

St. Gabriel Preschool

Student Handbook



St. Gabriel Preschool

St. Gabriel Preschool (SGP) Program offers a 3-year-old Preschool, 4-year-old Pre-Kindergarten program and 4/5-year-old Junior Kindergarten program. Both the St. Gabriel Preschool and After School Enrichment Programs are licensed by the state. The administration and staff are dedicated to providing a quality education in a Christian atmosphere that supports the philosophy, formation and educational mission of the parish. Believing that children will flourish in a safe and supportive environment, children are taught and supervised by qualified and caring staff that enjoys interacting with children. The staff provides positive guidance and discipline that encourages children to be independent, develop problem-solving skills and prepares our students for elementary school.

GENERAL INFORMATION

Hours of Operation.....	St. Gabriel Preschool is open from 7:25 A.M. – 6:00 P.M.
Snack.....	Milk will be served with a choice of snack 3x daily. Water shall be available at all times for children. All snacks follow the Kentucky State Regulated Guidelines.
Open visitation.....	Parents may visit the program anytime during hours of operation but must first sign in at the Preschool Office and receive a visitor pass.
Contact us.....	St. Gabriel Preschool Program Office & Fax 502-239-1298

Sharon Benson, Director

E-mail sembenson@stgabriel.net

Kat Abdin, Assistant Director

E-mail kabdin@stgabriel.net

Christy Holt, Enrollment and Marketing Coordinator

E-mail cholt@stgabriel.net

Children can be dropped off after 7:25 A.M. and before 8:30 A.M. If a child needs to be dropped off AFTER 8:30 A.M., a doctor's note will be needed. The Preschool/Pre-Kindergarten/Jr. Kindergarten academic day is 8:00 A.M.–2:45 P.M. Extended care is offered until 6:00 P.M. There is also a 12:00 P.M. dismissal for parents seeking a half day program. All children are contracted for 5 days a week. You will be charged for 5 days even if your child does not attend due to illness, vacation, etc.

REGISTRATION

The Registration process will be on-line at <https://www.stgabrielcatholicschool.net/admissions>. Have your child's Birth Certificate and Immunization form available to upload. If applicable have custodial documents from the court available.

DAYS CLOSED

St. Gabriel Preschool is closed on Labor Day, October Conference Day, Thanksgiving, and the day after, Christmas Break, New Year's Day, Martin Luther King Day, February Conference Days, Oaks Day, Memorial Day, Summer Care set up, (days to be determined), Juneteenth, and Fourth of July.

INCLEMENT WEATHER PROCEDURES

In the event of inclement weather Preschool and Parish Office administrators work in conjunction to determine if we can open safely. Parents will be notified via Brightwheel and Facebook as soon as a decision has been made, we do not always follow the K-8 closing schedule.

ARRIVAL & DEPARTURE

Carpool runs between 7:25am and 8:00 am. Preschool families will pull through the Preschool lanes allowing for extra time and assistance with getting students out of car seats. All students must exit vehicles on the drivers' side only. Staff will be provided to assist students. Students must be dropped off by 8:30 A.M. to participate in formal

instructional activities. If a student must be dropped off past this time a doctor's note must be provided and/or arrangements made with the Preschool Admin team.

When St. Gabriel School is closed there will be no carpool or cafeteria lunch. You must assist your child down to the Preschool lobby to check them in for the day and bring a packed lunch for the student that includes all components needed according to KY State Regulations. (see below)

LUNCH & SNACK

Morning and afternoon snacks will be provided by St. Gabriel Preschool. Lunch will be served at approximately 11:30 am. Lunch will include a choice of a nutritional bag lunch provided by the parents (see requirements) or a hot lunch prepared by the school cafeteria which you will be charged only if your child purchases a hot lunch. The cafeteria will establish a lunch account with EZ Pay. You will receive EZ Pay information pertaining to your child's lunch account at the beginning of the school year. Lunch money may be sent through the student's folders in the form of a check, written to "Taher", or cash in a sealed envelope with student's first and last name. The amount and frequency of deposits into this pre-paid lunch account is at the discretion of the parent. Menus may be accessed online at www.stgabriel.net. All lunches must conform to state regulation food requirements.

According to KY State Regulations, a nutritional lunch consists of the following:

- 1 Serving of dairy (we provide milk)
- 1 Serving of protein
- 1 Serving of a grain (bread or crackers)
- And either 2 vegetables or 1 fruit and 1 vegetable

The cafeteria does not permit the preschool ala carte items, snack items, or second entrees.

Please do not send foods that need refrigeration or preparation on a stove or in a microwave. Soft drinks, food purchased at fast food restaurants, etc., are also not allowed, as this violates state regulations.

We are a **NUT FREE FACILITY**. Do not send in peanuts, peanut butter, tree nuts, tree nut butters or any food with these ingredients.

