

2017-18
Handbook of
Little Way Preschool
of St. Therese Catholic Church

Little Way Preschool will inspire and nurture
children's spiritual, mental, physical, and
emotional needs through
Traditional Catholic Principles.
Our children will set the example everyone
can follow by doing ordinary things
extraordinarily well.



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This handbook is to be used as a guide and reference for Little Way Preschool program. Within you will find all of the necessary information to provide a safe stay in our preschool program. Please refer to this document to answer questions that may arise throughout the preschool year and if subsequent questions still remain, please contact the Preschool Director.

Please sign and detach the last page of this handbook once you have read it over and return it to the Preschool Director. Thank you.

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Program Summary

Welcome to Little Way Preschool. We offer a preschool designed to meet your child's needs through activities that include academics, group play, bible and religious enrichment, music and movement, as well as activities that promote fine and gross motor skill development. Each of our classes are planned to develop each child's self esteem and create a love of learning in an environment that is both structured and fun. Children will be encouraged to explore and discover in a nurturing environment where they will receive a solid early educational foundation and strengthen the roots of their faith.

Our program is a combined system which includes the implementation of the Core Knowledge Curriculum. The Core Knowledge Curriculum promotes academic excellence through an early education curriculum that is solid, specific, shared sequenced, combined with thematic learning, physical activity and a Catholic religious education. We believe that through play, art, music and other process-oriented experiences children gain confidence in their ability to learn. Each day your child will be given numerous opportunities to grow intellectually, emotionally, socially and spiritually through various activities and learning centers.

Little Way Preschool will inspire and nurture your child's spiritual, mental, physical, and emotional needs through traditional Catholic Principles. Our children will set the example everyone can follow by doing ordinary things extraordinarily well.

Preschool Staff

Our Preschool is led by a Director, and staffed with capable, trained teachers who are excited to work with your child. After a thorough screening process which includes a background check and a certificate from the Diocese of Charlotte for the Protecting God's Children program, chosen teachers must complete training in areas including child development, CPR, first aid, blood borne pathogens, safety and emergency procedures as well as training for working with children 0-5 years of age. We look for teachers who are leaders and who exemplify outstanding character, compassion and love for your children. We take pride in the high expectations we set for our preschool staff, and we will evaluate our staff on a regular basis as well as annually to see that these high expectations are met.

Communication between parents and teachers is strongly encouraged. We do ask that if you have specific questions about your child that you schedule a conference with your child's teacher outside of class time. This will ensure that classroom instruction will be uninterrupted for all participants and your concerns will be thoroughly addressed in a one-on-one setting.

Administrative Topics

Declaration of Inclusive Policy

Little Way Preschool of Saint Therese Catholic Church is open to all children within the age parameters regardless of race, religion, and national origin.

Registration

Each child must register by completing a registration form along with a non-refundable registration fee of \$80.00. Once registered, a parent or legal guardian must complete and return an information packet prior to the first day of school for each participant containing the following:

1. 2017-18 Handbook acknowledgement (page 11)
2. Family Childcare Registration (pink form)
3. Vaccination Administration Record (white form)
4. Password Form (yellow form)
5. Tuition payment as outlined on invoice (white form)
6. OPTIONAL: Authorization Form for Auto Draft Payments (blue form)

Admission

Children will be enrolled into the program based upon space available as determined by the registrar. A waiting list will be compiled in the event that additional spaces may become available as the school year progresses. All returning students and siblings will be enrolled for the next school year by parent request during the registration period from January 14-24, 2018. New student registration will be open to St. Therese parishioners from January 28-February 10, 2018. After February 11, registration will be available for any other students who would like to attend. Little Way Preschool reserves the right to deny preschool admission or continued participation if one or more of the following conditions exist:

1. The child's information packet is not returned by the deadline.
2. The child must be potty trained by the beginning of the 3 year old program.
3. The staff cannot provide adequate or safe care for the child.
4. The staff cannot provide adequate or safe care for other enrolled participants due to the behaviors of the child.
5. Non-payment of monthly tuition and/or late fees.

Tuition

Tuition is due on the 15th of each month prior to the start of school beginning August 15th and ending April 15th. Tuition should be mailed or given to the Director prior to the 15th of each month. There are three payment options: (1) Write your check payable to “**St. Therese Catholic Church**” with “Little Way Preschool” written on the memo line, (2) Set up an auto-draft account with the Preschool, or (3) Set up a credit/debit card account by going to www.sainttherese.net and choosing the blue button called “Donate”. In the event that you are unable to make a payment, advance notification must be given to the Director to avoid your child being dropped from the preschool program.

