believe children learn through exploring their environment, as well as interacting socially in a group setting. We believe these activities will encourage a love of learning through play. A love of learning insures a successful journey through the world of education.

## **GENERAL INFORMATION**

The preschool operates as service offering parents an on-site program for children 3 and 4 years of age. It operates under the principal of the St. Bruno Parish School but is expected to be financially independent.

## **ADMISSION**

Children must be 3 years of age by September 1 and 4 years of age by September 1 as well as be **potty-trained** for admission to St. Bruno Preschool. Upon admission, application forms and a medical form must be completed. The medical form includes updated immunizations, completed physical exam (signed by a physician) and a current TB skin test. The State of Illinois also requires a lead-screening test.

## **BIRTHDAYS**

We will celebrate birthdays and half-birthdays. For those children born in the summer month when our preschool is not in session, we will celebrate their half-birthdays during the preschool year. In this way, every child will have a special day in which he/she can bring in a treat if he/she chooses to do so to share with the class. Parents are responsible for notifying us to the ½ birthday date if you wish to celebrate the ½ birthday.

## **CALENDAR**

The first day for preschool will be **Monday August 18th**. The preschool calendar will be the same as St. Bruno Parish School. Please note that anytime District #50 closes due to weather, St. Bruno Preschool will also close.

## **DISCIPLINE POLICY**

A copy and explanation of the discipline policy for preschool will be given at Orientation Night in August. Basically, Prevention, Intervention/Redirection are the methods used.

## **DRESS CODE**

Simple, practical play clothes with **tennis shoes** are most appropriate for an active day at school. Please dress your child for the weather. We will try to have a daily outside play period as part of our program, weather permitting. Please have a change of clothing at school for accidents.

## **DROP OFF AND PICKUP**

St. Bruno Preschool is located in the Parish Center. Parents or designated adults are asked to “sign in” when dropping off your child. A sign-in sheet will be available near the classroom door. At the end of class time, children will be individually dismissed to their parents or designated adult. Those parents/designated adults also need to “sign out” their child.

Arrival time **should not be before 7:45 am**, unless special arrangements are made with the teacher. Class Start time is 8am. You may send students to the classroom, once they are signed in. Please pick up your ½ day student promptly at 11:00 am and full day students at 2:30 pm.

## **PARKING**

When you come to pick up your child from the Pre-K program, please park in the Parish Center Parking lot. Sullivan Street will be barricaded; we ask that you do not go around these. Please use the entrance to the parking lot off Clinton Street. You can also park in the KC Hall parking lot or parking lot south of the parish.

## **FEES/TUITION/WITHDRAWAL**

A non-refundable annual fee of \$50 per child is due at the time of registration. Monthly tuition for the ½ day session will be \$200. Monthly tuition for the full day session is \$250. There are no deductions for illness or for months with free days when school is dismissed for holidays or special events.

**Tuition** is due through SMART tuition unless paid in full by August 145th. Since the preschool is self-supporting, it is important that payments are made on time. Checks should be made out to St. Bruno School. The first tuition payment and snack fee is due by Sept. 1 and monthly thereafter, including the month of May.

## **HEALTH/SAFETY**

St. Bruno Preschool aims to protect the health of each child as well as the health of the entire group. Therefore, each child needs to have the following filled out and returned by the first day of school:

- Registration and Information forms
- Health form (completed by Physician and parent)
- Emergency Form
- Medical Insurance Form
- Field Trip Permission Form (Walking)
- Photo Release Form
- Child Pick-Up Form

Parents are requested not to send their child to school if within the preceding 24 hours he/she is showing signs of illness such as a rash, fever, vomiting, diarrhea, sore throat, harsh cough, or a temperature above 98.6 degrees. If a child appears ill upon arrival at school, he/she will be sent home.

When your child is absent for any reason, please call the School office (357-8276) by 9:00 am.

Parents should also notify teachers when a child has had any exposure to contagious diseases outside the school, such as chicken pox or measles.

When a child appears to need immediate medical attention, the following steps are taken:

1. The parent/guardian is contacted.
2. If the parent/guardian cannot be reached, the child is transported to Pinckneyville Community Hospital emergency room (or the hospital you have designated on the emergency form), and the child's doctor is contacted, if possible.

## **INSURANCE**

Diocesan policy now requires that all students have insurance coverage and parents must sign a statement to this effect at the start of each school year. Students whose parents refuse to sign the diocesan statement concerning proof of private coverage and release of liability, or who refuse to purchase school insurance will not be accepted into St. Bruno Preschool.

## PARENT HELPERS/VOLUNTEERS

Parents are very important in a successful preschool program. You are encouraged to help in the following ways: as classroom aide, field trip chaperone, sharing a skill/talent, cutting, making games, sewing, etc. Please note that all volunteers are required to complete the Diocese of Belleville Child Protection Class. Check with Etta in the school office for further details.

## REPORTING PROGRESS

Parent conferences are not mandatory but encouraged. Parent conferences will be 3-7pm, November 5<sup>th</sup> and 6<sup>th</sup>.

## SCHEDULE

½ Day Session	8:00 am – 11:00 am	Monday - Friday
Full Day Session	8:00 am – 2:30 am	Monday - Friday

## SCHOOL CLOSINGS

Information on school closing due to bad weather will be broadcast on radio station WDQN (1580 AM) or (95.9 FM) and KFVS Channel 12. In case weather necessitates an early school closing, the closing will be announced on this radio station. It is a standing rule if District #50 closes due to weather, St. Bruno will also close.

## Lunch Program

Lunch and breakfast, including milk, are served daily in the cafeteria. Lunch/breakfast money is collected on the FIRST DAY of each scheduled school week. All lunch/breakfast money is sent to the office after being collected by the teacher. Lunch/breakfast tally sheets are set up on a weekly basis. One envelope may be used for breakfast and lunch for the entire family. The envelope must have all needed information: **whether it's for BREAKFAST and/or LUNCH, student(s) name(s), grade(s), amount of money enclosed and day(s) the student(s) will be eating in the cafeteria.** There is a sample on the Thursday Envelope. It is very important that the envelope be turned on the first day of the week. If your child has a credit, due to being absent, please indicate the date on the next envelope and subtract that amount from your payment. It is very important that you keep track of your credit for your family. **Please ALWAYS pay in advance.** This is necessary to keep our cafeteria in operation. If your child forgets to bring the money, he/she will have a grace period of two days where he/she may eat the regular lunch. On the third day we will give a peanut butter sandwich as a main entrée, a vegetable and milk. No child will go without food.

Please keep in mind that the lunch program is government funded and we ask you to please take advantage of our free and reduced lunches. **ALL INFORMATION IS KEPT STRICTLY CONFIDENTIAL.** To apply at any time during the school year for free or reduced lunches, please contact the office for an application. (School Phone Number is 357-8276)

## Cost of Meals

LUNCH-.40 for reduced price meals

\$2.15 for grades Pre-K through 8-milk included

BREAKFAST-.30 for reduced price meals

\$1.50 for grades K through 8-milk included

Extra milk is \$.35 per carton.

Besides the hot lunch program, a child may bring his/her lunch from home. **However, no fast food or soda is to be brought to school.**

## SNACKS

Each child is asked to contribute \$6.00 a month for snacks if attending Full Day Pre-K and \$4.00 a month if attending ½ day Pre-K. This Fee can be added to your tuition account and will be distributed as needed to the teacher. **Money should not be given directly to the teacher.**

By providing a nutritious snack at preschool, we set the stage for a social atmosphere in which children learn the importance of healthy food habits.

If your child is on special diet, please inform the teacher at the orientation meeting.