



*IN THE  
HEART OF  
UNIVERSITY  
CITY*

**Mercy Preschool Handbook  
2011-2012**

# Christ the King Mercy Preschool Policies and Procedures

## Table of Contents

PreSchool Faculty	3
Mission Statement	3
Philosophy	3
Admissions Policies	4
A Preschool Day	5
Arrival and Dismissal	6
Attendance	6
Communications	6
Dress Code	7
Health Policies and Procedures	9
Report Cards / Parent-Teacher Conferences	11
Safety	11
School Schedule / Closings	11
Snacks and Lunch	11
Tuition and Fees	12
Appendix 1: Physician Consent for Medication Administration	13
Appendix 2: Parental Consent for Medication Administration	14
Appendix 3: Witness Statement for Students	15

# **Christ the King Mercy Preschool Policies and Procedures**

## **Faculty of Preschool**

Mrs. Kim Mueller

Director, Teacher

Teacher

## **Mission Statement**

The mission of Christ the King Mercy Preschool is to provide each student with high quality, developmentally appropriate activities that will prepare him/her socially, emotionally, physically, academically and spiritually to continue learning for life.

## **Philosophy**

Learning and play go hand-in-hand. Preschool students will be exposed to a variety of activities that will foster a love of God, love of life, family, friends and oneself. Students will be encouraged to be creative in expressing themselves through music and movement, and art activities. Students will develop mathematics, science, reading and language skills through exploration and play.

# Christ the King Mercy Preschool Policies and Procedures

## Admissions

These are the basic Preschool Requirements (please see the Preschool Handbook for complete details):

- Children should be potty-trained:
  - o Capable of fastening and unfastening pants
  - o Using restroom without assistance
  - o Washing hands
- Child must turn 3 on or before 8/1 for the 3-year-old program
- Child must turn 4 on or before 8/1 for the 4-year-old program
- Completed Registration Process

The following items are required to register a child in the preschool program:

- Child's birth certificate
- Baptismal certificate (unless baptized at Christ the King)
- Health and Immunization Records
- Child's Social Security Number
- Completed application form
- Registration Fee

# Christ the King Mercy Preschool Policies and Procedures

## A Preschool Day

- 8:30 AM Arrival
- Circle Time:
  - Calendar
  - Weather Report
  - Morning Message
- Snack
- Outdoor play
- Music/Spanish/Religion
- Centers/ Large Group Activities
- 11:30 AM Dismissal

# **Christ the King Mercy Preschool Policies and Procedures**

## **Arrival and Dismissal**

Preschool students enrolled in the before school care program should wait in the line outside until the 7:45 bell rings. A parent or guardian may wait with the child, then walk with them into the classroom. If arriving after the bell, the child should be brought into the classroom by an adult. The program begins at 7:45.

Preschool students enrolled in the morning Preschool program should be brought into the classroom by an adult no earlier than 8:15. The class begins at 8:30 am. The adult needs to stay long enough to be acknowledged by the preschool director or teacher.

Preschool class dismisses at 11:30 AM if not staying for the afternoon's "Stay and Play." Students dismissing at 11:30 AM will be escorted by the Preschool teacher to the gymnasium door at the back or Dartmouth parking lot. Parents are to enter the gate onto the lot, creating a large, counterclockwise loop, pulling around to the door at dismissal and exiting after pickup. The Preschool child will wait on the steps from the gymnasium door until signed out by adult. It is necessary to communicate with the Preschool teachers concerning adult(s) responsible for pick-up at dismissal. The parent or guardian who picks up the child will sign the sign-out sheet.

Students that remain for "Stay and Play" are dismissed at 3:00 PM, and will be escorted by the Preschool teacher out the front or Balson parking lot doors. Adults responsible for pick-up of preschooler are to leave their vehicle on front lot to pickup child from teacher. Older siblings may escort child to vehicle or to walk home. Walkers are to exit through school doors on Dartmouth side.

Preschoolers staying for After Care are dismissed by the After Care teacher in the designated After Care room, most often held in the Cafeteria.

## **Attendance**

The Preschool day begins at 8:30 AM. In the event that a student arrives after 10:15 AM, the student is marked ½ day present. Late arrivals prior to 10:15 AM are marked full day present.

## **Communications**

Our school newsletter, "Christ the King Catholic School News" is sent home through the oldest/only child of a school family every Wednesday, (earlier, if Wednesday is a holiday). Once a month, a monthly calendar and school lunch menu will accompany the school newsletter. Other school/parish information is included as needed. In addition to the school newsletter packet, preschool families will receive a newsletter from the preschool director throughout the school year with information as needed.

