



St. Anthony's Catholic Preschool



1333 Monument, Cody, WY

2017 - 18



AN EARLY CHILDHOOD PROGRAM

Dear Parents,

Welcome to the world of Preschool! It will be an exciting adventure for you and your child. Please feel free to share your ideas, thoughts and concerns with me.

Please remember that you are a VIP, a *Very Important Partner*, in your child's education.

I want to thank you for giving me the opportunity to teach your child and for placing your confidence and trust in Saint Anthony's Catholic Preschool. Jesus Christ is a powerful influence in our classroom, and we pray that He is in your lives at home, as well.

This handbook is written for the parents to help augment your child into his or her first learning experience. A child's first experience in school will have a great deal to do with the shaping of his educational growth.

At Saint Anthony's, our goal is to give each child a chance to explore, grow and to develop into a Christian individual. We will be there to support and to broaden your child's educational and religious experiences.

During the summer, I will be preparing for class, as I'm sure you will be preparing your child for school. Talk to your child about school; ask what he thinks he will do at school. Give him a chance to ask questions.

The first day of school is a very important day for the parents, children, and teacher alike. Please keep us all in your prayers as we start a new year together.

God's Blessings

Aims and Objectives

Our program at Saint Anthony's is designed with long range goals in mind. The program contributes effectively to your child's spiritual, social, intellectual, emotional, and physical development.

Spiritual Development:

- To lead your child to know that God made him and loves him very much.
- To lead your child to trust and believe in Jesus as his Savior.
- To teach your child to speak to God in prayer.
- To lead your child to appreciate the wonders of God's creation.

Social Development:

- To help your child make a smooth transition from home to school.
- To help your child gain a feeling of security.

To help and encourage your child to develop desirable social habits, such as self-control, fair play, and courtesy toward others.

Intellectual Development:

To extend your child's world by identifying concepts and adding to them.

To stimulate your child's interest in learning.

To help your child form concepts that will serve as building blocks. To provide opportunities for your child to reason.

To help your child grow in language development.

To provide an academic base for entrance into kindergarten.

Emotional Development:

To set an example for fairness, honesty and integrity for your child to emulate.

To help your child create a favorable self-concept To provide opportunities for your child to succeed.

Physical Development:

To help develop your child's large and small motor skills. To encourage correct habits of healthful living.

POLICIES

Tuition

Tuition is payable to St. Anthony's Catholic Preschool. Tuition is due the first class day of each month and is payable no later than the tenth of each month. If tuition has not been paid by the 15th, a late fee of \$5 will be charged. If payment is not received by the first of the following month, the child will be denied the privilege of attending class. If other arrangements are necessary, prior approval by the Board of Directors is required. There will be a \$15 charge for any returned checks.

Non-Refundable Deposit:

To hold your child's position for the Fall class, a non-refundable deposit in an amount equal to the first month's tuition, is required by June 1".

Monthly Tuition:

\$75 / Month for the 3 year old class 8:30 - 11:00 (Tues. & Thurs.)
\$675 annually for the 3 year old class

\$95 / Month for the 4 year old class 8:30 - 11:30 (Mon., Wed., Fri.)
\$855 annually for the 4 year old class*

Tuition that is paid in full for the entire year by the first day of class will be discounted by 10%.

\$540 after \$75 deposit - total \$615.
\$684 after \$95 deposit - total \$779.

*To be eligible for the 4-year-old class, a child must be 4 years old by September 15 of the current school year.

Proper Dress

Comfortable, weather appropriate play clothing should be worn at all times. Please send your child in clothes he can manage alone. This helps him to feel more comfortable and self-sufficient. Please label all of your child's outerwear. It is easier to return an item to its owner if it is clearly marked.

Reporting To Class

Class times are 8:30 a.m. to 11:00 a.m. (3 yr olds) and 8:30 a.m. - 11:30 a.m. (4 years or older) Please escort your child to the room in the morning and pick them up at the classroom at the end of class. Children should arrive NO EARLIER THAN FIVE MINUTES BEFORE SCHOOL IS TO BEGIN. This gives the teacher time to set up for class. And as a courtesy to your child and the teacher, please be prompt in picking you child up. Hall #527-3679.

