



PRESCHOOL  
PARENT  
HANDBOOK

**2019-2020**

**1395 Girard Drive  
Louisville, KY 40222  
425-1804  
Ext. 197**

**[www.stalbert.org](http://www.stalbert.org)**

***Children and Parents Rights***  
**Pursuant To KRS 199.898**

- (1) All children receiving child care services in a day-care center licensed pursuant to KRS 199.896, a family child-care home certified pursuant to KRS 199.8982, or from a provider or program receiving public funds shall have the following rights:**
  - a. The right to be free from physical or mental abuse:
  - b. The right not to be subjected to abusive language or abusive punishment: and
  - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
  
- (2) Parents, custodian, or guardians of these children specified in subsection (1) of this section shall have the following rights:**
  - a. The right to have access to their children at all times the child is in the care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider;
  - b. The right to be provided with information about child-care regulatory standards; and how to file a complaint;
  - c. The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child; and
  - d. The right to information from the cabinet regarding any type of licensure denial, suspension, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child-care provider. Identifying information regarding children and their families shall remain confidential;
  - e. The right to obtain information from the cabinet regarding the inspections and plans of correction of the day-care center, the family child care home, or the provider or program receiving public funds within the past year; and
  - f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
  
- (3) The child-care provider who is licensed pursuant to KRS 199.3896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights at the time of the child's enrollment in the program.**

Effective 7/15/1998

Division of Regulated Child Care, 275 E. Main Street, 6E-B, Frankfort, KY. 40601  
502-564-7962

## **St. Albert the Great Preschool**

This handbook is prepared for the parents of all children enrolled in **St. Albert the Great Preschool**. It is designed to explain the programs, and show how you can help your child make initial and continuing adjustments to time away from home.

### **Philosophy:**

The programs of **St. Albert the Great Preschool** will provide a learning environment in which a child is helped at his or her own level to learn how to plan his own life-actions: Where a child receives love, security, acceptance, values, self control, independence, protection, and guidance and teachers earnestly try to involve a child in the excitement of learning.

The curriculum of each class encircles the vital objective of helping a child to develop a positive self- image. A wide variety of experiences are planned in order that each child has opportunities for success.

The program provides for the total child: His/Her particular needs within their moral and spiritual, social, emotional, physical, and mental development.

Moral and Spiritual - To help the child:

1. Become aware and knows that God and Jesus loves and cares for them.
2. Lay the groundwork for a personal and lasting relationship with Christ.
3. Develop an attitude of kindness, cooperation, respect, courtesy, and helpfulness toward others.

Social - To help the child:

1. Grow in ability to work and play with others.  
Play is the work of children. Play allows children to learn. Learning is fun!
2. Respect personal and property rights of others.
3. Develop an attitude of kindness, cooperation, courtesy, and helpfulness toward others.
4. Accept appropriate individual and social responsibility in their group.
5. Build problem-solving skills.

Emotional - To help the child:

1. Gradually mature in emotional responses and self-discipline.
2. Properly express emotional responses.
3. Become progressively independent.
4. Develop self-confidence.

Mental - To help the child:

1. Develop a love for learning.
2. Develop independent thinking, draw conclusions and make choices.
3. Broaden his/her range of interest.
4. Develop his/her language powers and encourage self-expression.

5. Grow in an ability to concentrate.
6. Encourage creativity.
7. Improve his/her skills

Physical - To help a child:

1. Participate in a variety of both fine and gross motor activities.
2. Establish desirable health habits.
3. Know and follow simple rules of safety.

**St. Albert the Great Preschool** is a pro-social program. Each week the schedule offers a wide variety of activities that include rhythm, music, art, literature, physical education, math, social studies, language arts and Spanish. Our curriculum also includes play. Play belongs to childhood. Through play, a child works his/her way into joy, and into a more mature capable person, ready for the next step in his/her growing development.

