

## **St. Columbkille Sacred Heart Preschool**

500 North Monroe Street (physical address)  
 200 E. Sixth St. (mailing address)  
 Papillion, NE 68046  
 991-3405 (phone)  
 592-4753 (parish fax)  
 www.saintcolumbkille.org

2009-2010

Pastor	Father Damian Zuerlein	339-3285
Associate Pastor	Father Damien Wee	
Director/Teacher T-TH	Mrs. Julie Crnkovich	991-3405
Teacher M-W-F	Mrs. Rhonda Petrini	
Preschool Assistant T-TH	Mrs. Phyllis Bober	
Preschool Assistant M-W-F	Mrs. Anne Mack	
Finance (tuition balance)	Mrs. Tonee Gay	991-8027
(general parish)	Mrs. Jan Bode	592-8494

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St. Columbkille Sacred Heart Preschool reserves the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

All families will be required to sign a statement agreeing to abide by the policies and procedures of the school as outlined in this handbook.

### **Memo**

As part of the federal asbestos regulations, we are required to notify you that asbestos-containing materials are found in the school building. There are two types of asbestos-friable and non-friable. Non-friable is the less dangerous form of asbestos because it not hazardous unless it is broken or crumbled. There are asbestos containing tiles in the storage closet and basement landing. There is no danger to persons in the building as long as the seal remains intact. These tiles are inspected on a regular basis.

In addition to the floor tiles there is asbestos contained in the ceiling of the storage closet. The ceiling is in compliance with standards and poses no danger to persons in the building.

## St. Columbkille Parish Mission Statement

### “GO AND MAKE DISCIPLES”

**Evangelization** – We recognize one another as gifts of God, inviting and inspiring all to become disciples of Jesus.

**Formation** – We embrace formation as a life-long journey of spiritual growth, individually and as a community.

**Charity & Justice** – We go forth to love and serve, sharing our God-given gifts with each other and throughout the world.

**Worship** – We are drawn by God’s love to worship Him through Prayer, Sacraments and Liturgy.

## St. Columbkille Sacred Heart Preschool Mission Statement

Our mission as a Catholic preschool is to provide a quality early childhood program that nurtures the continuing growth of a child’s knowledge and understanding of himself/herself and his/her world. Our staff will provide a safe, loving, and stimulating environment that promotes the intellectual, emotional, social, physical, and spiritual needs of the child. This is accomplished through the cooperative witness of faculty, staff, and parents in a Christian setting.

### Learning Environment

It is our goal to create an environment that is conducive to the development of the child’s full creative and cognitive potential. We will offer a variety of experiences and ample time for children to explore and experiment at their own rate. The teachers will closely observe children to see what they understand and pose additional challenges to push their thinking further. Children will select many of their own activities from a variety of activity areas that the teacher prepares, including: dramatic play, blocks, manipulative, books, and art. The teacher will facilitate small group activities to encourage development in key areas. The children will also meet in large group time to participate in daily routines, play games, sing songs and enjoy other developmentally appropriate activities. Children will be introduced to kindergarten readiness skills including letters and letter sounds, shapes, numbers and problem solving skills. Most importantly, children are encouraged to develop kindness, patience, responsibility and other important social and conflict resolution skills.

### Eligibility

Our program is best suited to 4 & 5 year-old children who intend to enroll in kindergarten the following year. Because we are a pre-kindergarten program, **we ask that children reach the age of 4 by September 1<sup>st</sup>**, and be completely toilet trained in order to be enrolled. The Director may be required to refuse entrance or dismiss any child if there is evidence that the child’s participation in the program would cause harm to that child or other children.

