

St. Bruno
Pre-School Handbook
2012-2013



Welcome to Pre-School

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 his/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.

WEEKLY NEWSLETTERS

Weekly newsletters will be posted on-line on the school's website, stbrunoschool.com. If you cannot access email, contact the teacher so a paper copy can be sent home.

CALENDAR

The first day for preschool will be **Tuesday September 4th for both 3 and 4 year olds**. Except for the first and last day of school, 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**, for the 4 year olds and **should not be before 12:30**, for the 3 year olds, unless special arrangements are made. The classroom lights will be turned on at 7:45 am. You may enter the classroom with your child after the lights have been turned on. Please pick up your “4-year old” child promptly at 11:00 am and your “3-year old” promptly at 2:45 pm.

PARKING

When you come to pickup your child, please do not park in the Parish Center Parking lot. Sullivan Street and entrance to the parking lot off of Clinton Street have barricades. We ask that you do not go around these. So there is no parking allowed in the parish lot. You can park in the KC Hall parking lot or on the south side of the barricade on Sullivan Street.

3-Year Pre-K

3 year old students have the option of going to ½ day Pre-K on Monday, Wednesday, and Friday or All 5 days of the school week. This must be indicated at the time of registration. If there are less than 5 students going all five days this option will not be offered.

FEES/TUITION/WITHDRAWAL

A non-refundable annual fee of \$50 per child is due at the time of registration. Monthly tuition for the “3-year old” session will be \$100 (MWF) and \$125 (MTWRF). Monthly tuition for the “4-year old” session is \$150. If a family has a child in both groups, the charge for both children will be \$225 per month. There are no deductions for illness or for months with free days when school is dismissed for holidays or special events.

Tuition is due on the first school day of each month. Since the preschool is self-supporting, it is important that payments are made on time. Checks should be made out to St. Bruno Preschool. If for any reason you need to withdraw your child from the preschool program, please give the teacher at least a **two-week notice**. The first tuition payment and snack fee is due 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 Parish Center (357-3430) or 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.

REPORTING PROGRESS

Parent conferences will be for the 4-year old class only. Parent conferences will be in January. Progress report will be sent home in May.

SCHEDULE

4-YEAR-OLD SESSION	8:00 am – 11:00 am	Monday - Friday
3-YEAR-OLD SESSION	12:45 am – 2:45 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.

SNACKS

Each child is asked to contribute \$6.00 a month for snacks if attending 5 day Pre-K and \$4.00 a month if attending 3 day Pre-K. This Fee has been added 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 you child is on special diet, please inform the teacher at the orientation meeting.

STAFF

Principal	Keith Senior	357-8276
Teacher	Elaine Bigham	318-5422
Aide	Marla Wright	357-1253
Pre-K Room		357-3430
St. Bruno Office		357-8276