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PRESCHOOL WELCOME

We are proud to offer the children in our community a Catholic preschool program that will help each child become self-sufficient and ready for kindergarten. Our program is designed to let the children come together and learn together in a nurturing Christian environment. Children are motivated by their natural curiosity to learn and preschool can provide experiences to enhance their knowledge.

We recognize that each child is a unique person, gifted by God, with his or her own individual potential. One of the most important accomplishments of a preschool program is a happy, independent child who is eager to come to school.

Our main goal is to supply your child with the experiences they need to make a successful transition into kindergarten. These experiences include time to grow, time to learn, and above all, "Time to Be a Child." We are here to take care of our most precious gifts, Our Children.

PRESCHOOL MISSION

Saint Ann Preschool is a child-centered program that stimulates and encourages the joy of learning in all developmental areas of Early Childhood Education, spiritual, social, emotional, intellectual, and physical.

PRESCHOOL STAFF

Preschool Teacher/Director	Mrs. Connie Simmons
Preschool Assistant Teacher	Mrs. Amy Davis
Preschool Substitute Teacher	Ms Melody Adamson
Preschool Substitute Teacher	Ms Janet Gill

PRESCHOOL GOALS

- To model and promote the love of God and recognize that each child is a special creation, unique in their own way
- To offer your child the opportunity to discover, explore, be challenged and to problem solve through hands on experiences
- To provide an atmosphere that allows each child to feel content and loved
- To provide an environment that involves each child's individual needs and interests
- To create learning experiences through play and educational activities
- To view each child as a unique person with an individual pattern and timing in their growth and development
- To provide interactions and activities that develop a child's self esteem and positive feelings toward learning

PRESCHOOL ENROLLMENT

Saint Ann Preschool is open to any child regardless of race, religion, creed, or ethnic background as long as space is available. We offer morning and afternoon classes on Tuesday, Thursday, and Friday. Morning class is from 7:45am-10:45am. Afternoon class is from 11:20am-2:20pm. A child must be 4 years old on or before October 1, 2010, to enroll. To register for preschool and be officially enrolled with your child's name on the roster, the parent is required to complete the Registration/Admission form and the Child's Record form. The school office must receive the non-refundable fee of \$35.00.

Registration opens the first week in February for practicing Catholic families. This is usually the week after Saint Ann celebrates Catholic Schools Week.

Non-Catholic families may begin registering two (2) weeks later and continue until classes are full. Enrollment is on a first come-first serve basis and preferences on morning or afternoon classes depend upon the date and time that your child was registered. Space requirements and state regulations limit our class size.

The following information is required prior to the first day of preschool. These forms are mandatory and become a part of your child's permanent school record:

- The child's social security card
- A state issued birth certificate
- A Medical History/Emergency Medical Care form
- An original up-to-date Kentucky Immunization Certificate
- A physical given less than six (6) months prior to the opening day of school

PRESCHOOL CONTACT INFORMATION

All changes of address and/or phone numbers (home, cell, work) and any other information concerning contacts or medical facts that was required on the Registration/Admission form must be reported to the school office and preschool teacher as soon as the change takes place. It is mandatory for the school to have current information in order to reach you as soon as possible in the event of an emergency. Preschool students must have two (2) emergency contacts in addition to the parent. All calls, messages, emergencies, etc. are handled through the school office 389-1898.

PRESCHOOL FEES

The \$35.00 non-refundable registration fee is due at the time of registration and must be paid to enroll your child and to hold his or her place in class. Preschool tuition is \$105.00 per month and is billed from August through May, for a total of \$1,050.00 for the entire school year. The preschool payment is due on the 25th of each month. A \$10.00 per month late fee will be added to any invoice that is 30 days late. Preschool invoices will be mailed during the first week of each month. If you have a student in grades K-8, the preschool bill will be printed on the same page. Each bill should reflect all payments that have already been made and will show the balance due up to that month. Do not hesitate to notify the school office if there seems to be an error in your bill. Payments may be put in an envelope marked "Preschool" and handed to the preschool teacher(s), brought to the school office upstairs, or mailed. All cash payments must be made in the school office so you can receive a receipt.

All preschool tuition fees must be paid in full by May 5th. If all fees are not paid by this date, the preschool child will not be allowed to participate in the End of the Year program. No refund of fees will be made for days when a child is absent from preschool class or for days that are not made up due to school closings. Make-up school days are set by the Union County Schools calendar. Preschool has class when schools are in session on Tuesday, Thursday, and Friday.

Parents/guardians who are consistently late picking up their child will be charged a \$5.00 fee for each occurrence and this will be added to your tuition balance. A verbal or written notice will be issued prior to this charge.