# Christ the King Mercy Preschool Policies and Procedures

## Dress Code

The following guidelines are to be followed for the Preschool dress code:

### **School uniforms are required for our Preschoolers. Uniforms consist of:**

- A hunter green, Christ the King Mercy Preschool polo shirt (long or short sleeve), available through *Just Me Apparel*. Long sleeve shirts should not be worn under their polo shirts. Only plain white undershirts are acceptable.
- Green sweater or sweater vest or green school logo sweatshirt may be worn.
- Khaki shorts or skorts (no skirts) August-October 15 and April 15-to end of school year, khaki slacks October 15-April 15, available through our uniform outfitters, Just Me Apparel. Be certain that the child is able to manage the shorts/pant themselves. Cargo pants and shorts are not acceptable.
- Just Me Apparel also carries our school logo hunter green sweatshirt. The school logo sweatshirt, hunter green sweater or hunter green sweater vest are available.
- Required shoes are predominately white or black standard tennis shoes, Velcro or with matching laces. No high-tops, no shoes without heel completely enclosed, no light-up shoes. Brown, black, navy or buc leather dress shoes with non-marking soles are also acceptable. No shoe boots are allowed. Snow boots may be worn to school during inclement weather, but must be removed while inside during the school day. The student is to bring a pair of school shoes to change into. Students are not permitted to wear shoes that mark or damage the floors.
- White socks or white or navy blue tights must be worn.

### **Jewelry:**

- Girls - Only one pair small post earrings. Dangling or hoop earrings are not allowed. A gold or silver necklace with small cross or medal may be worn. One watch and one ring are also allowed. No bracelets are permitted.
- Boys - One watch and one ring are permitted. A gold or silver necklace with small cross or medal may be worn. No earrings are allowed at school or church functions. No bracelets are permitted.
- No rub-on tattoos. (They can be removed with rubbing alcohol before coming to school.)
- No makeup.
- Only clear nail polish may be worn.
- **On special "dress-out" of uniform days, preschoolers may wear:**
- Comfortable, clean play-clothes that the children are able to manage themselves.
- Shoes should be follow standard dress code.
- All clothing should be appropriate for the day's weather.

**Note:** Hats or bandannas (head scarves) are not to be worn unless on specified occasions, (i.e., Field Day, Cardinal Day, and "Crazy Hat" Day!) Hats are to be worn with the bill facing

# Christ the King Mercy Preschool

## Policies and Procedures

forward. Facial make-up, "tattoos", and sprayed hair are not acceptable on any occasion. Stickers or pins are not to be worn on clothing (or stickers on body) unless given to student by staff member. Girls may wear colored nail polish on dress out days, (usual colors of pinks, corals, reds). The guidelines concerning earrings on the lobe of the ear only, apply even on dress out days, as well as guidelines concerning bracelets and necklaces.

### General Appearance

- Faddish, unusual, or extreme hairstyles are not permitted. Hair must be neatly combed and off the face.
- Hair color is not to be changed by bleaching or dying the hair.
- Boys' hair is not to be below the shirt collar.
- Blouses and shirts are to be tucked in at all times.
- Clothes are to be clean, neat, should not be dingy, wrinkled or torn.
- No shoe boots are allowed. Snow boots may be worn to school during inclement weather, but must be removed while inside during the school day. The student is to bring a pair of school shoes to change into.
- Students are not permitted to wear shoes that mark or damage the floors.

All clothing is to always reflect modesty which is appropriate to a Christian learning environment. Final decision of appropriateness is up the discretion of school administration.

# Christ the King Mercy Preschool Policies and Procedures

## Health Policies and Procedures

Health cards with current immunization and emergency release information must be completed and returned to the director before the first day of school. Please update these records as necessary, and notify the director in writing of any change in your child's medical status.

Please keep your child home if he or she has any of the following symptoms in order to protect and keep both your child and others in the preschool healthy.

- A fever above 99 degrees within the previous 24 hours
- A rash of undetermined origin
- Heavy nasal discharge of dark yellow or green mucous
- Upset stomach with vomiting and/or diarrhea

If your child becomes ill during the day, the parents or emergency contact will be notified to pick up the child from school. Please keep these phone numbers current.

If your child has been prescribed an antibiotic, he/she should not return to school until a full 24-hour dosage has been completed.

### **Administration of Medication**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires prescribed medication during the school day, the following must be in place:

1. the direct order/consent of a licensed physician, licensed physician's assistant or nurse practitioner (*Appendix 1: Physician Consent for Medication Administration*), signed and properly filed with the school. (The current prescription label on the container may serve as a physician's order and physician's orders may be faxed or mailed to the school.);
2. written consent of the parent/guardian for school personnel to administer the medication (*Appendix 2: Parental Consent for Medication Administration to their child*);
3. the medication in the original container;
4. proper training of personnel on medication administration.