Registration and Tuition Rates for 2017-18

Class	Program Days	Non-refundable Registration Fee	Tuition
2 Year Old – 2 day	Tue/Thurs	\$80	\$150.00/month
2 Year Old – 3 day	Mon/Wed/Fri	\$80	\$175.00/month
3 Year Old - 2 Day	Tue/Thurs	\$80	\$140.00/month
3 Year Old - 3 Day	Mon/Wed/Fri	\$80	\$170.00/month
4 Year Old -4 Day	Mon-Thurs	\$80	\$205.00/month
4 Year Old - 5 Day	Mon-Fri	\$80	\$235.00/month

- A \$25.00 Activity Book fee is assessed to the 3 and 4 year-old students.
- A \$35.00 fee will be charged if a check is returned for insufficient funds.
- A \$5.00 fee will be charged per week on tuition payments made after the 15th of the month.
- Removal from the program will occur if tuition and late payments are not made by the last day of the month unless arrangements have been made with the Director.

Withdrawal Information

If you plan to withdrawal your child from the program prior to the end of the school year, please give written notice to the Director thirty (30) days in advance. Otherwise, tuition will be expected for the upcoming month. There will be no tuition reimbursement without a 30 day notice.

Daily Operating Procedures

What to Wear

Please be mindful that at school we play and discover new things; as a result your child's clothing may become soiled. We ask that you do not dress your child in their best clothing expecting them to remain spotless. If an accident occurs, your child will be dressed in their extra set of clothes. The soiled clothes will be returned to you in your child's backpack that same day so you can provide a new set of clothes. You will be asked to change your child's spare clothes seasonally. Please make sure your child has appropriate outerwear for outdoor play.

Clothing for your preschooler should be simple, comfortable, washable, and easy for your child to manage. Rubber-soled and closed toed shoes are essential for running and outdoor play.

What to Bring Daily

In your child's backpack please include:

- A change of clothes including underwear and socks.
- Please write your child's first name and last initial clearly on all items such as coats and jackets, umbrellas and backpacks. It is very important that you label all items that belong to your child.**
- A young child may bring an item of security such as a blanket or a stuffed toy for comfort until they get used to the routine. These items will be placed in your child's backpack at the first available opportunity.

Snack

All classes will have a scheduled snack time daily in which your child will be given a snack that the Preschool will provide. Please be sure to advise the Director and teacher if your child has any food allergies. Our policy is not to serve any snacks containing peanuts.

Missing Items

We will make every effort to return lost items while your child is in preschool. If you discover that something is missing, please check the preschool lost and found located in the Director's office. Little Way Preschool is not responsible for lost, stolen or damaged clothing or items.

Toys

Since toys from home can be lost or cause friction among children, please do not let your child bring such items to Preschool.

Arrival and Dismissal Procedures

Preschool begins daily at 9:00 a.m. promptly and ends at 12:00 p.m. Preschool arrival and dismissal procedures require time and patience. Please be understanding that during the first few weeks of school everyone is adjusting to a new routine and your patience is appreciated. The instructions for drop off and pick up procedures will be more specific at the Open House; however each parent must designate a password on the personal information sheet in the information packet prior to drop off on the first day of school. The password must be provided each time your child is released. Little Way Preschool prides itself upon the safety of its children and will strictly follow this process. If an alternate person will be providing transportation for your child, they must be noted on the Family Childcare Registration form, show proper identification and provide the password at pickup.

Late Arrivals

After drop off ends at 9:10 a.m., the doors are closed. Tardiness is very disruptive to the classroom. Additionally, the tardy child misses important warm-up activities. In the event of being late, the Director or another Team member will escort your child to his/her classroom so it is less of a distraction to other children.

Late Pick up

Little Way Preschool's day ends at 12:00 p.m. A **ten minute** grace period will be granted for late pick ups, however once the grace period is over a fee of \$5.00 will be charged in 5 minute increments. The first late pick up will be a warning. Any late pick up after the warning, a slip will be given to you notifying you that you will be charged the late fee. Payment will be expected with the next month's tuition and chronic late pick ups can result in dismissal from preschool. If a child is not picked up after one hour has passed nor a phone call has been received, local authorities will be called.

Parental Information

Volunteering or Visiting

Safety for all children is the most important aspect of their day at Little Way Preschool. While parents are always welcome at Little Way Preschool, they do need to attend the Protecting God's Children training program. This training program is available throughout the Diocese of Charlotte and a list of places and times is available at www.charlottediocese.org – choose Safe Environment; choose Training Schedule which is on the very bottom of the page under “More Articles” and register for a class. Provide a copy of the certificate of completion of the training program to the Director.