If children are not picked up in a reasonable amount of time (30 minutes) and the parents or designees cannot be located, local authorities will be called.

If an account remains unpaid for more than two (2) months, the child will possibly be dropped from the program. If an alternative payment plan or subsidy needs to be considered, a meeting with the school/parish administration can be scheduled.

PRESCHOOL ARRIVAL/DISMISSAL

AM PRESCHOOL CLASS - 7:45am until 10:45am

All children enrolled in the morning preschool class should arrive between 7:35am and 7:45am. Dismissal will be from 10:30 until 10:45am. Our goal is to have all children departed by 10:45am so teachers can have time to organize the classroom and materials for the afternoon class and eat their lunch.

PM PRESCHOOL CLASS - 11:20am until 2:20pm

All children enrolled in the afternoon preschool class should arrive between 11:10am and 11:20am. Dismissal will be from 2:05pm until 2:20pm. Our goal is to have all children departed by 2:20pm so teachers can have time to prepare for after school meetings and organize the classroom and materials for the next day.

Please be prompt in dropping your child off and picking your child up from school. ARRIVAL - The preschool entrance (Geiger Street) can only be used for preschoolers. Older siblings must enter and exit school through the front doors.

State regulations require that a parent/guardian or designee bring the preschool child into the building and sign them in with your signature and the time of day. DISMISSAL - Drivers picking up preschool students at dismissal time should form a line on the south side of the gym in the parking lot and up the alley behind the gym. Cars parking in front of the gym should not block traffic on South Church Street. When the preschool doors open, you can take turns pulling across West Geiger Street in front the preschool doors heading toward South Morgan. (HWY 60) One of the teachers will walk your child to your vehicle and hand you the sign in/out book. You must sign your child out with your signature and the time of day. The afternoon dismissal time is the same for the other school students and traffic will be heavy. Please drive carefully, yield to the buses, and watch for children. Students in grades K-8 must leave the school through the front entrance. If you are picking up preschool children and older students, you can pick up your preschool child first and then proceed to the corner of West Geiger and Church Street. The older students will be allowed to walk to your vehicle.

No students in grades K-8 may enter or leave the building through the preschool entrance without special permission from the principle and/or preschool director.

If your child is being picked up by someone different, please inform the teacher(s) when the child is dropped off or write their name beside the child's name in the sign in book. A description of the vehicle is also helpful.

Your child will not be allowed to leave the school with anyone other than the name(s) you have listed on their Authorization for Pick up form. If there is any reason for doubt, identification will be requested.

PRESCHOOL CURRICULUM

The curriculum of Saint Ann Preschool is developmentally appropriate for the age and ability of four and five year old children and is based on the Kentucky State Standards. It will focus on such skills as paying attention, following instructions, taking turns, and completing simple tasks. The "Emergent" curriculum is flexible so that the content can reflect each child's specific needs and interests. It is very important that each child finds success in the classroom and achieves as an individual and as a member of the preschool group. Areas of learning include:

- Social skills

- Self-help skills
- Perception and sensory experiences
- Language and cognitive/thinking skills and concepts
- Fine and gross motor skills
- Children's literature
- Pre-math: Numbers, counting, sorting, patterns, etc.
- Music: Songs and finger plays
- Dramatic play/housekeeping
- Art

PRESCHOOL CLASSROOM ARRANGEMENT

The classroom is set up in learning areas called centers. Within each center, there are materials that allow children to manipulate, explore, create, experiment and discover. The children gain experiences from the different centers as they move from one center to the next through the guidance of the teachers. This type of classroom allows some flexibility and children learn responsibility while sharing classroom equipment and supplies. Activities are performed in large and small groups as well as one on one.

PRESCHOOL ENVIRONMENT

Our program provides a loving Christian atmosphere of security, trust, respect and acceptance. This unique environment allows each child to play, learn, and be loved along the way.

PRESCHOOL RELIGION

The morning class will hear the opening school day prayer (Our Father) during morning announcements. The afternoon class will hear the afternoon announcements and an end of the day blessing. All children are expected to show reverence for Jesus, Mary, and Catholic prayers. Both preschool classes will learn the Guardian Angel prayer and the prayer before meals. A copy of these prayers will be sent home with your child during the first few weeks of school.

PRESCHOOL STAFF EXPERIENCE

Our staff members are experienced Early Childhood professionals who attend workshops and earn a minimum of 15 hours of training each year to learn new and exciting information about young children and their developmental needs. The staff is certified in CPR, First Aid, and "TLC."