### Class Schedules

M-W-F Morning	8:15 to 10:45	(arrival 8:00 – 8:15)
M-W-F Afternoon	12:30 to 3:00	(arrival 12:15 – 12:30)
T-TH Morning	8:15 to 10:45	(arrival 8:00 – 8:15)
T-TH Afternoon	12:30 to 3:00	(arrival 12:15 – 12:30)

## Arrival and Dismissal

Many factors have been considered in establishing our preschool times and dismissal procedures. **We ask families to be respectful of preschool arrival and dismissal times and procedures.** Please know that we have made every effort to accommodate the needs of parish and non-parish families, as well as school and non-school families. We appreciate your understanding and cooperation.

Our goal is to keep vehicles moving quickly, while establishing a safe environment for our school children. Children will not be allowed into the building prior to 8:00 a.m. for morning sessions, and 12:00 p.m. for afternoon sessions. **Families are expected to arrive for pick up no later than 10:45 a.m. and 3:00 p.m.** Please communicate these procedures to your carpools and childcare providers.

If you have a conflict with dismissal times, please make arrangements to have your child picked up from preschool first. We can have child ready for early dismissal if necessary. There is no before or after school supervision for preschool children. Late pick-ups are unfair to everyone. Fees may be assessed. Please see the specific procedures for your child's preschool session. Each session differs slightly.

### Morning Sessions (8:15-10:45 with doors opening at 8:00)

#### Arrival

- The south cut-away on Fifth St. is reserved for elementary school traffic until 8:00 a.m. Do **not** park in this area prior to 8:00 a.m.
- If you arrive prior to 8:00 a.m. it will be necessary to wait along a side street, or pull past the 2nd full yellow parking space to wait
- Children should be walked into the preschool by a parent/adult (this is a safety issue, especially through the fall and winter months)

#### Dismissal

- Children will be walked to the curb at 10:45 a.m.
- Parents may park anywhere along the south cut-away or along a side street
- Please come forward to pick up your child

### Afternoon Sessions (12:30-3:00 with doors opening at 12:15)

#### Arrival

- Park anywhere along the north side of Fifth St., or a side street
- Children should be walked into the preschool by a parent/adult (this is a safety issue, especially through the fall and winter months)

#### Dismissal

- Children will be walked to the curb between 2:55 – 3:00 p.m.
- **Option #1:** Vehicles form a line in the **blue** pick-up zone (designated with arrows). Vehicle #1 pulls ahead to the loading area. Please **remain inside** your vehicle. The teacher will help your child into his/her car seat. Once your child has been safely loaded and buckled, please exit the blue zone so that the next vehicle can be loaded. There is **no** parking in the blue zone during this time
- **Option #2:** Park in a **yellow** parking space or along a side street and come forward to pick up your child. **Do not park in blue zone!**

#### Note to all sessions:

- There is **no** double parking at any time
- Traffic is one-way only on Monroe St. during drop-off and pick-up times
- For your child's safety, you may need to show your child's assigned pick up symbol until we are familiar with names and faces 😊

### Child Restraints

The Nebraska State Child Occupant Protection Law mandates that infants through children age 5 must be properly restrained in a federally approved child safety seat. **Children must be buckled into a safety seat or booster seat.** Staff will not load a child into a vehicle without a child safety seat.

### Inclement Weather or Emergency Dismissal

In the event classes are canceled because of inclement weather, the closing of school will be announced on Radio Station KFAB (1110 AM) and KETV (Channel 7). Please **DO NOT** call the school or rectory for school closing information. St. Columbkille Sacred Heart Preschool will follow **BOTH** the Omaha Catholic Schools closing and /or the Papillion/LaVista Public Schools closing announcement. If **EITHER** is announced, St. Columbkille Sacred Heart Preschool **WILL NOT BE IN SESSION**. This means that there may be an occasion when Papillion/LaVista Schools will remain open but we will close because Omaha Catholic Schools are closed. It may also mean that Omaha Catholic Schools will remain open and the fact that our school draws teachers and students from districts other than Papillion/LaVista, and travel might be hazardous or unsafe for them. If school is to remain in session, an announcement will be made. On rare occasions, the Pastor or Director may close school if deemed necessary.

