

## SVdP Pre-Kindergarten 2011-2012 School Handbook Addendum

St. Vincent de Paul Pre-Kindergarten is a state licensed facility that prepares 4 and 5 yr. olds and their families for St. Vincent de Paul Kindergarten. St. Vincent de Paul Pre-K offers a developmental curriculum, opportunities to enhance learning through field trips, daily religious instruction that emphasizes Jesus' presence in everyday life, and early intervention testing and services in cooperation with Northwest Arkansas Education Service Cooperative and ABLE Testing Group upon teacher recommendation and/or parent/guardian request.

We are fortunate to be an integrated part of the St Vincent de Paul School and Church community. The Pre-K Class attends school assemblies, special presentations, music and play productions, Science Fair, Mardi Gras Parade, Field Day, etc. The program uses the school's library, computers, cafeteria, activity center, and school bus. We are an active part of parish life. We visit the Church, and attend Mass with Mom during Catholic School's Week.

St. Vincent de Paul School Handbook, Diocesan Policy, Arkansas State Mandated Licensing Regulations, and the policies set forth in the Pre-K Addendum govern St. Vincent de Paul Pre-Kindergarten.

### Tuition/Fees

**PRE-REGISTRATION FEE:** All students will pay a non-refundable pre-registration fee and first months tuition. Tuition for the 2011-2012 school year:

Full day (7:30am to 5:30pm, M – F)	\$6,240/year
Part day (7:45am to 2:30 pm, MWF)	\$2,950/year

**LATE FEES:** \$.50/minute/student for the first 10 minutes and \$1.00/student/minute after 10 minutes. The Pre-K Classroom Clock and the departure times above are used to assess Late Fees.

### Immunizations

Parents/guardian must provide a State Health Dept. record, physician's record, or state approved exemption of required immunizations in compliance with the Arkansas State Dept. of Health for children 49 – 72 months old upon enrollment. No child will be admitted to Pre-Kindergarten without immunization documentation in accordance with this requirement. Please check with your doctor for up to date immunization prior to attendance.

## SVdP Pre-Kindergarten/AR State Dept. of Health Immunization Requirements

<u># Of Doses</u>	<u>Vaccine</u>
5	DtaP/DTP or DT – Diptheria, Tetanus, Pertussis
4	OP/IPV – Oral Polio, Injectable Polio
3	Hib – Haemophilus influenzae type b One last dose AFTER the child's 1 <sup>st</sup> birthday
3	Hepatitis B
2	MMR – Measles, Mumps, Rubella
2	Varicella*– Chickenpox

\*As of March 1, 2009, the Arkansas Dept. of Health requires the varicella (chickenpox) vaccine for children in a daycare or pre-school program if they have not previously had chickenpox. Vaccine record or approximate date of illness must be provided upon enrollment.

### Arrival and Departure

Pre-K has its own parking area and entrance in front of the Pre-K Playground on Cypress Street. The Pre-K Entrance is open for Mon. – Fri. 7:30am – 7:55am and 3:00pm – 5:30pm and for Part time Mon./Wed./Fri. 2:30 pm – 2:45 pm. At all other times, parents, students, and visitors must use the Main School Entrance by the flagpole and check-in at the School Office before coming to the Pre-K Classroom. Students arriving after 7:55am are required to obtain a tardy slip/pass from the School Office before coming to the Pre-K Classroom. Visitors/Parents are required to sign-in, obtain a Visitor's Pass from the School Office and wear it at all times while in the School building or on School grounds, and to sign-out upon departure.

An adult is required to accompany a Pre-K Student inside the Pre-K Classroom, sign him/her in, and record the arrival time. Students are not to “run ahead” of the adult and enter the classroom alone.

Parent/Visitors are required to sign-in their name, date, and time and wear a Visitor's Pass to gain admittance beyond the Pre-K Classroom. ONLY SVdP Students with a sibling in Pre-K may enter the school in the morning through the Pre-K Entrance and ONLY after 7:40am.

Parents will give advance written notice of their child leaving school for a dental or medical appointment during the school day prior to 3:00pm.