We love to celebrate birthdays and special occasions. Please let your teacher know in advance if you would like to send a special treat. Due to state regulations, we cannot accept home-baked goods. They must be store bought and unopened with labels attached. Please be aware that we have children with food allergies, and we are a nut-free facility.

REST TIME

Children will rest from 12:00pm to 2pm, a 2-inch-thick tri-fold mat labeled with your child's name must be provided at the beginning of school by each family, per the Kentucky State Department of Children and Family Services. You may rent a mat from the preschool office for \$15 per year. Each student must bring a blanket and a fitted crib sheet for their rest mat. If you choose so, you may also send your own small pillow and one small stuffed animal that does not make noise. All rest items must fit inside your students' backpack. Rest items will be sent home every Friday to be laundered and returned the following Monday.

LATE CHARGE PICK-UP FEE

There is a late pick-up charge of \$1.00 per minute after your choice of dismissal time: 12:00pm, 2:45pm, or 6:00 PM - NO EXCEPTIONS. At five minutes past your scheduled pick-up time, we will begin calling authorized persons to pick up your child/children. Late fees will be automatically withdrawn on the 15th of the following month via your FACTS account.

TUITION & FEES (PAYMENT POLICIES)

This information is located on the St. Gabriel website.

DELINQUENT TUITION AND FEES POLICY

This information is located on the St. Gabriel website.

RELEASE OF CHILDREN

Parents may authorize additional individuals to pick up children using Brightwheel. If any changes occur regarding persons authorized to pick up your children, you must notify the staff in writing and or change it on the Brightwheel app. Photo identification will be required upon pick up. No phone call authorizations for release of children will be accepted. Both custodial parents may authorize persons to pick up their children. If a custodial parent is not allowed to pick up their child, a certified copy of that record from Family Court must be submitted to the director and kept on file.

ILLNESS

If at any time during the day your child becomes ill, you will be notified and required to pick up your child. If a parent cannot be located, the emergency person(s) will be notified. If a child leaves due to illness, they may not return to school until they have been symptom-free for 24 hours or a return to school doctor's note. They can no longer experience vomiting, diarrhea, or fever upon returning to school. We consider a fever to be 100.1* or higher.

CHILDREN'S RULES

Keep hands, feet, and objects to oneself.

Play fair and share.

Be polite and respect others, as well as their ideas and property.

Use only appropriate language.

Stay in authorized areas.

Run only outdoors.

Clean up and put away all games and toys.

Remain seated during snack and lunch until dismissed.

Use good manners.

Enter restroom, one child at a time.

BEHAVIOR MANAGEMENT

The primary purpose of discipline is to help the child develop self-control and to assume responsibility for their actions. All Preschool staff will be responsible for disciplining children. The staff will use methods of redirection, distraction, and time-out. The staff will follow these basic rules when approaching discipline: react quickly to the action involved, use positive reinforcement versus negative, respect the child as an individual, be consistent with procedures, and set a good example. Absolutely no corporal punishment will be used at any time.

If a child consistently displays inappropriate behavior, the teachers and/or staff shall inform the parents. If the child's inappropriate behavior continues, the director shall be advised. The director reserves the right to determine the continued participation, of said child, in the program and will request a conference with either or both parents. A probation period will be contracted during such a conference. If the contract terms are not met, the child will be withdrawn from the program. Parents are encouraged to visit us and ask questions or express concerns.

MEDICATIONS

In order for any medicines to be given, specific guidelines from the Kentucky Cabinet for Health and Family Services - Division of Regulated Preschool must be followed. The parent or guardian must sign a daily medicine permission form; send a written daily note requesting that medication be given to the child. If you do not sign the sheet or send a daily note, the child will not be given the medication. SGP keeps a written record of the child's name, medication, dosage, date, time given, and person giving medication. All medications are kept in a locked box or locked medicine bag.

Prescription Medication needs to be in the original container. The child's name, type of medication, and doctor's name must be clearly visible. The St. Gabriel Medication Form indicating the time and dosage that is to be given must also accompany the medication. All medication must have expiration date and this date must be current. The original

container will be sent home when the prescription medication needs refilling. If medication prescribed is 1/2 or 1/4 of the tablet, then the medication sent to Preschool must be in 1/2 or 1/4 dosage.

Non-prescription (over the counter) medication needs to be in the original container and requires a St. Gabriel Medication Form completed by the parent to be on file stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it, and the dosage amount. This includes Tylenol, eye drops, cough drops, ointments etc.

Inhalers that are sent in must be accompanied by a copy of the St. Gabriel Medication Form, completed by the parent as to when and how many times the inhaler may be used. Inhalers will be stored in a locked box at all times.

Paperwork must be on file for any child that requires medication or needs a Food Allergy Action Plan during school hours. This must be done every year.

POLICY ON CHILD ABUSE/NEGLECT

In the event that child abuse, neglect, or dependency is suspected by a staff member, he/she will contact the Child Protection Hotline at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Preschool Services Branch, will be contacted at 595-4550.