### Enrollment and Fees

Enrollment period begins in late January. A non-refundable registration fee of \$50.00 is required once your child's enrollment status has been confirmed. An activity fee of \$50.00 is also required at this time.

The yearly tuition for Monday-Wednesday-Friday classes is \$1000.00. Tuition may be paid at the beginning of the school year, or in 10 monthly payments of \$100.00 (July - April). The yearly tuition for Tuesday-Thursday classes is \$800.00. Tuition may be paid at the beginning of the school year, or in 10 monthly payments of \$80.00 (July - April). Monthly payments are due by the first of the month and delinquent after the fifteenth of the month. There will be a late fee of \$10.00 charged on all delinquent accounts. **Please make all checks payable to St. Columbkille** with Sacred Heart Preschool noted in the memo portion of your check.

Tuition payments may be mailed to **Sacred Heart Preschool 200 E. Sixth Street, Papillion, NE 68046** or dropped off in the drop box in the preschool. Please do not send or mail payments to the elementary school. **Questions about tuition balance may be directed to Mrs. Tonee Gay at 991-8027 or by e-mail at tonee@mcf.omhcoxmail.com.**

The acceptance or rejection of any application for enrollment of any student or potential student is the responsibility of the director. As a condition of enrollment/reenrollment in St. Columbkille Sacred Heart Preschool, each parish family/child must agree to abide by all parish and school policies, rules, and procedures; participate in the annual stewardship process, pay tuition, and annually satisfy and complete all required service hours.

**NOTE:** All tuition payments must be current at the semester as a prerequisite for attending the next semester, or for enrollment in other parish programs (i.e. the elementary school). If a family is having difficulty meeting payments, it is important to contact Fr. Damian to discuss your situation.

Admission (From Archdiocesan Policy)

No one shall be admitted as a student to any Catholic school unless that person and his/her parents subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the Archdiocese.

In cases where the number of persons seeking entry is greater than the number of spaces available, the school will identify priority of admissions guidelines.

Nondiscrimination Policy (Archdiocesan Policy)

The Catholic schools of the Archdiocese of Omaha will not discriminate on the basis of race, color, national and ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs or disability if, with reasonable accommodations, the applicant can meet the program requirements.

**Criteria**

The preschool in cooperation with the Parish Council, has devised a set of criteria to use in determining a child's enrollment status in the event that there are more children seeking enrollment than there are preschool openings. The following are the preschool enrollment criteria listed in order of consideration.

1. Child was enrolled in the current preschool session.
2. Family is currently registered as parishioners at St. Columbkille.
3. Child has siblings currently enrolled in St. Columbkille Parish School.
4. The length of time family has been registered members of St. Columbkille Parish.
5. Parent is an employee of St. Columbkille Parish
6. Non-parishioners may enroll in remaining spaces on a first come first serve basis

**Church Affiliation**

St. Columbkille Sacred Heart Preschool is a ministry of St. Columbkille Catholic Church. Our curriculum will include stories, songs, and themes that reflect our faith. Children will be introduced to simple prayers throughout the year.

We believe in a stewardship model at St. Columbkille. Parishioners are encouraged to share their gifts of time, talent, and tithing. We ask parish families of our preschool students to participate in the annual stewardship process, maintain a current stewardship card in the parish office, and complete 15-20 hours within the parish (8-10 for single caretaker families). Hours are recorded on the honor system. This requirement is not in addition to service hours required by other parish programs.

The intent of the Parent Service Hour Program is to foster a sense of community and camaraderie among parents and families of the school and to involve families in the parish/school community.

**School Affiliation**

St. Columbkille Sacred Heart Preschool is a separate ministry from St. Columbkille Parish School. We maintain a cooperative relationship, as we share some of the same facilities and educational concerns. The preschool director reports to the Parish Council, and the Pastor. Attendance at the preschool is one of several enrollment criteria used by the parish elementary school; however, entrance to the preschool program does not guarantee entrance into St. Columbkille School's kindergarten program.