Students will be released ONLY to authorized adults listed on their Registration Forms. Photos of these adults are to be provided for the student's file prior to the first day of school. Permission must be given IN WRITING by the student's parent/guardian for a student to be released to anyone not listed on the Registration Form. Identification (e.g. driver's license) must be

Arrival and Departure (cont'd)

presented before the student will be released. Once dismissed, Pre-K Students are not to leave the Pre-K Classroom or the Pre-K Playground alone or ahead of their parent or authorized adult, and they must be accompanied to their vehicle.

**Discipline Policy – Pre-Kindergarten**

Attendance at SVdP is a privilege, not a right. The Pre-K Staff has a responsibility to protect the program, the school, and students from situations resulting from serious behavior problems. Parents are expected to cooperate in ensuring that their child behaves in a manner appropriate to the Pre-K setting. Disciplinary action will be through redirection, natural/logical consequences, time-out, written disciplinary notes, the Discipline with Purpose curriculum, and the SVdP School Discipline Policy.

**Dress Code**

Pre-K Students are not required to wear uniforms. However, we believe that a neat personal appearance is an incentive toward a positive learning environment, better discipline, and a good self-image. All Pre-K Students are required to have a complete season-appropriate change of clothes – underwear, shirt, pants, and socks – in their backpack every day.

Clothing that depicts cartoon or other TV or movie characters is discouraged. Pokemon, Power Rangers, or any other characters or language that portray or represent violence or values that are contradictory to our school environment are PROHIBITED.

Clothing should be season-appropriate. Students should have coats, jackets, and sweaters available at school in wet weather and when the temperature is below 68 degrees at anytime during the school day. Shoes with hard, colored soles that leave scuffmarks on the floor are NOT allowed. Boots, sandals, and open-back shoes, such as clogs, may not be worn as part of school attire.

**Toys and Games**

Full day students may bring one stuffed animal or doll to cuddle at rest time. Home toys, games, books, photos, etc. may be brought ONLY for “Show and Tell.” Some “Show and Tell” sessions will be theme oriented. Please note that guns, swords, knives or any item that is determined to promote violence or is contradictory to our school environment should not be brought to school. The Pre-K Program Coordinator reserves the right to determine the appropriateness of any item brought to school.

## **Conflict Resolution**

**Any person with a concern connected to St. Vincent de Paul School or Pre-Kindergarten will follow the procedures outlined in the School Handbook by contacting the individual concerned before discussing the matter with other staff or patrons. The steps below outline the appropriate course of action to follow until the matter is resolved:**

- **Contact the SVdP School staff member who was directly involved and/or was supervising at the time of the concern/incident.**
- **Contact the SVdP School Principal.**
- **Contact the SVdP Pastor.**
- **Contact the Superintendent of Arkansas Catholic Schools.**

**Discussions with the Pre-K Staff in the classroom or in front of children, are to be brief and friendly in nature, and should not interfere with Pre-K Classroom activities or the ability of the teacher to supervise students. Appointments by phone or in person are encouraged.**

## **Custody**

**All custody agreements and/or protection/restraining orders should be submitted to the School Office for the student's file. SVdP Pre-K cannot be held responsible for any incident that occurs as a result of parents/guardians not providing up-to-date legal documentation. Please inform the School Principal immediately if there are any issues that put the student or the School at risk.**

**Please be advised that non-custodial parents have legal rights. Pre-K cannot limit student access or withhold records from a non-custodial parent based solely upon the instructions of the custodial parent/guardian.**

## **Assessment**

**Parent/Teacher Conferences are scheduled at the end of the First and Third Quarters. Dates are published in the SVdP School Handbook. These days are not scheduled as additional school vacation days. Plan to keep these dates open, as conferences will not be rescheduled to accommodate families who elect to use these days for family vacations.**

## **Interviews**

**In accordance with minimum licensing requirements for child care centers of the Arkansas Department of Health and Human Services, children enrolled in Pre-K are subject to interviews by licensing staff, child maltreatment**

**investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes.**