



## The Early Learning Center

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[www.sclhbg.org](http://www.sclhbg.org)

## Preschool Parent Handbook

Our Preschool Program Serves

### 4 Year Olds

Monday/Wednesday/Friday: 8:15am-11:10am

Monday/Wednesday/Friday: 8:15am-2:45pm

Monday through Friday: 8:15am-11:10am

Monday through Friday: 8:15am-2:45pm

### 3 Year Olds

Monday/Wednesday/Friday: 8:15am-11:10am

Monday/Wednesday/Friday: 8:15am-2:45pm

Monday through Friday: 8:15am-11:10am

Monday through Friday: 8:15am-2:45pm

# **Welcome, Parents to**

## **Saint Catherine Labouré Preschool**

Our staff is committed to providing a developmentally appropriate, creative, and enjoyable learning experience for your child, based on educational research, developmental psychology and Diocesan guidelines. We hope this parent handbook will serve as a handy reference for your questions and our preschool policy.

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## Our Preschool Philosophy

The preschool program at St. Catherine Laboure Early Learning Center is characterized by a holistic approach to growth and development of young children. This includes the spiritual, social, emotional, cognitive, and physical needs of each child. Because our children are active learners, we focus on providing “hands on” experiences that promote your child’s overall development.

We teach a reverence for life based on the fact that we are all “created in the image and likeness of God.” As teachers, we strive to model God’s love for children, to create an environment that celebrates cultural diversity and to respect God’s creation.

## Registration Requirements and Fees

- 3 year old class – Students must be three on or before August 31 to attend
- 4 year old class – Students must be four on or before August 31 to attend
- Copy of birth certificate
- Current immunization record needed
- To be eligible for the preschool program, **your child must be completely toilet trained before the first day of school.**

Due to a commitment to the quality of our program, registration will be limited to a class size recommended by the Diocese of Harrisburg, Offices of Early Childhood Education. When all spaces have been filled, we will establish a waiting list and contact you if an opening becomes available.

Registration Fee: \$150 for new students, \$100 if returning

All registration fees are non-refundable.

Registration Fee: *Preference will be given to members of St. Catherine Laboure Parish and/or families with older siblings already enrolled at St. Catherine Laboure School.*

## **Tuition**

3 mornings/week – \$2,100

5 mornings/week – \$3,200

5 full days/week – \$5,500

\*Tuition assistance is available for Preschool students, based on financial needs of the family. Please visit our [Tuition Assistance page](#) for more information.

## **Getting Ready**

**Preschool Orientation** (for Parents and Child)- Preschool information session will be held the week before the preschool start date. Parents and students will get to meet their teacher and visit their classroom.

## **First Day**

Try to be positive, firm, and reassuring if it is hard for your child to separate from you. A preschool staff member will meet your child at the preschool door. Assure your child you will be back when the school day is over. If your child remains inconsolable, a staff member will contact you.

## **Drop Off/Pick Up**

The preschool has its own entrance and access ramp located across from the parish office. When dropping off preschoolers, parents should enter the rear parking lot and park in a parking spot. Parents will walk with their child down the preschool ramp. Parents will ring the preschool doorbell where a staff member will greet them at the door. Students will be allowed to enter school between **8:10 –8:15AM**. For the safety of all students, upon leaving the preschool parking area it is **expected that you must enter the regular school car line to exit the property.**

Pick-up for half day students will be at 11:10AM at the preschool ramp or activity center ramp (class dependant). Parents may park around the preschool parking area. Parents will wait in their cars and students will be dismissed by a staff member from that ramp when class is finished. **If you are late to pick up your child, after 11:20AM you will be assessed a \$10.00 fee per half hour late.**

Pick-up for full day students will be around 2:45PM by the gymnasium entrance. Parents will wait in the car line for your child to be brought out to you. Please remain in your vehicle. **If you are late picking up your child, they will attend the aftercare program and fees will be applied.**

Your child will only be released to a parent or adult that you have authorized in writing. **YOUR PROMPTNESS IS ESSENTIAL!**

## **Clothing**

Our Preschool 3s and PreK 4s wear Saint Catherine Uniforms as sold by Flynn O'Hara. They are a navy shirt with either navy shorts or sweatpants (seasonal). For shoes, they must wear sneakers or similar rubber soled shoe.

## **School Bags**

Parents will be provided a canvas bag from the school! The school bag allows for easy distribution of papers in the classroom and provides children with easy access to their belongings. Teachers will check bags each day for notes from home. Parents should also check bags daily for notes from school and art projects.

## **Toys**

Occasionally your child may want to bring a toy to school. This can create problems of sharing, breakage, loss and/or distraction from daily learning activities. Please have your child leave toys in the car with you. Preschool classes may have special sharing days indicated on the monthly preschool calendar.