### **Church Support Pledge**

St. Columbkille Parish is a tithing parish and every parish family is asked to participate in the annual stewardship process.

### **Communication**

Parents who wish to speak with their student's teacher may telephone the Director/teacher and leave a message for the teacher or e-mail the teacher. Teachers will respond to parent contacts at their earliest convenience.

On instructional days, teachers are required to be in their classrooms at 8:00 a.m. and 12:00 p.m. for supervision of the students. If you need to speak with a teacher in person regarding your student or a classroom situation, please call and make an appointment to speak with her. It is difficult for the teacher to meet during the time that she is responsible for supervising students. The teacher will be unable to give you or the situation her full attention or leave the classroom for a private discussion at that time. Monthly newsletters will be sent home. These are also available on the parish website.

### **Discipline**

At St. Columbkille Sacred Heart Preschool, we believe in a positive, proactive approach to discipline. Good behavior is reinforced, and children are encouraged to learn and practice good social skills.

If a child displays inappropriate behavior, he/she will be given a choice to change the behavior, move to another activity, or be separated from the group for a short period of time.

St. Columbkille Sacred Heart Preschool never permits any form of corporal punishment or any sanction which demeans or humiliates the child.

If problems persist, parents will be contacted and asked for their help in correcting the situation. A conference may be held between parents, teacher, and director.

St. Columbkille Sacred Heart Preschool reserves the right to dismiss any child if there is evidence that the child's participation in the program would cause harm to that child or other children.

### **Visitors**

Parents are welcome to visit the preschool at any time. In order to ensure a safe and consistent environment for the children, parents are asked to speak with the classroom teacher or director before entering the classroom.

There will be several opportunities throughout the year for parents and volunteers to visit the classroom or help with special projects. We encourage parents to participate in these activities. Parents wishing to work with children on a regular basis should take the Safe Environment Training class offered by the Archdiocese of Omaha.

### **Safe Environment Training**

We love to have the help of parents throughout the school year. Safe Environment Training is important to have if you would like to work with children on a regular basis (field trip chaperones, coaching, classroom volunteer, etc.) Safe environment trainings have been set for *'all personnel of the Archdiocese, i.e. priests, deacons, paid staff and volunteers who have regular contact with children and young people at the time they enter service in the name of the Church'* (Archdiocese of

Omaha, Child Protection policy). Training sessions are posted on the Archdiocesan website [www.archomaha.com](http://www.archomaha.com).

### Parent/Teacher Communication

The staff may schedule formal meetings to review your child's progress. Less formal ways of communicating are just as important. Please always feel free to contact your child's teachers. As our preschool does not employ a receptionist or secretary, we ask that parents utilize our answering machine for non-emergency messages. Messages will be checked prior to the beginning and end of each preschool session. Teachers will return phone calls after class time has ended. If your phone call is an **emergency** and no one is available to take your call at the preschool 991-3405, we ask that you contact the rectory at 339-3285 or Steinhausen Center office 592-1533.

### Health

It is the parent's responsibility to inform and update the school regarding their child's health status. This assists staff in identifying potential classroom emergencies and health issues which may affect your child's learning. It is **very important** that the school always have current emergency contacts and phone numbers.

A child who is ill should be kept home from school until he/she is well enough to return to a normal routine. Proper care in the early stages of an illness can reduce recovery time for the ill child and reduce the possibility of spreading the illness to others. The following are guidelines to assist you in deciding when your child should stay home from school.

**IRRITABILITY, HEADACHE, POOR APPETITE, TIREDNESS, ACHINESS** are vague symptoms. Changes in a child's normal behavior can often signal the beginning of an illness. An ill child is unable to benefit from school activities.

**FEVER** of 99.5 degrees or greater. Take your child's temperature if he/she complains of feeling tired, headache, sore throat or stomach ache. A child should be fever-free for 24 hours without use of medication (i.e. Tylenol) before returning to school.