### **Preschool Policies:**

**Hours of Operation** – The preschool is open **from 7:50 until 6:00** Monday through Friday. If you are late picking up your child from morning carpool, your child will be taken back to their classroom and you will have to pick them up there. **If you are late picking up your child in afternoon carpool, he/she will be taken to the Director's office and you will have to come to the office to pick them up.**

**Eligibility** – Children may enroll between the ages of 3 and 4 years old as of August 1.

**Tuition Fees and Payment** – **Fees are subject to change with written notice.**

**Withdrawal** – The preschool requires two weeks written notice of the child's permanent withdrawal.

**Meals:** All children, staying for the full day class, may buy the provided cafeteria meals or bring a non-perishable lunch from home. Snacks and milk/water are provided in the morning session.

If a child brings lunch it must contain the following: milk, protein, bread, two vegetables, or a fruit and one vegetable. If a child brings a lunch without these items we will have to get them from the cafeteria and charge the child's account. If your child buys lunch the above requirements are met.

A doctor or parent statement is required for all children who have food allergies, so adjustments to the menu can be made.

**Bathroom/Handwashing:** All children **MUST** be toilet trained before entering St. Albert the Great Preschool. **NO** diapers or pull-ups. Students must be in underwear. They must be able to pull up and down their own underwear and pants. **NO EXCEPTIONS WILL BE MADE FOR ANY REASON.** If your child is not able to meet the above requirements, they will not be eligible for our preschool program.

### Routine Bathroom Use:

1. All children will be helped with personal care and cleanliness maintaining as much privacy as possible.
2. Children will be encouraged to wipe themselves to the best of their ability, but may be assisted as staff seems necessary.
3. If a child has a bowel accident , they will be encouraged to wipe themselves. If they have difficulty, the staff will assist using our procedure for changing preschool children with soiled underwear.
4. Staff may assist a child in changing clothes if necessary.
5. Hands will be washed with soap and running water after using the bathroom.

### Handwashing – will be done:

1. When child/staff arrives
2. Before and after you eat; before you prepare or serve food, or set table
3. Before you prepare or give medication
4. After using toilet
5. After you handle items or children soiled with body fluids or waste
6. After you cough, sneeze or blow nose
7. After playing with or caring for a pet
8. After play outside
9. Before and after using water tables or using moist items such as clay
10. Whenever hands look , feel, or smell unclean.
11. Before dismissal.

**Clothing:** All children need an extra set of seasonal clothing to be kept at the preschool, or included each day in the child's bag. To avoid confusion, all clothing should be labeled with the child's name and placed in zip-lock bag. Other items of clothing such as a sweater, jacket, hats, mittens, etc., should be clearly labeled too.

**Uniforms:** All preschool students will wear uniforms. For boys this consists of gold shirts, navy pants/shorts, blue, black or white socks(no athletic socks or logos), and the St. Albert sweatshirt. For girls this consists of gold shirts, St. Albert plaid jumper, skirt or skort, blue, black or white socks(no athletic socks or logos), St. Albert sweatshirt, and navy or black leggings in the winter. Any color shorts may be worn under the jumpers or skirts. Shorts need to be shorter than jumper. All students must wear athletic tennis shoes. (no boots, crocks, dress shoes, or cotton mary janes) No jewelry may be worn to school.

**Transportation:** **St. Albert the Great Preschool** does not provide transportation service. If transportation is used for a field trip, you will be notified in advance.

**Rest Time:** Each child is expected to rest after lunch each day for a reasonable period, not to exceed 2 hours. Mats are provided for this period. Please send in two crib-sized sheets with elastic and without holes and a favorite **small** blanket for rest time. Sheets and blankets should be labeled with the child's name and will be sent home on Friday of each week to be laundered and returned on Monday.

**Play:** Play is a vital part of a child's growth. Children will be taken outside each day except when it's too cold, wet, or extremely hot or the pollution index is considered dangerous. When you child's class goes outside, everyone goes outside. If for some reason you feel your child must not be outside, please discuss this with the teacher and/or the director. On days with inclement weather, the gym may be used.