We realize that there are times when you might be late to pick up your child. If this happens, please call us as soon as possible and there will be no late charge. Parents who do not call or who are consistently late will have a \$5.00 fee assessed for each late pick-up after 11:30 a.m. for the 3 year old class and 12 noon for the 4 year old class.

Regular and prompt attendance is very important to your child's development. You will want to get your child accustomed to a daily schedule to be followed for the next nine months. A good night's rest is very important for a child to be able to participate in an active schedule at school.

Moving

Whenever you have a change of address or telephone number during the school year, please notify the teacher. It is very important to keep our files up to date.

Communications

Any notes for the teacher, which you cannot deliver yourself, should be pinned to your child's clothing. The teacher will be sending written notes and monthly calendars. Please read them carefully. The newsletter contains information about what is happening at school and the calendar will have the snack schedule and important dates and events. Please keep them handy all month to refresh your memory. Please inform the school of any situation of which we should be aware. Circumstances including custody arrangements, or something that has happened to your child of an upsetting nature. This will help the teacher to understand your child's behavior.

Authorization to Pick-Up a Child

A written or verbal authorization from a parent must be given to the teacher before any unauthorized persons can pick-up a student from school.

Show and Tell

We will have show and tell one day a week. We will practice listening and sharing information and asking questions. Show and tell will start later in the year.

Snacks

Your child's turn for snacks will be listed on the calendar. Please provide healthful snacks (low sugar). We will drink water with our snacks each day.

Snack Suggestions:

Fruit, veggies, yogurt, crackers & cheese, raisins, goldfish, meat & crackers, jerky, cheese sticks, cereal bars, trail mix, etc.

We will have sweet treats & drinks on Party Days and Birthdays.

Medical

Please keep your child home if he has one of the following symptoms:

Chills	Communicable Disease
Coughing	Diarrhea
Earache	Inflamed or Swollen eye
Flushed Face	Fever over 99.2
Headache	Lice (Please report)
Listlessness	Nausea or vomiting
Skin rash or sores	Sore Throat

Please call the school between 8:00 a.m. and 8:30 a.m. if your child will be absent from class. Teachers sometimes get sick too. So, if a substitute is present in the classroom, please introduce your child to the substitute. This way she will know your child's name. Assure your child that things may be different for the day, but the teacher will be back soon.

Discipline

We will use the time-out policy for discipline if needed. We will help your child learn not to hurt others either verbally or physically, and not to be disruptive to the point of hindering other children from playing or learning. We will also use praise to help keep behavior at a respectable level.

Parent Participation

Any parent who wishes to help out in the classroom may discuss with the teacher as to when and how he or she can help. Field trips are a great opportunity for parents to participate. All extended volunteers are required to have the church's safety training.

To help your child understand the world around him, I will be using certain key concepts that will be taken from various academic disciplines. Our curriculum will expose your child to a variety of challenging experiences. The program includes integrated activities with 'hands-on' experiences.

Field Trips

The children will take a number of field trips. If you have an idea for a good field trip, please let the teacher know. When a field trip is scheduled, only certified drivers will be allowed to drive. If you would like to be a certified driver, please let the teacher know.

Birthdays

We will celebrate each child's birthday on the day closest to that date. You are welcome to stay for the class on this special day. If your child has a summer birthday, we will have an un-birthday party for him or her sometime during the school year.

Party Days

We will celebrate Halloween, Christmas and Valentine's Day with a party. Extra help may be needed on these days.

School Closing and Cancellation

Saint Anthony's Catholic Preschool follows the same schedule as the public school. Therefore, if the public schools close due to snow or bad weather, so do we. The day missed may or may not be made up. The Board will make that decision.

Concerns:

If you have any concerns regarding the preschool please contact the following:

The preschool teacher

Any Board member

If no resolution, then contact Amanda Jarret, the local daycare official at the Department of Family Services.