**NAUSEA, VOMITING, DIARRHEA.** Keep your child home as long as these symptoms occur. Be sure your child is able to tolerate fluids and food without difficulty before returning to school. It is especially difficult for preschool children to deal with diarrhea in the school setting. Please keep your child home until these symptoms clear **completely**.

**NASAL SECRETIONS AND COUGHING/SNEEZING** spread respiratory infections easily. Children with excessive cough and or excessive nasal discharge should not return to school until their symptoms have subsided.

**SUSPECTED COMMUNICABLE CONDITIONS**—UNDIAGNOSED RASHES, FIFTH DISEASE, HEAD LICE, SCABIES, PINK EYE, RINGWORM, ENTEROBIOSIS, MEASLES, CHICKEN POX, IMPETIGO, MUMPS, PERTUSSIS, INFLUENZA, STREP. **A child must be sent home until identified symptoms are evaluated and conditions of return to school are documented by a health care provider.**

### Medication

Since our children are in school for a short period of the day it is usually not necessary for children to receive medication while at school. If medication needs to be given during school hours, we encourage you to check with your health care provider to see if the time can be adjusted and given during non-school hours. At times it is necessary to have medication at school. In those cases, a medication authorization which includes a physician's order and parental permission/instructions will need to be

completed. Please do not send any medication to school with your child. Medication must be brought to school by a parent and sent in the prescription bottle or original container if over-the-counter.

### Required Immunization Records

The following immunizations are required for Nebraska Early Childhood Programs

- \*4 doses of DTaP, DT or Td vaccine
- \*3 doses of polio vaccine
- \*3 doses of Hib vaccine or 1 dose given at or after 15 months of age
- \*3 doses of Hepatitis B vaccine
- \*1 dose of MMR vaccine given at or after 12 months of age
- \*1 dose of VZV vaccine or documentation of varicella (chickenpox) disease
- \*4 doses of PCV vaccine (3 if started 7-11 mos, 2 if 12-23 mos, 1 if 24-59 mos)

Exemptions will be granted for: (please contact our office for necessary paperwork)

- \*MEDICAL-for health reasons substantiated by a signed statement from a physician.
- \*RELIGIOUS CONFLICTS-substantiated by a notarized affidavit from the student's legal guardian.

### School Clothes and Supplies

Preschool classrooms are active. Children will spend time on the floor and in large motor activities. We ask parents to keep this in mind as you choose clothing for your child. Children work their best in comfortable play clothing. It is helpful if children wear clothing that they can remove on their own. This makes bathroom time easier and less stressful for your child. Choose shoes that your child can run and climb in. Sneaker type shoes are preferred.

**Please remember to dress your child appropriately for the weather.** We will have some outside playtime almost every day. Please label your child's coats, sweaters, hats, and mittens. If children have an accident/large spill at preschool, we have a change of clothes for them at school. Please wash and return them to school on your child's next scheduled class day.

### Snacks

Snack time is an important part of our preschool routine. We often use snack time to introduce or reinforce concepts important to our curriculum. We serve our snack "family style". Snack time provides an opportunity to work on table manners, visit about our day, and say a prayer of thanks together.

We will plan cooking experiences throughout the school year. Occasionally, we may ask preschool families to provide an item or an ingredient for our snack or cooking experience.

**If a child has any food allergies or special dietary needs or restrictions, we ask that the parent inform the teacher immediately.** Parents may be asked to provide an alternate snack for children with severe food allergies.

### Birthdays

Many times parents wish to celebrate their child's birthday by sending treats close to or on their child's birthday. We ask that the parents check with the teacher to make arrangements several days in advance so that appropriate plans can be made. Parents can send a take home treat or if they prefer, a treat to be served at snack time. The Nebraska Department of Health and Human Services requires that the snack must include a least one serving from one of the four basic food groups. For example, a sugary snack (cookie, brownie, etc.) would be okay if the family sends milk to drink. **Due to allergies, we ask that snacks be nut and peanut butter free.**

### Star Helper & Show and Tell

Throughout the school year, children are given several opportunities to be the "star helper" for the day. The "star helper" assists by holding the flag, setting the table for snack, being the line leader and other similar activities. A few weeks into the school year, the "star helper" will also be given the show and tell bag to take home. Children are encouraged to choose a **single** item to share with the class on their next day of school. Show and tell time helps to encourage both language and listening skills. It is a wonderful way to introduce children to turn-taking and respect for one another's belongings.