**Field Trips:** The children will occasionally be taken on an excursion that will enhance their classroom experience. You will be notified in advance of a field trip with a note and permission slip requiring your signature. The signed permission slip must be returned for your child to participate. Along with field trips, we often arrange for special guests to come into the program to share with the children. If you are interested in chaperoning a field trip, please let the director know right away as we are now required to have a Criminal Record Check (CRC) on all parents going on field trips with us and you must complete the Honor thy Child Class.

**Immunization:** Each child is required to have a **current up-to-date immunization** certificate on file in the office within 30 days of enrollment. The immunization must include two Hepatitis A shots. Updated certificates should be provided to the program as children receive further immunizations. Notices will be sent home when your child needs an updated immunization. Your child may not return to school once their immunization certificate has expired unless we have an updated one.

**Birthdays:** This is a special day in a child's life. Please make arrangement with your child's teacher for this special day. You may send a treat for this special occasion, however due to health regulations; **they must be store/bakery bought rather than home made.** You may drop off the snack in carpool or join us in class for the celebration. Please check with your child's teacher for allergies.

**Toys:** Children should be discouraged from bringing personal toys and books to the preschool, which may promote a conflict with other children. The preschool cannot be responsible for personal items, which may be damaged or lost. It may be necessary for the teacher to remove items from the child's possession until the end of the day. Please be supportive of staff when such decisions are made. **There will be opportunities for your child to share a personal item based on the teacher's calendar.**

**Discipline:** The goal of **St. Albert the Great Preschool** is to teach children self-regulation. The guidance techniques used are on the developmental level of the child and include: positive reinforcement, redirection, time-out, and helping the children solve their own problems. Children are made aware of expectations through the consistent use of clearly defined limits. No physical or harsh verbal discipline will be used. Physical discipline such as spanking is not permitted by staff or parents on the school's property. Should continual behavior problems occur, a meeting between preschool staff and the parents will be held in order to determine an appropriate course of action that is agreeable to all.

**Communication:** St. Albert the Great Preschool considers it essential for the home and preschool to work as partners to encourage the maximum growth in all areas of your child's development. Weekly reports will be available and sent out electronically (please make sure we have a working e-mail address for you). If there are concerns, we will be happy to schedule a conference with you. We would prefer not discussing behavioral problems in front of the children or at carpool.

The teachers cannot accept verbal messages from a child. Please send in a note or email the teacher or director . You may also call the director's at 425-1804 ext 197.

Monthly calendars and weekly emails will be sent to inform you of your child's daily activities.

**Parent /Teacher Conferences:**

Parent/Teacher Conferences will be scheduled twice a year. You will be notified in advance of the time and place. If you need to confer with the teacher at another time, a phone call can be arranged for a specific time. Students will be assessed using a Preschool Progress Report within 90 days of the first day of school and the results will be shared with you during conferences

**Arrival and Departure:** The children may arrive as early as 7:25 at which time they will gather in the gym. Classrooms will open at 7:40. Dismissal is at 11:15 for half-day sessions and 2:45 for full-day sessions. Afterschool care is from 2:45-6:00pm.

If tardy in the morning, a responsible adult will take the child to the office and a staff member from the office will walk them over to the preschool. You must sign the permission slip included in the packet for the office staff to walk them over. If you do not sign it, you will be responsible for walking them over to the preschool.

**Health and attendance polices:** Your child's safety and well-being is important to everyone. In order to keep illness to a minimum, please take note of the following information.

Children should **remain at home (24 hrs symptom free) if they have any of the following:**

- ❖ **A fever (may return to preschool when child has been fever free for 24 hours without medication)**
- ❖ **Acute cold, coughing, sneezing, and/or runny nose**
- ❖ **Sore throat**
- ❖ **Earache**
- ❖ **Skin eruptions or rashes**
- ❖ **Nausea and/or vomiting**
- ❖ **Headache**
- ❖ **Diarrhea**

Please notify the preschool (in the AM) if your child is sick or if your child or family member contracts any communicable diseases. 425-1804, ext. 197

If a child is sent home anytime during the day due to illness, they may **not** return to school the

following day.