Once the Director has received the Protecting God's Children certificate, a parent can schedule time to help out or observe in the classroom. Some parents who may not be able to spend time in the classroom setting may enjoy cutting or preparing activities for their child's teacher. **Classroom volunteers may come into the class at 11:30 am.** More information will be given at Open House.

Newsletters and calendars will be made available to parents. These items will inform you of activities planned specifically for your child's class as well as what is happening at preschool such as upcoming events, preschool operations and news from the Director. Calendars will be sent home in your child's folder at the beginning of every month.

Emergencies

Our trained preschool staff will treat minor cuts, scrapes and bumps. In case of serious injuries or an accident involving your child, the Preschool Director will contact you immediately. If you cannot be reached, treatment will be administered as secured by your signature on the Family Childcare Registration form. In order to make sure that your child's safety is taken care of, such as an allergic reaction, you will need to have a permission slip on file with the Preschool along with the medication to be administered. This medication must be labeled and will be kept secured until it is needed.

Inclement Weather Policy

In the event of inclement weather the Little Way Preschool will follow the Mooresville Graded School Systems lead. If the school district is closed, the preschool will be closed. If there is a one-hour delay, the preschool will operate with a one hour delay for arrival and dismissal being at the regular time. If there is a two-hour delay, Little Way Preschool will be closed. We will not make up any time due to cancellations.

Illness

It is our sincere desire to provide quality care for your child while participating in the preschool program at Saint Therese and it is absolutely imperative that we work together to make this happen. If any of the following conditions exist, we ask that you please keep your child at home:

1. Fever - a child must be fever free for 24 hours without the use of medicine before returning to preschool.
2. Signs of possible severe illness - examples include uncontrolled coughing, lethargy, difficulty breathing, persistent coughing, wheezing or other unusual signs that your child may be sick.
3. Uncontrolled diarrhea - examples include one or more watery stools in a 24 hour period in which the child cannot control.
4. Vomiting
5. Nasal drainage - any discolored drainage must be confirmed as allergy related with a current doctor's note. However, drainage combined with other symptoms may be questioned and require additional doctor's documentation.

If an illness, such as lice, Fifth's disease, or chicken pox has been reported to the Director, parents will be notified.

Birthday Celebrations

You may wish to celebrate your child's birthday and are encouraged to do so by making prior arrangements with the Director. If you are distributing "goody bags", we ask that you please be mindful of the children's ages, choking hazards and that you adhere to our peanut free policy. Parents may drop off all birthday items at the beginning of the day with the teacher. Only parents that have taken Protecting God's Children may stay at the celebration. **All birthday celebrations will take place at 11:30.** All food must be store bought. *No homemade food is allowed.*

School Calendar

Our school calendar will be sent with the Information Packet prior to classes starting. ***The school calendar is subject to change.***

Car Line

Car line will begin about 2 weeks after classes start. Park at the orange cones, get your child out and give him/her to a staff member. The staff member will take your child to his/her classroom. Please do not pass cars in the car line. Proceed forward to the STOP sign to turn right or left. **Do not cut through parking lot.** There are families who choose to walk children in. Follow the directions of our staff members.

Meet the Teachers

Please join us for the Meet the Teachers which will allow you and your child to meet the teachers and see the classroom. The date and time will be published on the school calendar.

Discipline Procedures

The philosophy of our preschool program is deeply rooted in respect. Good manners and personal empathy are traits that we will foster. Encouraging good behavior helps to discourage unacceptable behavior. Using the principle of positive reinforcement, each child will be praised for good behavior and made to feel successful. Negative behavior will be addressed and redirected towards positive behavior.

If a child is continuously disruptive and cannot be redirected towards positive behavior, they will be removed from the classroom setting for a short time in an effort to direct them towards making positive choices. When the child returns to the classroom, they will be welcomed back into the group and their preschool day will continue on.

Our teachers are committed to working with parents regarding disciplinary matters; however, should these processes fail and behavior problems are not corrected, the Director reserves the right to dismiss the child from the program.

2017-2018 Handbook Acknowledgement Form

Once you have read this handbook, please sign and return this acknowledgement.
Thank you.

My child's name is _____

I acknowledge that I have received, read and understand the policies and procedures outlined in the 2017-2018 Handbook of Little Way Preschool.

Signature Date

Printed Name