

St. Catherine Labouré School

Preschool Parent Handbook



**Teaching minds.
Forming hearts.
Growing disciples.**

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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.

Our Preschool Program Serves:

4 Year Olds

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

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

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

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

3 Year Olds

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

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

Contents

Our Preschool Philosophy.....	4
Registration	4
Tuition.....	4
Getting Ready	5
First Day	5
Drop Off/Pick Up	5
Clothing	6
Backpacks	6
Toys.....	6
Emergency Contacts	6
Health/Illness.....	6
Snow Days	7
Snacks	7
Lunch.....	7
Rest Time	8
Birthdays.....	8
Field Trips.....	8
Playground	8
Keeping Informed	8
Conferences.....	9
Parent Involvement	9
Withdrawal	9
RIGHT TO AMEND	10

Our Preschool Philosophy

The preschool program at St. Catherine Labouré 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

Registration Fee: \$200 for new students, \$150 if returning.

All registration fees are non-refundable.

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

Tuition

3 mornings/week – \$3150

5 mornings/week – \$4200

5 full days/week – \$6200

*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)- Virtual Preschool information session will be held the week before the preschool start date. Parents and students will get to meet their teacher and see their classroom. Parents and child will also participate in a mock drop off to practice drop off/pick up procedure as well as drop off supplies.

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 two ramps. One is an access ramp located across from the parish office. The other is at the corner of the building next to where the rest of the school arrives labeled "Activity Center".

When dropping off PreK4 students, parents should enter the rear parking lot and pull around the brick circle. Parents will wait in line to drop off. When dropping off a Preschool 3 student, parents will enter a car line similar to the remainder of the school's car line. When a staff member assists your child out of the car, please be sure to have your car in park.

Drop off is 8:15AM. For the safety of all students and staff, upon entering and leaving the preschool parking area it is expected that you drive carefully and slowly.

Pick-up for half day students will be at 11:15AM at the preschool ramp or activity center ramp (class dependent). 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 11:25AM you will be assessed a \$10.00 fee per half hour late.

Pick-up for full day students will be 2:15 by the Preschool ramp. Parents will wait in the car line for your child to be brought out to you. Please remain in your vehicle. If you wish your student to be dismissed with their older sibling

in the regular car line, whole school dismissal begins at 2:45. You will wait in the regular car line that begins in the rear of the building and wraps around to the front of the school for pick up. You will be asked to pull into a spot so that you may properly buckle your student in. 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 shoes.

There will be special dress down/dress up days as designated by your child's classroom teacher or principal.

Backpacks

Parents will provide a backpack for their students. The backpack allows for easy distribution of papers in the classroom and provides children with easy access to their belongings. It develops independence and self-help skills. 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 as notified by their classroom teacher or director.

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 contracts 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)
- COVID Symptoms

If your child will not be attending school, please call the preschool number and leave a message or email your child's teacher before 8:00 AM that morning.

If your child becomes ill at school, you will be notified immediately to pick up.

Snow Days

The preschool will follow the decision of Central Dauphin School District, as does St. Catherine Labouré School, concerning school closings and delays. All school closings and delays will be sent through email/text. You will also be contacted by St. Catherine Labouré 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.

Half day class – No school on snow delay

Full day class – 10:15 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 each day. Some suggested snacks are, but not limited to, cheese cubes, fresh fruit, vegetables, applesauce, yogurt, and crackers. Each child is asked to bring a refillable water bottle with them to school daily to be used at snack/lunch 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 and is 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

We love to celebrate birthdays! As a school wide policy, cupcakes, cookies, donuts, or cakes with icing are not permitted. 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 are 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 area to the extreme right of St. Catherine Labouré'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

Calendars: Our calendar is posted on our school website with all important dates.

Class Tag: 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 Labouré School website can be found at: 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 Virtual Parent-Teacher Conference is held in the month of November and an optional Parent-Teacher Conference is held in the month of March. Parents and teachers may request additional conferences when needed. Concerns: Notes to teachers can be sent in your child's folder. For questions or concerns, please contact your child's teacher and/or the school principal.

DHS: The SCLS Preschool Program is certified through the Department of Human Services. If you would like more information, the DHS regulations can be found via phone 1-800-222-2117 or via their website www.DHSpa.gov

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 wear 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."

RIGHT TO AMEND

The School Administration of St. Catherine Labouré School, in consultation with the Pastor, reserves the right to amend this handbook at any time when the circumstances warrant a change.