<b><u>Disease</u></b>	<b><u>Incubation Period</u></b>	<b><u>Return to Preschool</u></b>
Chicken Pox	7-21 days	When all pox marks are scabbed over
German Measles	14-28 days	One day after rash completely disappears
Pink Eye		When eyes are free from discharge
Impetigo	2-5 days	When child is under doctor's care
Head Lice		When child has a doctor's note stating he/she is nit free

**Accidents or emergencies:** In case of an accident, your child will be given first aid and you will be notified. If it is a life-threatening incident, proper emergency procedures will be followed. Your child's health forms should be **UP TO DATE AT ALL TIMES** including the physician's name, phone number and hospital of preference. Please be sure you have completed the emergency medical treatment portion of your child's registration form. Up to date contact information for both parents as well as an alternate contact person are vital.

**Illness:** Children with any form of illness should remain at home. If a child arrives at the preschool with a temperature, the parent will be asked to return home with the child. A child may return to the preschool when they have been fever/symptom free for at least 24 hours. When a child becomes ill at the preschool, the parent will be requested to take the child home immediately and they may **not** return the following day. The preschool is not allowed to dispense over the counter medication.

**Medication:** The preschool may dispense medication prescribed if a physician writes a prescription, if the medicine is in the original container and has clear instructions. Medication is given only when the medication permission form has been completed and signed by the parent. Parents must sign off daily for continuous medication use. Medication permission forms may be obtained from the preschool office. The preschool is not allowed to dispense over the counter medication. If possible, please dispense medication at home before/after school.

If your child uses a medication on an as needed basis such as an Epi pen or inhaler, we must have a letter from your doctor on their letterhead stating that it is to be used as needed and what the dosage is when used.



**Policy for Custody Dispute:** Children will only be released to adults listed on the registration form/carpool authorization form. In case of a custody dispute, the preschool will not undertake the decision of legal and physical custody of a child, but will rely on the information provided by the enrolling parent. Copies of legal documents regarding custody will be maintained in the child's file.

**Fire, tornado, earthquake drills:** Each month the preschool will have a fire drill to familiarize children and staff with proper exit procedures. Quarterly tornado and earthquake drills will be held as well. In the event of severe weather, it is safer for both parents and children to remain where they are at the time of the alert. The preschool has established safe places within St. Albert buildings for all children to go to in the event of such an emergency.

**Right of Dismissal:** St. Albert the Great Preschool reserves the right to dismiss a child due to non-compliance of the policies by the parent. The child will be dismissed with two weeks notice. In extreme circumstances, immediate dismissal will be given at the discretion of the director. The preschool always reserves the right to dismiss a child if circumstances warrant.

**Licensing:** St. Albert the Great Preschool is licensed by the Cabinet for Health and Family Services. The preschool has also been inspected by the Louisville Metro health department and the State Fire Marshal's office. We are currently licensed for 77 students.

**Curriculum:** Each age group has established units of basic skills, which are age appropriate. Curriculum is planned for the month and parents will receive a calendar indicating the themes and concepts being worked on each month. Curriculum calendars will also be posted in each classroom along with the daily schedule.

The students will attend special classes including music, library, physical education, and spanish once per week.

### **Sample Daily Schedule**

This is a sample schedule; actual schedules may vary by age group and class.

