

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

500 North Monroe Street (physical address)  
200 E. Sixth St. (mailing address)  
Papillion, NE 68046  
402-991-3405 (phone)  
402-592-4753 (parish fax)  
www.saintcolumbkille.org

### **2017 - 2018**

Pastor	Father Dave Reeson	402-339-3285 dreeson@saintcolumbkille.org
Associate Pastor	Father Patrick Niels	402-339-3285 pniels@saintcolumbkille.org
Director (no office hours on Fridays)	Mrs. Julie Crnkovich	402-991-3405 jcrnkovich@saintcolumbkille.org
Teacher MWF & T-TH	Mrs. Deidre Henton	402-991-3405 dhenton@saintcolumbkille.org
Preschool Assistant MWF & T-TH	Mrs. Angela Strabala	

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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. If an item is not addressed directly in this handbook, we may defer to guidelines in the St. Columbkille Elementary School handbook, and/or make a decision in collaboration with the parish pastor or his representative.

All families will be required to read this handbook and sign a statement agreeing to abide by the policies and procedures of the school as outlined in this handbook. Important: Sacred Heart Preschool has been licensed by the State of Nebraska. At the time of enrollment, we are required to give all families a Parent Information Brochure provided by the Department of Health and Human Services. The contents of this brochure are included on the final page of the handbook. A parent or guardian must sign and date a form showing they are in receipt of this information. Regulations require that this signed/dated form be kept on file at the preschool for review by the department.

#### 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 staff and parents in a Christian setting.

### Description of Child Development Program

Sacred Heart Preschool was established in 2002. We are a traditional preschool program offering traditional half-day sessions for 4 and 5 year old children. It is our hope to provide a preschool program that encourages children to grow in both mind and heart. We acknowledge the parent as the child's first and most significant teacher and seek to build upon this foundation.

We feel it is important to have a warm, welcoming, secure and predictable environment for our preschool children. Care is taken to greet children and parents warmly each day. Children are comforted by consistent classroom routines, materials which can be accessed independently and work spaces which allow for both group and individual activities. We offer a variety of experiences and ample time for children to explore and experiment.

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 are introduced to kindergarten readiness skills including letters and letter sounds, shapes, numbers, problem solving skills, pre-writing and letter formation. Most importantly, children are encouraged to develop kindness, patience, responsibility and other important social and conflict resolution skills.

All sessions are taught by a teacher and a teacher aide. There is a maximum of 15 children per session. In addition to partnering with St. Columbkille Elementary, we are also involved in Papillion La Vista School's Community Provider Network.

### Nondiscrimination Policy (Archdiocesan Policy #5003)

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.

### Eligibility/Ages of Children Served

Our program is best suited to 4 and 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 July 31<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.

### Admission (From Archdiocesan Policy #5001)

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.

### 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. Parent is an employee of St. Columbkille Parish
5. The length of time family has been registered members of St. Columbkille Parish.
6. Non-parishioners may enroll in remaining spaces on a first come first serve basis

### 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 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 treasure.

## Parent Service Hour Program

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 8 hours within the parish (4 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. If you have an older child in the elementary school, your hours will be tracked as part of that commitment in lieu of the preschool requirement.

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. We have also found it a wonderful way to live out our Catholic faith.

Families not registered in our parish are not required to meet the service hour commitment, but are strongly encouraged to become involved in their child's preschool experience.

### Days and Hours of Operation (session times)

M-W-F Morning	8:15 to 11:00	(arrival 8:00 – 8:15/dismissal 10:55 – 11:00)
T-TH Morning	8:15 to 11:00	(arrival 8:00 – 8:15/dismissal 10:55 – 11:00)

### Arrival and Dismissal

Note: Parents are responsible for supervising their children until they see them physically enter the building, and again after the child is released to the parent/caregiver at 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.

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. Families are expected to arrive for pick up no later than 11:00 a.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 a 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 procedures below for your child's preschool session.

### **Morning Sessions** (classes begin at 8:15 with doors opening at 8:00 a.m.)

#### 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. A good sign that it is okay to park is when you see the elementary school associate exit the area.
- Children must be walked into the preschool by a parent/adult

#### Dismissal

- Children will be walked to the curb at 10:55 a.m. for dismissal by 11:00 a.m.
- Parents may park anywhere along the south cut-away or along a side street
- Please come forward to pick up your child. Please do not double park.

