



St. Al Preschool

# **FAMILY HANDBOOK**

**2019-2020**

School Day begins at 9:00am

**School Phone # 410-461-2168**

Welcome to St. Alphonsus Preschool. We are a Roman Catholic, private preschool. We offer a full and half day preschool experience for children ages 2 to 4.

St. Alphonsus Preschool is committed to the holistic development of young children, focusing on their spiritual, academic, physical and social/emotional growth. By sharing our faith, personal attention and love of learning, we will nurture each child that God has entrusted to us. We will build our faith through active participation in the Church and its mission, and we will build our minds and bodies through purposeful and challenging work. We dedicate ourselves and our school, in true Jesuit tradition, to “the greater glory of God!”

Eileen Delaney, Director ([eileen@stalchurch.org](mailto:eileen@stalchurch.org))

Beth Suter, Assistant Director ([beth@stalchurch.org](mailto:beth@stalchurch.org))

Laura Munns, Business Manager ([laura@stalchurch.org](mailto:laura@stalchurch.org))

**Alcohol and Tobacco Use:** In order to maintain a healthy and safe environment for students and staff, the use of alcohol and tobacco products is strictly prohibited on St. Alphonsus Preschool grounds, both inside and outside during school hours.

**Arrival Procedures:** Our Preschool main door opens at 8:50am. Please obey all traffic signs. Speed limit is 15 mph. Upon arriving on our campus, please proceed straight ahead and loop onto our parking lot from the back. To enter the building, use the parent entrance ONLY. Place your child's lunchbox in the black bin corresponding to your child's classroom. Please escort your child to his classroom cubbies/hooks, and put all bags, coats, etc. away. Walk your child to the classroom and sign him/her in. **Please say your goodbye at the "I Love You" line located at the doorway of each classroom. Parents are not permitted to enter the classroom.** Be sure to say hello to your child's teacher so she knows your child has entered the classroom.

**Afternoon Pick-Up:** Our doors will open at 12:30 for our half day student dismissal. **ALL HALF DAY STUDENTS MUST BE PICKED UP BY 12:45pm.** If your child is not picked up by 12:45pm then a charge of \$25 will apply.

**Dismissal Procedure for our Full Day Students:** Doors will open at 2:30pm and **YOUR CHILD MUST BE PICKED UP BY 3:05pm**, unless they have registered for our aftercare program. If a child has not been picked up by 3:05pm then they will be put in our aftercare program for a \$7.00 charge.

**Attendance:** We expect your child to attend school each day that he/she is enrolled. If for any reason your child is not coming to school on a scheduled day, it is MANDATORY that you inform us via phone call to: **(410) 461-2168** or email at **[preschool@stalchurch.org](mailto:preschool@stalchurch.org)** by 9:30am. We follow up on every child not in attendance as scheduled. **This is for your child's safety.** If your child will miss extended days due to vacation, please notify us in writing.

**Birthdays:** It is fun to celebrate birthdays at school with classmates. IF you would like to provide a snack or treat, please arrange this with your child's teacher at least ONE WEEK IN ADVANCE. We encourage healthy snacks and ask that you refrain from sending in large cupcakes or other overly sweet items. NO HOME BAKED PRODUCTS. Everything must be STORE BOUGHT and in its sealed, original container so that the ingredients may be reviewed for allergens. **WE ARE A NUT FREE SCHOOL.** Snacks ONLY please.

**Building Safety:** You are only permitted to enter or exit the building via the preschool door located adjacent to the lower parking lot of the Parish Center. You are not permitted to use any other doors, including the church office door facing Old Court Road. **YOU MUST REMAIN WITH YOUR CHILD AT ALL TIMES WHILE ARRIVING OR LEAVING SCHOOL. THIS INCLUDES THE HALLWAY, NARTHEX AND EXTERIOR AREAS. PLEASE DO NOT ALLOW YOUR CHILD/CHILDREN TO RUN IN THE HALLWAY.** Again, this is for the safety of your child and for others. For the safety of all students, please do not leave vehicles running in the parking lot.