7:25-7:40	Children may arrive (preferably in the carpool line).
7:50-8:10	Announcements made by Principal, free play
8:10-8:30	Circle time (calendar, weather, finger plays, songs, daily events)
8:40-9:00	Special Classes (Music, Spanish, Library, PE)
9:10-9:35	Craft/theme activity
9:35-10:00	Learning center activities
10:00-10:55	Clean-up room, restroom, wash hands, snack/outdoor play
11:00-11:10	Story time
11:15	Dismissal for ½ day session
11:20-11:30	Restrooms, wash hands
11:35-12:00	Lunch
12:00-12:15	Clean-up from lunch, restroom, and prepare for rest/quiet time
12:15-1:15	Rest time (children waking early may engage in quiet table activities)
1:20-1:40	Outdoor play, restroom
1:45-2:30	Craft/theme activity

2:30-2:40 Clean-up, wash hands  
2:45 Dismissal

The Archdiocese has developed a curriculum for preschool which can be located on their website.

**Skills and concepts:** The following is a list of skills and concepts that are age appropriate and may be included in the curriculum.

**3-Year Olds:**

- Numbers** Begin to recognize numbers 1-10 and simple counting of objects.
- Colors** Begin to recognize and name 8 basic colors: red, blue, green, yellow, orange, purple, brown, black
- Shapes** Begin to recognize and name 4 basic shapes: circle, square, triangle and rectangle through games and puzzles.
- Alphabet** Begins to recognize and name upper case letters. Recognize his/her own name.
- Small Motor Skills** Improve eye-hand coordination with finger plays, cutting, painting, molding and building.
- Large Motor Skills** Involve the children in activities such as running, jumping on one and two feet, and climbing.
- Language Arts** To speak and enunciate clearly for age, use “finger plays” recognize some upper and lower case letters, recognize own name, know “opposite”, see “likeness” and “difference” in objects, know the meaning of the “est” words (longest, shortest), use manners, and know general and specific body parts.
- Weather** Know what we wear, seasonal characteristics of animals and how they live in various seasons. Know the days of the week and begin to know months of the year.
- Art/Crafts** Show originality and creativity by independently using a variety of colors and materials.

**4 & 5-Year Olds:**

- Numbers** Identify numbers 1-20 by grouping into set, simple addition and subtraction, and matching correct number to a set of objects.
- Colors** Identify ten 10 basic colors: red, blue, green, yellow, orange, purple, brown, black, pink, and white.
- Shapes** Identify six basic shapes: circle, square, triangle and rectangle, oval and

diamond through games and puzzles.

- Alphabet** Begins to recognize letters of the alphabet, including upper and lower case and beginning phonics.
- Small Motor Skills** Master cutting with scissors, holding a pencil and crayon correctly, molding with clay/playdough, piecing together puzzles, tracing inside and outside of a Stencil, writing name.
- Large Motor Skills** Master running, jumping, hopping on one and two feet, climbing, and skipping. (Skipping is not always possible until age 5 or 6).
- Language Arts** To speak and enunciate clearly for age, use “finger plays” recognize and know some upper and lower case letters, recognize own first & last name, know “opposite”, see “likeness” and “difference” in objects, know the meaning of the “est” words (longest, shortest), use manners, and know general and specific body parts
- Weather/ Seasons** Be aware of what we wear, seasonal characteristics of animals, days of the week, as well as some months.
- Art/Crafts** To work in a group and individually with aid from the teacher using a variety of colors and materials.

### **Student Information**

Please see the **St. Albert the Great** school directory for class information. If you do not have access to the internet, please let the Preschool know so you may receive a paper copy.

Updated May 2019

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**St. Albert the Great Preschool**

1395 Girard Drive  
Louisville, KY 40222  
(502) 425-1804  
Ext. 197  
[www.stalbert.org](http://www.stalbert.org)

I have read the **St. Albert the Great Preschool** parent handbook and agree to abide by the policies and procedures stated within. I will either keep a copy of this handbook online for future reference and/or print a paper copy for personal use. If you need a paper copy, please let the Preschool office know and one will be printed for you.

Please print this sheet, sign and return the form to the Preschool office. Thank you.

**Child's Name (Print):** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Parent Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_