### Verification of Identity

For your child's safety, you will be asked to show your child's assigned pick up symbol at dismissal time until we are familiar with names and faces. It is always best to keep this symbol on hand should a substitute staff person be working. Please be sure those coming to pick up your child are listed on their emergency contact form. If someone other than a designated adult is coming to pick up your child, parents are asked to call, e-mail or send a note with the child. Individuals may be asked to show identification. If there is someone who is not permitted to pick up your child (i.e. via court order for non-custodial parent), we need this information in writing. It will be kept with your child's emergency contact form.

### 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.

### Inclement Weather or Emergency Dismissal

In the event classes are canceled because of inclement weather, the closing of school will be announced on the radio and the local television stations. 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. If school is to remain in session, no announcement will be made. Please do not call the rectory or school office. If school is dismissed once in session (i.e. severe weather, power outage, etc.), parents will be contacted via e-mail or through the local media. In the event students must be evacuated from the school building, they will be escorted to another building on campus (i.e. school, Steinhausen Center or Social Hall). On rare occasions, the Pastor or Director may close school if deemed necessary.

### Enrollment and Fees

The enrollment period typically begins in late January/early February. A non-refundable registration fee is required once your child's enrollment status has been confirmed. The registration fee holds a child's space until June 15. At this time, arrangements for payment of yearly tuition must be received. A yearly tuition is announced at the time of registration. Families are given options for payment of this yearly tuition and are required to have a payment agreement form on file. This payment agreement form details the tuition payment plan chosen as well as an agreement to follow the tuition schedule should families need to withdraw from the program prior to year-end. Tuition may be paid annually, bi-annually, or in monthly EFT payments. Payments are due by the first of the month and delinquent after the fifteenth of the month. Monthly EFT's are deducted on the first Friday of the month. There will be a late fee of \$10.00 charged on all delinquent accounts. If making an annual or biannual payment, please make 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 brought directly to the preschool. Please do not send or mail payments to the elementary school.

**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 the parish pastor (Fr. Dave Reeson) to discuss your situation.

### Conditions of Suspending and Terminating Services

The acceptance or rejection of any application for enrollment of any student or potential student is the responsibility of the director working in cooperation with the parish pastor. As a condition of enrollment/re-enrollment in St. Columbkille Sacred Heart Preschool, each parish family/child must agree to abide by all parish and preschool policies, rules, and procedures; pay tuition in accordance with the payment agreement, and if registered in the parish, participate in the annual stewardship process and annually satisfy and complete all required service hours.

Staff will work cooperatively with parents to resolve issues that may arise during the school year; however, we reserve the right to terminate services if the behavior of a child is deemed harmful to the physical or emotional well-being of other children and/or staff.

### Special Services Provided

When child development concerns arise, we work with parents to determine if outside assistance is needed. For children residing in the Papillion La Vista school district, arrangements can be made for on-site evaluations. Most special services are provided off-site at the child's neighborhood public school and coordinated through Early Childhood Services.

### 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 feel free to contact your child's teacher. As our preschool does not employ a receptionist or secretary, we ask that parents utilize our answering machine and e-mail for non-emergency messages.

The morning and afternoon drop off time can be used to communicate short pieces of information; however, if you need to speak with a teacher in person at length, please call to make an appointment. It is difficult for the teacher to meet for an extended discussion during the time that she is responsible for supervising students. 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. General questions (finance, policy, etc.) can be e-mailed to the director. Classroom specific questions (star helper, birthday treats, classroom event, etc.) can be directed to the child's teacher.

If your phone call is an **emergency** and no one is available to take your call at the preschool 402-991-3405, we ask that you contact the rectory at 402-339-3285 or Steinhausen Center office 402-592-8494.

### Parent Questions, Concerns and Grievances

Our program values a cooperative and open relationship between preschool families and staff. We encourage parents to ask questions and to offer information to staff that might be helpful in working with your child. If a problem or concern arises, we ask families to go directly to the classroom teacher first. If the concern is not resolved or if further clarification is needed, please contact the director. It is best to raise issues when they first develop. We have found that most concerns can be addressed with a quick conversation, e-mail or phone call, but a meeting can

be arranged if necessary. On rare occasions, the pastor may be contacted to help resolve an issue.

### Communication Envelopes

Please utilize the Preschool Communication Envelope when sending information to school in your child's backpack. It is important that this envelope is checked and emptied daily before returning it to your child's backpack for the next day of school. Please watch the communication envelope for monthly newsletters, field trip forms, etc.

### Preschool Website & E-mails

The preschool link is located on the parish website at [www.saintcolumbkille.org](http://www.saintcolumbkille.org). We are located under the formation tab. The website will contain a copy of our monthly newsletter, a complete calendar and a link to other important information.