**Because we schedule a regular show and tell time, we ask that children do not bring toys or items to school unless it is their day to share.** If you have a special event or unique item to share in between your child's scheduled days, we ask that you check with the child's teacher to make arrangements.

### Field Trips

The preschool may schedule field trips. Each child must have a signed and dated Permission Slip on file before he/she can participate in a field trip experience. If a field trip requires transportation, our preschool follows the guidelines set by the State of Nebraska with regard to child restraints and adult-child ratios. Some field trip chaperones will be required to have certification in the Archdiocesan Safe Environments Training.

### Preschool Directory

Preschool families are invited to have their names, addresses and phone numbers included in the preschool directory. The purpose of the directory is to help families to coordinate preschool, parish or social events. It is not intended for business use or sales type calls. The preschool directory is for the use of the St. Columbkille community only and its contents should not be made available for publication or on the internet.

### Preschool Faith Library

The preschool has established a lending library with a grant from the Knights of Columbus. The library (located at the entrance to the preschool) contains books and CD's relating to our faith and families. Families are encouraged to utilize the library as often as they wish. Books and CD's may be checked out for a period of one month. Simply jot down your name and the name of the resource on the clipboard and enjoy for the one month check out period.

### Class Schedule

Morning Sessions	8:15 – 10:45 (doors open at 8:00)
Afternoon Sessions	12:30 – 3:00 (doors open at 12:15)

### The Daily Routine

Your child's daily routine will be consistent and will include the following. Throughout the year we will use different parts of our day to introduce children to kindergarten readiness and social skills in a developmentally appropriate way.

**Arrival:** During this brief and casual time, many important skills are developing as the children take care of their personal belongings (hanging up coat, hat, mittens, etc.), greet friends, and observe changes in the classroom.

**Opening:** During this time, we gather as a class to say a prayer, the Pledge and do calendar activities. Our “star helper” for the class will help lead the activities.

**God’s Time:** The children gather to praise God through stories, songs and other age appropriate activities.

**Planning:** The initial start of the day at which time the child decides what he/she would like to do during work time.

**Work Time:** The time of the day when the children carry out the plans they have made. The planning process continues throughout work time. As a child completes one plan, the teacher is available to help him/her make another.

**Bathroom Break** groups of 2-3 children use the restroom, wash hands. Children are also free to use the restroom as needed throughout our day.

**Clean up:** Children put away the materials they used during work time. Storage shelves and drawers are clearly labeled with pictures and outlines to facilitate the cleaning-up process and incorporate curriculum goals.

**Recall and Snack Time:** The children recall what they did during work time and represent this in language, pictures, drawings, etc. Snack allows for a more relaxed time of social interaction.

**Small Group Time:** The class divides into smaller groups in order to facilitate a more teacher-planned time. This time is used to introduce new materials, facilitate active learning, and focus on specific “key experiences.”

**Quiet Time:** During this short time, children relax and listen to quiet music and/or a story as their backpacks are readied for dismissal.

**Circle Time:** This provides a time for all the children to be together. Many things may occur during this period, such as reviewing activities, recalling a field trip, playing circle games, reading a book, singing songs/finger plays, or participating in music and movement.

**Active Movement:** During this period, the total group is involved in motor activities either indoors or outdoors.

**Dismissal:** Preschoolers gather their belongings, recite a prayer with their class, and say “good-bye” to classmates and teachers for the day. Children are then walked to the curb for dismissal to their parents or carpool.

\*St. Columbkille Sacred Heart Preschool has been licensed by the Nebraska Department of Health and Human Services. \*