**Calendar:** It is also always available on our website [www.stalpreschool.com](http://www.stalpreschool.com)

**Closure or Delay of School:** If inclement weather or other emergency forces St. Alphonsus Preschool to close early while school is in attendance, you will be notified via email/text/phone call. For regular weather delays/closings, we follow **Howard County School System's** decision. **If Howard County Schools are closed, we will be closed. If there is a delay of any kind, we will open at 11:00am for all students. There will be no morning care on those days.**

**Clothing:** Please dress your child in comfortable PLAY clothes. The nature of preschool activities is generally messy and hands-on, so please dress your child in something that is washable and comfortable. **PLEASE be sure your child wears closed toed shoes each day. NO FLIP FLOPS or Crocs!** We go outside every day (except in severe weather), so be sure your child has appropriate outerwear for the season. **PLEASE LABEL ALL ITEMS.**

**Conferences:** We will hold school-wide conferences in March for all students. This is a GREAT opportunity to hear all about your child's accomplishments! We also encourage conferences at any point in the school year if you have questions or concerns. Please schedule your conference one week in advance with your child's teacher.

**Curriculum:** We strongly believe in a hands-on, active learning through child-centered lessons and activities. Through our curriculum, children will be exposed to a variety of subjects, including Language Arts, Math, Science, Social Studies, Religion, Physical Education, Music and Art. We offer a balance in our teaching methods by providing small group activities, whole group teacher-directed lessons, hands-on creative projects, free choice independent learning centers, outdoor activities, and much more.

**Discipline Policy:** Discipline is the guiding and teaching of appropriate and socially acceptable behaviors. We believe that children are guided by example. In addition, we directly teach and model positive social interactions and facilitate discussions with the children that help them find the natural consequences to their actions. Our staff has been trained in discipline guidelines, so that each child can be nurtured by positive and caring adults. A complete copy of our discipline policy is available in this packet.

**Emergency Preparedness/Drills:** Due to the changing nature of our world and weather, we have compiled our own Emergency Preparedness Plan that is now required by law. A letter regarding this plan is included in this folder. We hold fire and safety drills throughout the school year so that the children can practice these procedures. **You will need to supply your child with the following items:** 1) One complete change of clothes, including socks and underwear. 2) Family or other picture (pets, etc.) that might give comfort during a difficult situation. The emergency bag for these supplies is provided by the school.

**Extended Day Programs:** Our extended **morning care** program is held from **8:00am to 9:00am** and our extended **afternoon care** program is held from **3:05pm to 4:30 pm** every day for an additional fee. **\*Please note that if your child is not picked up from aftercare by 4:30pm, a charge of \$25 plus \$1 per minute** they are at the school after 4:30 pm will be assessed. There is extremely limited enrollment for these programs. Please contact Laura at [laura@stalchurch.org](mailto:laura@stalchurch.org). This is NOT a drop in program. **YOU MUST REGISTER for our extended day programs.**

**Faith:** We highly value our Roman Catholic faith and traditions, and our Faith activities are an important part of our mission. We use the Seeds program (Pflaum Publishing) to build our knowledge of and devotion to God. Outside of classroom, we will visit our church to learn more about Mass and the rituals of our Church, and we will explore nature and learn about all that God has provided for us. We respect all faith traditions. We participate in community service projects such as: Adopt-A-Family, and casserole making for our sister parish St. Gregory's in Baltimore City. We teach Bible stories and songs in the classroom, as well as saying Grace before each mealtime.

**Field Trips:** Our curriculum is enhanced by in-house field trips. Due to the young ages of our students, all of our "field trips" are held here on our campus. Participation in our field trip is available to all enrolled students regardless of days of attendance. If the field trip is on a day that your child does not normally attend school, they may attend but an adult must remain with them during the field trip.