We will often use e-mails to communicate with families (reminders, schedule changes, etc.). If the information is informational in nature (i.e. an upcoming parish or early childhood event that we have been asked to pass along) we will try to label with an FYI in the subject line. Be sure to have a current e-mail on file with us and make sure you have added us to your safe senders list. It is sometimes helpful to check your spam folder.

### Preschool Directory

Preschool families are invited to have their names, addresses, phone numbers and e-mails, 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.

### Student Photographs (Archdiocesan Policy #5081)

Photographs of students may appear on the school website or on other publications. Parents who do not wish their children's photographs to be placed in public media must notify the school director in writing prior to the start of the school year.

### 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 (coaching, 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.org](http://www.archomaha.org).

### Visitors & Parent Helpers

Parents have access to their child 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. Parents wishing to remain in the classroom need to meet the new Child Care Licensing requirements explained below.

There will be several opportunities throughout the year for parents and family to work with their preschooler. Most of these events will take place in the evening (Mommy & Me, Daddy & Me, Christmas Program & Graduation). Parents wishing to help with a special project during the school day would need to take the Safe Environment Training class offered by the Archdiocese of Omaha, and complete the newly required Nebraska Childcare Licensing requirements. These include a check against the Nebraska Child Abuse and Neglect Registry and a Statement of Law Enforcement Contact. Once this paperwork is received back from Nebraska Child Care Licensing, parent helpers may assist in the classroom under the supervision of preschool staff.

### 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. We will introduce children to self-discipline skills (including listening, following instructions, asking questions, sharing and social skills). St. Columbkille Sacred Heart Preschool never permits any form of corporal punishment or any sanction which demeans or humiliates the child.

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. 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.

### Health Considerations and Exclusion of Ill Children

All parents must have a current emergency contact health record form on file. It is critical that we know if your child has any significant allergies or illnesses. 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, as regulations require that children with symptoms of a contagious or infectious disease be sent to their homes immediately or as soon as safe and proper conveyance can be found. Please remember to communicate any changes in your child's emergency contact or medical information as soon as possible.

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 general guidelines to assist you in deciding when your child should stay home from school.

- Irritability, headache, poor appetite, tiredness and 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 100 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, cold medication) before returning to school.
- Nausea, vomiting and diarrhea: Keep your child home as long as these symptoms occur. A child should not return to school for a minimum of **48 hours**. 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, persistent 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 (i.e. undiagnosed rashes, head lice, pink eye, ring worm, impetigo, scabies, MRSA, measles, chicken pox, strep, influenza, etc.). A **child must be sent home** until identified symptoms are evaluated and conditions of return to school are documented by a health care provider. Please see the list below for more specific guidelines and a list of reportable communicable diseases.

Communicable Diseases – exclusion period from school will follow the guidelines set from by the county/state health department

- Chicken Pox...The student should stay home at least 5 days after the appearance of skin eruptions or until all vesicles become dry
- Conjunctivitis (Pink Eye)...The student should stay at home until the eye is normal in appearance or may return with documentation from the physician that the child is no longer infectious
- Enterobiasis (Pinworm, Thread-worm, Seat worm)...The student should be excluded until brought under treatment as documented by a physician
- Fifth Disease...The student should be excluded until fever and malaise are gone. May return with rash with documented physician approval.
- Head Lice...Head lice is considered a contagious condition. Students found with head lice (pediculosis) will be sent home and cannot return until treated for this condition. It is recommended that parents contact their physician for a prescription medication or talk to their pharmacy regarding an over-the-counter medication. It is essential that the school be notified of any student who has had head lice so that other families may take sufficient precautions.
- Impetigo...The student should be excluded until brought under treatment as documented by a physician
- Influenza...The student should be excluded for the duration of the illness
- Measles...The child should stay out of school for the duration of the illness and for no less than 4 days after the onset of rash
- Mumps...The student should be excluded until swelling has subsided
- Pertussis (Whooping Cough)...The student should be excluded until physician approves return as per written documentation
- Rashes...Student should be excluded until treatment has been in process at least 24 hours or the rash has faded, and the skin is normal in appearance
- Ringworm...Student must be excluded until treatment has been started and documented by a physician
- Scabies...The student must be excluded until the day after treatment has been started and documented by a physician
- Strep Infection...The student may return to school when he or she no longer has a fever and has been treated with a physician prescribed medication for at least 24 hours

## Reportable Communicable Diseases

By state law, the preschool is required to notify parents of all enrolled children of any case of any reportable communicable disease on the same day we are informed of or observe the illness, unless otherwise directed by the health authority. Please notify the preschool if your child is diagnosed with any of the following reportable diseases: chicken pox (varicella), pink eye (conjunctivitis), head lice, influenza, pin worm (enterobiasis), scabies (acariasis), fifth disease (human parvovirus infection, erythema infectiosum), rotavirus, Respiratory Syncytial Virus (RSV).