## **Emergency Contacts**

We must have an emergency contact phone number in your child's file in the event that a parent cannot be reached. Please keep this information up-to-date by informing us in writing of any changes.

## **Health/Illness**

A Health Assessment Form with an up-to-date immunization record is required before registration. Please call the preschool if your child is ill or if your child contacts a communicable disease (i.e. measles, chicken pox, pink eye, head lice, etc.)

Your child should remain home if he/she has:

- Temperature of 100°F or above
- Severe cold with fever, frequent sneezing, or coughing
- Unidentified rashes
- Vomiting or diarrhea
- Ear and throat infections, bronchitis (unless medicated for over 24 hours)
- Other contagious diseases (i.e. impetigo)

If your child will not be attending school, please call the preschool number and leave a message or email your child's teacher before 8:10AM that morning.

*If your child becomes ill at school, you will be notified immediately.*

## **Snow Days**

The preschool will follow the decision of Central Dauphin School District, as does St. Catherine Laboure School, concerning school closings and delays. Please listen to your radio or TV station in the morning if conditions are questionable. You will also be contacted by St. Catherine Laboure School Messenger if you signed up for that service. A 2 hour snow delay will necessitate changes to the preschool times/and or no school that day.

Morning class – No school on snow delay

Full day class – 10:00 am to end of school day

In the case of an early dismissal, parents will be contacted to pick up their children at the time specified for the dismissal at the preschool ramp door.

## **Snacks**

Parents are asked to provide a NUTRITIOUS snack for their child. Some suggested snacks but not limited to are cheese cubes, fresh fruit, vegetables, and crackers. Each child is asked to bring a refillable water bottle with them to school daily to be used at snack time.

## **Lunch**

Full day students will eat lunch in their classroom. Parents may choose to pack a lunch for their child or their child can choose to purchase a school lunch. School lunches will be a well-balanced meal that is brought to the classroom for your child to eat. School lunch may be paid for daily or you can create a lunch account and pay online. The lunch menu will be sent home monthly or available on the school website.

## **Rest Time**

All full day preschoolers will get a rest/nap time during the afternoon part of the day. Each student needs to bring their own nap mat to use during rest/nap time. This is a quiet time in the classroom where the students must stay on their nap mats. Nap mats will be sent home weekly to be washed.

## **Birthdays**

As a school wide policy, cupcakes or cakes with icing are not permitted. We love to celebrate birthdays! If you would like to celebrate your child's birthday in school. Please contact the teacher ahead of time to set the date. We encourage non-food celebrations such as crafts, dance party, special goodie bags, and playdoh party.



## **Field Trips**

The preschool classes take appropriate walking trips to the church/school area i.e. trips to the school library, gym, and church. Each class may take 2 off site field trips that is not mandatory to attend. If you choose not to attend, your child will not have school on those days. One parent/adult family member must drive their child to/from the field trip and chaperone their child for the entire trip.

## **Playground**

Our preschool playground is a grassy, shaded, fenced in area to the extreme right of St. Catherine Laboure's school building. It exists through the efforts of parent volunteers, community support and our PTO Board. Equipment promotes muscle development and imaginative play.

## **Keeping Informed**

Newsletters and Calendars: A newsletter and calendar will come home with your child monthly. Please read and help your child to follow the calendar.

ClassTag: All enrolled parents will be invited to join our online platform to stay up to date as well as a place your teacher can share fun class pictures.

Website and Emails: The St. Catherine Laboure School website can be found at: [www.sclhbg.org](http://www.sclhbg.org) . Any information that is needed can be found on the school website. All teachers have a school email that they use and check daily to communicate with parents.

Conferences: A mandatory Parent-Teacher Conference is held in the month of November and an optional Parent-Teacher Conference is held in the month of March.

Concerns: Notes to teachers can be sent in your child's folder. Email the director at any time [mconnahey@sclhbg.org](mailto:mconnahey@sclhbg.org) . For questions or concerns, please contact your child's teacher and/or the school principal.

## Parent Involvement

Families are a great source of enrichment to our program. We value your abilities, talents, and time! Please feel free to share your special interests, job, hobbies, pets, etc. We sometimes need help with classroom projects. Please try to make arrangements for younger siblings on days you are in your child's classroom. **Clearances must be on file before volunteering. All volunteers must sign in at the main school office and pick up their Volunteer badge before entering the preschool classroom.**

## Withdrawal

If you must withdraw your child from preschool during the school year, please inform the school office 30 days prior to your child's last day. Less than a 2 week notice of withdrawal will result in you being billed for next month's tuition.

*"Jesus Christ is the reason for this school, the model for its teachers and the inspiration of its students."*