PRESCHOOL LICENSING

The Cabinet for Human Resources and State of Kentucky Division of Licensing and Regulations visit Saint Ann Preschool annually to make certain that minimum licensing standards for preschools are being met. These license visits are unannounced to help ensure a safe environment and increases the quality of all preschool children and childcare programs in Kentucky. Our preschool is licensed under the same regulations as any other Kentucky childcare center that is in session more than 10 hours per week. The visit includes the inspection of records, including child immunizations, staff trainings, staff health, insurance, classroom daily schedule, health department and fire marshal inspection reports, and nutrition of daily snacks. Also the classroom environment, including age appropriate educational materials, interaction of staff with children, and the safety of the classrooms and playground are checked.

The Union County Health Inspector and Morganfield Fire Marshall perform annual inspections to ensure that our facility is safe and maintained.

PRESCHOOL STARS PROGRAM

Saint Ann Preschool participates in STARS, a voluntary program that requires centers to meet higher standards than licensing and was designed by the Commonwealth of Kentucky to increase the level of childcare. An unannounced site visit is part of this evaluation. Programs are scored in the following areas:

- Staff to child ratios
- Compliance with state regulations
- Size of the class
- Curriculum
- Parent involvement
- Staff training and education
- Personnel practices

- Space and furnishings
- Personal care routines
- Language and reasoning
- Activities
- Play equipment
- Materials and supplies
- Interaction and supervision
- Program structure

More than 40 items are evaluated on a scale of 1 to 7. Participating in STARS is a vital component of Saint Ann's commitment to maintaining a quality preschool program. A 4 STAR rating is the highest rank available for childcare centers. Saint Ann Preschool currently holds a 3 STAR rating due to the fact that many of our standards are in accordance with a school setting rather than a daycare environment. A 4 STAR rating also requires expensive national accreditation. We will have a site evaluation again in 2012. Annual paper reviews are completed during the years when a site visit is not scheduled.

PRESCHOOL CLOSINGS

Saint Ann Preschool operates under the same schedule as the Union County Public School system. If weather is unfavorable, please listen to WMSK radio station or the Evansville television stations for a report about Union County Schools. You can also be placed on the Saint Ann Call 1 list to receive school announcements by phone. You may call or stop by the front office and have your phone number(s) put on the Call 1 list.

If Union County Schools are on a one (1) hour delay, the morning preschool class will begin one hour late and dismiss at regular time. If the Union County Schools are on a two (2) hour delay, there will be NO morning preschool class and the afternoon class will not change. If Union County Schools dismiss one (1) hour early, the afternoon preschool class will dismiss one (1) hour early. If Union County Schools dismiss between 12:00 noon and 1:00pm, there will be no afternoon preschool class and morning class will not change. If you have questions regarding the preschool schedule for the day, call the school office, 389-1898, after 7:00am. If you feel the weather is too bad, you may choose to keep your child home from

preschool. Please notify the school if you choose to keep your child home from preschool due to weather conditions or any other reason. There will be no reimbursements on your tuition when your child does not attend school.

PRESCHOOL DISCIPLINE

Saint Ann Preschool is a loving, learning center. Our environment is non-threatening and supportive. The relationship between the children and staff is one of love, trust, respect, and security. The environment is one of caring and compassion. All of these are essential to learning for young children.

In situations where problem behavior is being shown, the teacher and child/children will discuss what happened and what the result could be of that action. Then they will use problem solving to find a more positive alternative behavior and how this can be achieved. Positive discipline will be used including redirection. When there are behavior issues with a child/children, they will be discussed with the parent/guardian. The Diocese of Owensboro does not permit corporal punishment.

PRESCHOOL SAFETY DRILLS

State law requires that certain disaster drills be held during school hours. Fire drills are conducted monthly. The alarms are loud and the children will exit the building quickly with their class. Tornado and earthquake drills are held quarterly as required by law. An entire school lockdown is also practiced. These drills are held to help ensure the safety of all children. The preschool teacher will discuss these drills and the emphasis of practicing in case of a real situation with the children prior to the actual alarm.

PRESCHOOL CLOTHING

Preschool children are not required to wear school uniforms. Preschool children need to be dressed in comfortable play clothes and shoes. For safety reasons, NO flip flops, sandals without a strap on the back, or slip on shoes can be worn to preschool. These types of shoes are not safe for outside play, moving up and down steps, or on playground equipment.

We feel that it is most beneficial to a child's creativity if he/she does not have to worry about getting dirty. The children will be engaged in art activities quite often throughout the year. All of our art materials are washable.