**Fundraising:** To assist our school in keeping our tuition rates reasonable, we hold various fundraisers during the year. It is encouraged, but not required for families to participate.

**Illness or Injury:** If a child becomes sick or injured during the school day, the child will be escorted by a staff member to a quiet area. The child's parent/guardian will be contacted and the illness/injury will be discussed. If a life-threatening emergency occurs, we will call 911 and then the child's parent/guardian. The director on duty will accompany the child to the emergency room via ambulance, if necessary. We also ask your cooperation in the following ways: **IF YOUR CHILD HAS ANY OF THE FOLLOWING, PLEASE DO NOT SEND THEM TO SCHOOL:**

- Fever (temp of 100 or greater)
- Vomiting (if your child has vomited in the last 24 hours)
- Reddened eyes with discharge
- Undiagnosed Rash

Your child **MUST** be fever/symptom free (without medication) for 24 hours before returning to school. We ask that you help keep our school healthy by keeping your child home if they are not feeling well and have any of the above. Please note that your child may not be readmitted to school after an absence of three days or more due to illness without a written note from the child's physician or parent stating that the child may return to a regular schedule.

**Lunchboxes:** Every student will need to bring his/her lunch to school each day. We are required by law to refrigerate all lunches. Please help us in using a smaller lunchbox or bag. **PLEASE MAKE SURE ALL LUNCH BOXES/BAGS ARE LABELED WITH THE CHILD'S NAME.** Also, please include plastic ware and napkins for your child. No sippy cups or bottles are permitted. **Please cut up grapes, hot dogs, apples, oranges, cherry tomatoes or other items that can be choking hazards.** We do have microwaves in each classroom, so we are able to heat up items as needed, but please send items that only require minimum heating (30 seconds or less). The use of a thermos is highly encouraged if you would like to keep food warm. **NO MICROWAVE MAC & CHEESE OR OTHER ITEMS THAT REQUIRE 2-3 MINUTES HEATING TIME.** Also, **NO NUT PRODUCTS.** If you send a sunflower butter and jelly sandwich, please label it and alert us that it is not peanut butter or we will not serve it. Some allergies are very severe and we do not take any chances.

**Medication:** Please notify the Director upon your arrival to school if your child requires prescription medication during the school day. You MUST complete a Medication Administration Form and turn the form and the medication in to the Director. One dose of the prescription medication MUST be administered at home before the child arrives to school. The second dose may then be administered by the Director or other Medication Administration trained staff at the appropriate time during the school day. PLEASE DO NOT SEND ANY MEDICATION WITH YOUR CHILD IN HIS/HER TOTE BAG, LUNCHBOX, POCKETS, ETC.. This includes cough drops and lip balm.

**Newsletters:** Your child's teacher will send out a weekly newsletter via email. The administration will send out a monthly school-wide newsletter. If you do not receive a newsletter, please let your teacher know right away as it may be going into your junk email. There is important information in these newsletters and we ask that you read through all of the information thoroughly.

**Non-Custodial Parent:** If a non-custodial parent seeks access to his/her child's records, the school must allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any such request. When there is a court order in place, it is best practice to give a copy to the school so we can be prepared for all contingencies.

**Parental Cooperation:** Parental cooperation is necessary for the welfare of all students. If, in the opinion of the administration, parental behavior seriously interferes with the educational process or the atmosphere of the school, a conference will be required. We may also require parents to withdraw their children and sever the relationship with the school.

**Parents Out of Town:** Please advise your child's teacher and administration in writing if you will be away and your child will be in the care of another adult or temporarily staying at the home of someone else. Please be sure to include the dates and additional phone numbers or other contact information. You must notify us at 410-461-2168 with any child absences.

**Parking Lot:** Please obey all traffic signs and directions, especially the STOP SIGN at the end of the parking lot upon leaving. SPEED LIMIT is 15mph. Please be respectful when parking on our lot or driving on our property. Please be sure to keep track of all children during arrival and departure, so as to keep everyone safe. \*For the safety of all, please do not leave your engine running during drop

off or pick up and please do not leave children unattended in vehicle. If you need assistance, please call the office and we will be happy to help.