CLOTHING AND SUPPLIES

Children should be dressed and ready to participate in school upon arrival. Appropriate dress includes pants, shirt underwear, socks and closed toe, closed heel shoes. Girls should wear shorts or leggings under skirts and dresses. Please provide a seasonally-appropriate change of clothes including pants, shirt, underwear, socks, and extra tennis shoes. All articles of clothing should be sent in a clearly labeled gallon-size Ziplock bag. Please remember that we go outside even during cold weather and seasonally-appropriate items should be worn daily (i.e. hats, gloves, scarves, etc.).

Each child is responsible for having a full-size backpack that will hold a daily folder and rest time items. Please do not send backpacks that have buckles, buttons, string closures or wheels.

NO toys are to be sent to school, with the exception of a show-and-tell item if your child's teacher requests and a small, soft, non-noise making stuffed animal for rest time.

PARENT-TEACHER CONFERENCES

Parents are always welcome to make a conference with their child's teacher. However, we will be closed for a conference day in October and February of each year. Conferences will include a Brigance Assessment report for your child as well as time to address any questions or concerns you may have as well as celebrate all the students' progress.

COMMUNICATION POLICY

If a parent has any concerns, the following steps should be followed:

1. Phone the office at 502-239-1298 and attempt to resolve the concerns, either by having the teacher return the call, or by setting up an appointment. Because of their schedules, it is not always possible for teachers to return a call during the school day. Teachers will respond within 48 hours.
2. After reasonable attempts have been made to settle the difference and dissatisfaction remains, the director should be informed.
3. The director should be contacted outlining the nature of the difficulty and a request for a conference with the director and teacher should be made. Director will respond within 48 hours.

If a parent has any concerns relating to the director or preschool operations, the parent should:

1. Contact the director to discuss the concerns and to attempt to resolve them. Director will respond within 48 hours.
2. Contact the business and development manager should the matter remain unresolved. The business and development manager will respond within 48 hours.
3. Contact the priest should the matter remain unresolved. The pastor will respond within 48 hours.

TOILET TRAINING POLICY

All children must be toilet-trained. We define a toilet-trained child as one who seeks the toilet on their own initiative, can manage their own clothing (staff will help with snaps and zippers, but the child should be able to lower and raise their pants) and tend to proper wiping needs themselves. We also consider fully potty trained to be the use of no diapers or Pull-Ups at home. This includes rest times and bedtimes. Due to our licensing as a state regulated childcare facility, we are not allowed the use of diapers and Pull-Ups, even during rest times. We realize that accidents happen. The first few weeks of school can be a big change for little ones. Please be sure to have a full change of clothes for your child including socks and shoes. If your child has an accident and you have not provided a change for them, we will loan what is needed. Please return these to us clean and replenish a change of clothes for your child. Always remember to keep weather appropriate change of clothes with the changing season in their backpack.

Any child who experiences three or more accidents in a week is not considered toilet-trained, and we retain the right to a parent conference to discuss if the child is ready for our program.

EMERGENCY PROCEDURES

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the classroom and all Preschool staff are instructed on these procedures. In the event that an emergency requires extended evacuation of the children from the building, emergency arrangements have been made and are posted on the information boards in the Preschool Lobby. A copy of this emergency procedure is available at the Preschool. Parents, or designated persons, will be contacted as soon as possible concerning such a situation. St. Gabriel Preschool will notify you via Brightwheel and Facebook.

Medical emergencies will be handled as follows: If a medical emergency arises, we will first attempt to contact a parent. If a parent cannot be located, we will call those persons authorized for emergency pick-up. In the event the parents or authorized emergency persons cannot be reached, we will call the child's physician and follow his/her orders.

St. Gabriel Preschool and After School Enrichment Personnel are trained in disaster/emergency procedures, CPR, AED, and First Aid, and they receive a minimum of 15 hours of in-service per year. If, in the judgment of the Preschool staff, immediate medical and/or hospital attention is indicated, the staff will call 911 and then a parent or authorized emergency person. Injuries will be recorded on an Accident Report Form.

Also, a report shall be made to the Kentucky Cabinet for Health and Family Services - Division of Regulated Preschool at 502-595-4079 for any major emergency.



**St. Gabriel the Archangel Preschool
Preschool Handbook Acknowledgement of Receipt**

Please return this signed acknowledgement to the Preschool Administrative Office.

I acknowledge that I have received and read the St. Gabriel Preschool Handbook.

I understand that the contents of this Handbook are subject to change and St. Gabriel Preschool may modify, add or delete the practices set forth in this booklet.

I understand that I am responsible for reading and complying with all the provisions of the St. Gabriel Preschool Handbook.

I understand a copy of the Preschool Student Handbook is available on the St. Gabriel website.

Student Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____