



St. Bruno Early Learning Center Handbook 2023-2024

Welcome to Our Early Learning Center

St. Bruno Staff

**Principal
Pre-K 4 Teacher
Pre-K 4 Aide
Pre-K 3 Teacher
Pre-K 3/4 Teacher
Pre-K Aide
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School Contact

210 N. Gordon St. Pinckneyville, IL 62274

Phone: 618-357-8276

OUR PHILOSOPHY

In conjunction with the 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 themselves 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 themselves 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 that ensures a successful journey through the world of education.

GENERAL INFORMATION

The preschool at St. Bruno operates as a 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 1st to enter the Pre-K 3 class and 4 years of age by September 1st to enter the Pre-K 4 Class. Children are required to be **Potty-Trained**. Upon admission, application forms and a medical form must be completed, medical forms include updated immunizations and a completed physical exam (signed by a physician). The State of Illinois also requires all children to have a lead screening test.

BIRTHDAYS

We will celebrate birthdays and half-birthdays in the classroom. 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 they can bring in a treat if they choose to do so to share with the class. Parents are responsible for notifying us of the half birthday date if you wish to celebrate.

CALENDAR

The first day for preschool will be **Tuesday, August 15th**. The calendar will be the same as St. Bruno Parish School. Please note that it is a standing rule, anytime District #50 closes due to weather, St. Bruno preschool will also close.

DRESS CODE

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

DROP OFF AND PICKUP

Pre-K is located in the St. Bruno school building. When entering the East doors, go straight up the stairs. The first door on your right is Pre-K 3, the first door on your left is Pre-K 4, and the last door on your right is the Pre-K 3/4 classroom. Parents or designated adults are asked to “sign in” each child when they are dropped off. A sign in sheet will be available near the classroom door. At the end of class time, the children will be escorted out of the building with their teachers to the west parking lot (in front of the church) and will be released to their parent/guardian at that time.

Class starts daily at 8:00am, arrival time **should not be before 7:45 a.m.**, unless special arrangements are made with the teacher. Please pick up your child at 2:30 p.m. each day.

PARKING

During the school day both Sullivan Street and the Parish Center Parking lot will be barricaded off for student’s safety. **Please do not drive around these barricades**, to drop off or pick up your child. If the barricades are up, you may park in the Columbian Club Hall parking lot or the St. Paul UCC parking lot.

FEES/TUITION/WITHDRAWAL

Monthly tuition for Pre-K will be \$432 for ten months. The first tuition payment will be due August 15th and the first of the month thereafter, including the month of May. 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 Blackbaud tuition unless paid in full by August 15th. Since the preschool is self-supporting, it is important that payments are made on time. If paying in full, checks should be made out to St. Bruno School for the total amount of \$3,420.

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
- Photo Release form
- Child Pick-Up form

Parents are requested not to send their child to school if within the preceding 24 hours they are showing signs of illness, such as but not limited to: rash, fever, vomiting, diarrhea, sore throat, harsh cough, or a temperature above 99.0 degrees. If a child appears ill upon arrival at school, they will be sent home.

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

Parents should also notify teachers when a child has had any exposure to contagious diseases outside of 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 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 parent 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.

LUNCH PROGRAM

Breakfast and Lunch will be served daily in the cafeteria.

- Breakfast \$2.00
- Lunch \$2.50
- Adults \$3.00
- Extra Milk/Juice \$0.35

Each Breakfast/Lunch comes with a milk (juice for breakfast). If your child would like an additional milk it would cost \$0.35. Please send your child's Lunch money on the first day of each week with your child's name on the front of the envelope, labeled "Lunch Money".

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.**

Lunch Periods

Pre-K - 11:00-11:30

K-8- 11:30-12:00

PARENT HELPERS/VOLUNTEERS

Parents are especially 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** and become child protection compliant before being allowed in the classroom. Check with Kacie in the Church office for further details. Her number is 618-357-5510. Email is stbsmm@yahoo.com

REPORTING PROGRESS

Parent conferences are not mandatory but are encouraged. Parent teacher conferences are normally scheduled at the end of the first quarter.

SCHEDULE

Both Pre-K 3 and Pre-K 4 are Full Day Sessions
Monday-Friday

8:00am – 2:30pm

SCHOOL CLOSINGS

Information on school closing due to inclement weather will be provided to parents as an Fact Management Alert and will be broadcast through Channel 3 WSIL out of Carterville. In the case weather necessitates an early school closing, the closing will be announced through Facts Management Alerts and Channel 3 WSIL. It is a standing rule that if District #50 closes due to weather that St. Bruno will also close.

SNACKS

Snacks will be provided to the children each day. The Snack fee was included in the tuition payment.

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

THURSDAY FOLDER

The eldest child in each family will receive a “Thursday Folder” each week. The folder is to be emptied and returned to the school each week. These folders are a great way to get important information out to families.