**Parties and Events:** Invitations to private family parties may only be distributed at school if EVERY child in the classroom is invited. No exceptions.

**Public Restrooms: ADULTS, Please DO NOT use the preschool restrooms at any time.** The only public restroom available is through the double doors on the administrative side of the building. Please be respectful when using this restroom as it is located near offices. If you need to take your child to the bathroom before or after school, please take them to the adult bathroom.

**Safety and Security:** Please only use the preschool doors as designated by the signs. If you are arriving on campus and the preschool doors are locked, PLEASE ring the bell. Security cameras are placed around campus and are monitored by administrators during the day.

**Snacks:** All students will receive a daily snack provided by the school. A monthly snack list is posted outside each classroom. We serve a variety of foods, and we encourage all children to try each item served. We DO NOT allow snacks from home (unless there is a documented food allergy).

**Supply Fee:** A supply fee of \$100 is assessed at the beginning of the school year to cover the cost of classroom supplies.

**Website:** Our website is [www.stalpreschool.com](http://www.stalpreschool.com) . You can find the current calendar, news and information as well as tuition and forms.

**Withdrawal:** Two weeks' written notice is required for any withdrawals. Tuition must be paid as agreed before student records can be released. This may include one months tuition.

**Youth Protection:** As a Catholic school, we take the dignity and protection of all of our students as our primary responsibility and we have procedures in place to ensure for the physical and emotional safety of our children. All staff members and volunteers that work with children are required to complete Virtus training, which consists of youth protection training as well as background checks through the Archdiocese of Baltimore. All staff members also complete background checks through the state of Maryland and the FBI. For any questions, please contact our Director or see [www.archbalt.org/child-and-youth-protection.com](http://www.archbalt.org/child-and-youth-protection.com)



## BUSINESS OFFICE:

Laura Munns, Business Manager  
[laura@stalchurch.org](mailto:laura@stalchurch.org)

Our business office is open Monday, Tuesday and Thursday from 9:30-3:00pm

**Tuition:** Monthly tuition payment envelopes will be handed out to each family requesting monthly payments on their contract. Semi-annual and annual payments will be due based on invoices generated by the business office.

**October-May Tuition payments are DUE AND PAYABLE by the 5th of each month. \*A \$15 late payment fee will be assessed on the 6th business day of any delinquent account.**

In order for your payment to be properly credited, tuition envelopes MUST be placed in the black lock box located on the table near the entrance of the school hallway. **Please DO NOT leave tuition in your child's bag, cubby, folder, lunchbox, etc...This can result in tuition not being received or credited.** Half or full year electronic payments must be coordinated through Laura in the business office. There is NO reduction of tuition due to family vacations, visits out of country, etc.

**Tax Statements:** Tax statements are available upon written request to the business office. Please allow one to two weeks for preparation.

**Dependent Child Care Accounts:** We do complete and process statements for DCCA and other child care accounts. Please send all paperwork to the attention of our office and place it in the tuition box.

**Enrollment:** All current students, including siblings, have priority enrollment for the next school year. This enrollment will take place in December. If you do not complete this enrollment process by the due date, enrollment for the following year cannot be guaranteed. This includes enrollment fees and any required paperwork.

PRESCHOOL PHONE NUMBER FOR ALL COMMUNICATION:  
410-461-2168

To reach an administrator to report an absence during the school day, please EMAIL: [preschool@stalchurch.org](mailto:preschool@stalchurch.org)

THIS HANDBOOK IS BINDING FOR THE 2019-2020 SCHOOL YEAR, BUT MAY BE AMENDED AT ANY TIME BY THE ADMINISTRATION OF THE SCHOOL, WHEN DEEMED NECESSARY. YOU WILL BE NOTIFIED AS TO ANY CHANGES VIA EMAIL AND WRITTEN COMMUNICATION.