The preschool children will go outside for play every day with few exceptions. State regulations state that children should not be permitted to play outside when the wind chill temperature is below 15°F or the heat index is above 90°F. Please dress your child appropriately for predicted weather conditions. All items of clothing that will be taken off at school (coats, hats, sweaters, gloves, etc.) should be clearly marked with the child's name. **Saint Ann Preschool will not be held responsible for lost or stolen items.**

PRESCHOOL TOYS

Please do not allow your child to bring toys or personal items from home without the permission of the teacher. These things are distracting to children during learning and can possibly become misplaced or lost. There will be "Show and Tell" days when your child will be encouraged to bring an item from home to share with the class.

PRESCHOOL SNACKS

A nutritious snack will be provided each day preschool is in session. The class will sit down together with the teacher(s) and practice proper table manners and conversation. The medical forms are checked for food allergies. Your child will not be served any food that he/she is allergic to. If the allergy is so severe that close contact will pose a threat, the food will be eliminated from the snack choices for that particular school year. The type of snacks we serve must fulfill the nutritional needs of young children. A snack menu will be sent home with your child at the beginning of each month. There will also be a copy posted in the greeting room and in the classroom. Children will be encouraged to try all snacks but Saltine crackers will be offered as an alternative. Snack time is an important time of the day. Giving thanks, table manners and proper table conversation are practiced and encouraged. **Please make sure that all food allergies are documented on the proper form and/or discussed with the preschool teacher(s).**

PRESCHOOL BIRTHDAY/HOLIDAY CELEBRATIONS

Every child's birthday is a special celebration. We invite all preschool children to celebrate their birthdays at school. For those summer birthdays, one suggestion would be to celebrate the child's half birthday. Parents may provide a simple birthday snack for the child and the class. Please inform the teacher(s) in advance if you are planning on bringing something.

Halloween, Thanksgiving, Christmas, Valentine and Easter holidays will be celebrated in the preschool classroom. The teacher or "Room Mother" may ask for parent volunteers to assist with these celebrations.

PRESCHOOL VISITORS

Our preschool program has an open door policy. Parents/guardians are welcome to visit at any given day or time. If you are planning a visit, prior arrangements need to be made with the teacher. Please limit the time you spend in the classroom so your child can become more independent. At all times, except arrival and dismissal, parents/guardians must enter through the front office and wear a visitor's badge. The front doors, as well as the doors to the preschool entrance, remain locked from the outside after the children have arrived.

There are some occasions when preschool invites visitors to come and share experiences with our class. We ask volunteers from our families and community to come and inform the class about their occupations, show us a talent, or teach us a craft. Sometimes older class students come to the preschool class and read to the children, play games or act out a play. We feel that social interactions are emotionally healthy at all ages. Your child will NEVER be left alone with any adult or student.

PRESCHOOL ILLNESS PROCEDURES

The state of Kentucky's Childcare Regulations prohibits any child coming to preschool showing signs of an illness. A sick child will not be allowed to remain at preschool. If your child becomes ill at preschool, they will be lovingly cared for by the staff. If they need to go home, the parent/guardian will be contacted. If the

parent/guardian cannot be reached, one of the contact persons will be called. Your child will wait in the school office with a staff member until someone arrives.

It is a state regulation that you must notify preschool immediately if your child has been or becomes infected with any contagious disease. Some diseases are especially harmful to pregnant women. School staff and preschool mothers have the right to be notified.

Under Kentucky law, a parent/guardian must notify their child's school if the student has any medical condition that poses a threat of being spread to others.

(KRS 158.160 and Regulation 902KAR 2:170)

Children must be free of fever for at least 12 hours before returning to preschool.

After short absences, verbal contact should be made with the teacher regarding the child returning to preschool. If a student misses three (3) consecutive days (one week) because of an illness, a physician's release or a doctor's statement must be submitted before the student returns to preschool.

PRESCHOOL MEDICATION REQUEST

Since Saint Ann Preschool program is only three (3) hours long, our staff is not responsible for administering medicine during school hours. Parents/guardians may provide their child with medicine prior to or after preschool class. If a medication must be given during preschool class hours, the parent/guardian must come to school and administer the medication with the preschool staff observing and documenting what was given during the preschool class time. There are many state regulations regarding administering medicine in preschool.

If there are any possible side effects from medication given prior to coming to school, please inform the preschool teacher(s) of the medicine given, time and amount of dosage, and any possible reactions.

PRESCHOOL EMERGENCY MEDICAL PROCEDURES

In the case of a major medical emergency, Saint Ann Preschool staff is required to report the emergency to the proper authorities. (911) All serious injuries are documented and kept on file in the school office. Our staff is trained to comfort, assist, and treat with basic first-aid and then report the emergency to the parent by phone to arrange for immediate or early pick up.