School Calendar

We will be following the public school system schedule for vacation days and breaks. A calendar will be prepared when we get a confirmed schedule from the public school system.

Supplies Needed

All children need a copy of current/up-to-date shot records

3 year old class: an extra change of clothes in a zip lock bag with their names on the outside.

4 year old class: 1 small school box with their name on the outside.

All students:

Water bottle with lid and their name on the outside.

Backpack with their names inside (Please check each day for notes.)

1 package of glue sticks (to share)

1 large box of Kleenex (to share)

2 bottles of Elmer's school glue (to share)

PRESCHOOL NUMBER: 527-3679

TEACHER:

Deb Klessens - 899-6254 (cell); 578-8733 (home)
D.F.S. Amanda Jarrett - 307-754-2245, ext. 22.

BOARD OF DIRECTORS:

Fr. Vernon F. Clark	587-3388
Nettie Sitz	250-3270
Amber Boysen	527-4745
Melissa Kraft	250-0830
Deb Christler	(509) 380-6506
Chrisy Caudle	254-0461
Keri Malmberg	899-7126
Tom Caudle	587-2567 (office) 254-0461 (cell)

Our Hope

It is the hope of the Board of Directors and the Teacher that with a mutual understanding and cooperation concerning the matters presented in this handbook, we shall experience a very educational and inspiring year. A year pursuing a common cause; namely, that of bringing a child whom you love, one year closer to maturity in a God pleasing manner.

May the Lord bless your efforts at home and ours here at school in our striving toward reaching this common goal!

Parent Handbook
Saint Anthony's Preschool
1345 Monument
Cody, WY 82414
527-3679

Emergency Evacuation:

In the case of an emergency, the preschool class will evacuate to the church basement. We will remain there until the children have been picked up by their family. The teacher will attempt to contact parents by phone. The preschool / Hall's Evacuation procedures are posted in each classroom.

Dear Parent,

St. Anthony's Preschool has developed an emergency evacuation plan. The protocol that we have developed is posted in the preschool and in every classroom in the hall. The plan covers everything from natural disasters to intruders, inside and outside. We will be practicing proper drills for these situations with the children. The drills will be presented in a child friendly manner. I do not intend to frighten your children, but make them prepared and aware.

If we should have to evacuate the building in case of an emergency (natural or other), we will be going over to the church basement. We will enter the side door on the south side of the church, we will walk across the front of the church, go down the stairs and into the safe room. I will have my phone and we will use text messages as a means of communication. I will send out a group text to inform you of our situation. When you come to pick your child up you will need to have a **picture I.D.** This is for your child's safety. I may not be there and you need to be able to identify yourself to the people in charge.

If we should have to evacuate out of our window on the south side of the building, Sunset Blvd. S, we will go across the street to the backyard of 1328 Sunset Blvd. If the owners are home, we will be in their home. If they are not at home we will stay in their backyard. This will happen only in an extreme situation. We need to be prepared. We will not practice this, but will talk about it.

If you are not able to pick your child up and you are sending someone else they must be on your list. They also will need to have a picture I.D. Again we are not doing this to make things complicated, but to keep your child safe. In the case that you are not able to contact anyone on your list; first text, then call (899-6254) to let us know who will pick up your child. Please inform them about presenting a **picture I.D.** This would be a last resort.

I know that all of this sounds a little scary, but we never know what could happen. I pray that we never have to use these procedures, but if we do then we will be prepared. Please consider a list of people that could pick your child up in an emergency situation. Please write their names, numbers and their relationship to your child. Inform them that they will need to have a **picture I.D.** when they pick your child up. Please complete the following page and return it to the school. :)

You are welcome to look at the evacuation preparedness plan. It is posted in our classroom. If you have any questions or concerns please do not hesitate to ask.

Child _____ Parents _____

Evacuation Release List

The following people have permission to pick my child up after an evacuation procedure:

Name _____

Phone # _____

Relationship to the child _____

Name _____

Phone# _____

Relationship to child _____

Name _____

Phone# _____

Relationship to child _____

Parent's signature _____

Date _____