## 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. As part of this authorization, parents also deem the staff at St. Columbkille Sacred Heart Preschool competent to give or apply medication to their child. The school reserves the right to refuse to administer medications. The school does not assume responsibility for reactions to medicine brought to school.

It is the responsibility of the parents/guardians to supply St. Columbkille Sacred Heart Preschool with non-expired medication (in a prescription container with original pharmacy label), the necessary equipment to administer such medication and accompanying completed proper documentation in order to administer any prescription or non-prescription medication on site. Any staff that gives or applies medication must do so in accordance with the "Five Rights" as set out in the Medication Aide Act. Additional directives are given to licensed preschools by the Nebraska Department of Health and Human Services and will be followed.

## Immunizations

State law requires us to have an immunization record on file for children in our program. 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: (contact our office for the special paperwork required)

- \*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 (in the Omaha Archdiocese only MMR, MMRV and varicella are considered).

Note: In the event of a disease outbreak, an unvaccinated child will be asked to leave the building until the disease is contained.

## 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.

Children are given a list of suggested school and snack supplies. These may be brought to Open House. Children will need a standard size backpack that is large enough to hold a 9x12 folder without folding (no miniature or novelty shaped backpacks, please).

### 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 helpful 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.

### 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 a few 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 at 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. No cake or cupcakes please (small crumbs are difficult to remove from the carpet).

### 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. Snack time provides an opportunity to work on table manners, visit about our day and share 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.

## Field Trips (please note changes implemented in the spring of 2017)

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. Recently revised childcare regulations have made it necessary to make changes to our field trip policy when transportation is required. After consulting with our child care licensing representative and other area preschools, we have made the following changes to our field trip policy:

1. In order for children to attend a field trip requiring transportation, they must be transported and accompanied by one parent (or responsible adult such as a grandparent, aunt or uncle).
2. Per state regulations (3-006.06), preschool parents are not permitted to supervise children other than their own. If you are unable to attend with your child, you have the option of sending your child with another responsible adult who will have your child as their primary responsibility (1:1 ratio).
3. Parents are asked to make alternate arrangements for siblings on field trip days
4. Field trip attendance is optional

## Parent Training/Education Offered

Parents are asked to attend a Parent Information Meeting prior to the start of the preschool year. Additional training opportunities are sent home in the child's communication envelope or via e-mail. Most of these training and education opportunities are offered through ELC Omaha Region, ESU #3 or coordinated through Papillion La Vista's Community Partner's network.

## 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.

## Expectations of Parents

We believe parents to be their child's first and most significant teacher. We ask parents and staff to work together to provide a successful preschool experience for the child. At least one parent or guardian is asked to attend the parent information meeting prior to the beginning of the school year.

In addition to meeting a child's basic health and nutrition needs, parents are expected to communicate important issues related to their child's wellbeing. These include any special educational (i.e. speech or language issues) and medical needs (i.e. allergies, asthma, etc.). Families must also follow the guidelines for keeping ill children home from school. Current contact information is also a requirement. Changes in emergency contact information or in a child's medical needs must be relayed to the school in writing.

Parents are expected to pick children up promptly from preschool. Timely payment is expected. Parents/guardians are expected to check their child's communication envelope for important information from the preschool. These and other parent expectations are outlined in the preschool handbook. Parents are expected to read the preschool handbook and sign an agreement form indicating they have done so. Parents/guardians will be expected to meet all requirements set forth by the Nebraska Department of Health and Human Services (DHHS).

## St. Columbkille Sacred Heart Preschool ~ Our 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.

**Planning:** The initial start of the day at which time the child decides what he/she would like to do during work time. Teachers may choose to assign a center for a short time to ensure the child has a chance to participate in a specific experience or activity.

**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.

**Language/Reading:** Following clean up, children gather as a group to listen to books and explore language activities

**Recall and Snack Time:** The children recall what they did during work time. 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. During this time, children may explore cutting, counting, comparing, graphing, patterning, science concepts, pre-reading and writing activities.

**Quiet Reading Time:** During this short time, children relax and listen to quiet music and/or a story as their backpacks are readied for dismissal. Children may also choose to look at books during this time.

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

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

**Active Movement:** During this time, 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.