The protocol for a minor medical emergency is to contact the parent/guardian first and allow them to make any medical decisions.

Minor bumps, bruises, and/or scratches are treated with basic first aid, documented on a "Boo Boo Report" and discussed with the parent at dismissal time.

PRESCHOOL FIELD TRIPS

State regulations are extremely strict concerning the transportation of children on field trips. Saint Ann Preschool will not transport children on field trips. Our field trips will consist of walking downtown to the Post Office and/or Fire Station. We need parent volunteers to assist us on these trips and make them successful.

All parents/guardians/volunteers must abide by the following policies and procedures to ensure a safe trip:

- No child will be unattended at any time.
- Adults will assist the teacher in keeping the group fully supervised and safe until all children are back in the classroom.
- No siblings or other children are allowed to go on any preschool field trips.
- All adults must wear a nametag during the field trip.
- Each child must have a signed permission form or they will not be allowed to attend.
- Verbal permission is not acceptable, but forms can be faxed to 389-1834.

PRESCHOOL PERMISSION

A permission form will be signed at the beginning of the school year to allow children to go to other buildings on school and church property. This form will also give permission for the child to be videotaped and photographed. Occasionally, the children and teachers go for walks on the school and church grounds or to the gym for a large group activity. We may have the opportunity go inside the church during Adoration.

PRESCHOOL TRANSPORTATION

All children attending Saint Ann Preschool must be transported to and from school by a parent/guardian or documented contact person. The Union County Schools cannot provide transportation to a private preschool on a school bus. Saint Ann does not have an after school program and late pick up is not available.

PRESCHOOL COMMUNICATION

Saint Ann Preschool provides information through newsletters and posts information on the school website at www.st-ann.com. The preschool link of the home page is used for pictures of the preschool children taken randomly during our preschool days. Fast Direct is another informative link on the home page. Fast Direct is a great way for teachers and parents to communicate. The preschool bulletin board on Fast Direct is updated monthly with information, events, and learning activities that preschool will be involved in that particular month. You can also email your child's teacher through Fast Direct. If you are a parent of a new child in Saint Ann School or Preschool, you will be given an id # and password when school begins. All preschool information will be sent home on paper until everyone has an id # and password.

Mrs. Simmons email address is connie.simmons@st-ann.com

Saint Ann Preschool provides your child with a denim preschool bag with your child's name on it. This bag has a large opening that is easily accessible for young hands. Please encourage your child to bring this bag to school each day. The bag will go home with your child at the end of their preschool day. There will be days

when the bag will be empty, but this consistent routine and responsibility helps your child learn independence and prepares them for kindergarten.

PRESCHOOL NO SMOKING POLICY

Saint Ann School's and Preschool's entire school grounds is a no smoking area and this includes any outside area where an adult can be seen smoking by a child during regular school hours.

PRESCHOOL CHILD ABUSE

Kentucky laws require anyone who knows or has reasonable cause to believe that a child is being physically, sexually, or emotionally abused or neglected must make a report to the authorities. This includes the preschool director, local Department for Community Based Services, social services, school principal and priest pastor. The Diocese of Owensboro must be notified about any sexual abuse directly related to the school, church, or its employees or volunteers. By Kentucky law, the child can be interviewed by an investigative worker without the parent's prior knowledge or consent. Parents will be informed as soon as possible after the interview as long as there is no possibility of immediate harm to anyone else.

PRESCHOOL ASBESTOS MANAGEMENT

In accordance with regulations established by the Environmental Protection Agency, (EPA) the school is required to notify families and staff that Saint Ann School does have asbestos in some areas of the building. The school has an Asbestos Management Plan on file in the office. This file is available for inspection at any time. The plan shows the location of asbestos in the school and contains other pertinent information including inspection reports. A sketch showing these asbestos areas is posted in the school office for your inspection. Some of this asbestos tile has been covered with carpet. Every three years, Saint Ann School is inspected to determine that the federal asbestos guidelines are being followed.

ALL PARENTS, GUARDIANS, STUDENTS, TEACHERS, STAFF, AND PTO
ARE NOTIFIED THAT ASBESTOS IS PRESENT IN SOME OF THE TILE
FLOORS AT SAINT ANN SCHOOL.

PRESCHOOL GRATITUDE

Thank you for choosing to send your child to Saint Ann Preschool. We are blessed
to have the opportunity to work with you and your precious child.

Luke 18: Jesus called to them saying, "Let the children come to me."