All medication sent to the school must be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. A trained staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.

# Christ the King Mercy Preschool Policies and Procedures

Only physicians, physician's assistants and nurse practitioner have prescriptive rights. A parent/guardian cannot prescribe a medication for the school to administer to their child, even non-prescription; nor may the parent/guardian authorize changes in the medication administration. Non-medical personnel cannot administer medication without proper training by a registered nurse. (*Archdiocesan Policy # 4401.4*)

## **Communicable Diseases**

Schools of the Archdiocese of St. Louis will follow the recommended policies and procedures on communicable diseases established by the Missouri Department of Health. (*Archdiocesan Policy # 4401.5*)

# **Christ the King Mercy Preschool Policies and Procedures**

## **Report Cards / Parent-Teacher Conferences**

Report Cards are issued twice a year. Assessment includes the following areas of development: knowledge of self, social/ emotional development, work habits, motor skills, math and science readiness, literacy readiness, music, Spanish, identification of numbers, letters, letter sounds, and shapes. Parent-Teacher Conferences are held in November, or at any time either parent or teacher requests a meeting.

## **Safety**

Emergency procedures related to fire, tornado and earthquake events, lock-down, and shelter-in-place have been developed and are practiced with the students.

## **School Schedule / Closings**

Vacation days, school holidays, early dismissal days, snow days, etc. for the Preschool will follow the regular Christ the King School schedule.

### **School Cancellation**

If it is necessary to cancel school for the day, the school closure will be announced on KMOX 1120 AM Radio, TV Stations Fox 2 News Snow Watch, Channel 4 Warn Snow Alert, and Channel 5 Storm Watch. Please do not call the rectory or school to find out if school has been canceled. Your cooperation in this matter will be greatly appreciated.

## **Snacks and Lunch**

Preschool students will be given a mid-morning, healthy snack. Each month a calendar will be sent home for snack help. When it is your child day please send a healthy snack for the entire class. Healthy snack examples are: popcorn, Jell-O, applesauce, pretzels, vegetables/fruit, raisins, and graham crackers.

Students who remain for "Stay & Play" are to bring or buy their lunch. Healthy lunches should be provided, to include milk, juice or water. Soda is not permitted. Lunch and/or drinks may be purchased from the Cafeteria. Lunch order forms are sent home monthly with the school newsletter. Lunch will be eaten in the classroom.

# Christ the King Mercy Preschool Policies and Procedures

## Preschool Tuition and Fees

### Tuition and Fees

#### Before School Care (7:45 a.m. – 8:30 a.m.)

- \$3.00 per day

#### Mornings (8:30 a.m. to 11:30 a.m.)

- 2 days: \$119 per month                      \$1,071 annually
- 3 days: \$178 per month                      \$1,602 annually
- 5 days: \$298 per month                      \$2,682 annually
  
- Each additional morning session is \$13.75 per day

#### “Stay & Play” (11:30 a.m. to 3:00 p.m.)

- \$17.50 per day

All families pay an annual, non-refundable Registration Fee of \$75 for supplies. All families pay an annual Activity Fee PER FAMILY of \$100 to Christ the King Home and School Association.

Fees are invoiced and payable monthly according to the schedule for which each child is registered. The invoice will include Before Care and Stay and Play as used. Bills will be distributed by the director on or after the first of each month for that month with payment due on the fifteenth of each month. Payments should be given to the director with checks made payable to Christ the King Parish. (Note: Days of attendance in the month of August will be included in September’s bill).

Fees are not refundable for days missed for the following reasons:

- when the child is away on vacation
- when he or she is home sick
- when he or she does not want to come to school
- when inclement weather or building maintenance problems close school

A separate after school program is offered to full-time students in Christ the King School and children enrolled in Mercy Preschool.

#### After School Child Care (3:00 p.m. to 6:00 p.m.)

- Students may be enrolled on **either a full-time or part-time basis**. The cost of the program is **\$7 per day per child**. **The fee is paid weekly.**
- **All families pay an annual, non-refundable registration fee of \$5 per child.**

# Christ the King Mercy Preschool Policies and Procedures

APPENDIX 1

4401.4

## Physician Consent for Medication Administration

Date: \_\_\_\_\_ Name of Student: \_\_\_\_\_

Medication: \_\_\_\_\_ Dose: \_\_\_\_\_

Time Interval: \_\_\_\_\_

Diagnosis or reason fro treatment: \_\_\_\_\_

Side effects to look for: \_\_\_\_\_

Restrictions: \_\_\_\_\_

Signature: \_\_\_\_\_

# Christ the King Mercy Preschool Policies and Procedures

APPENDIX 2

4401.4

## Parental Consent for Medication Administration to their Child

Date: \_\_\_\_\_

School: Christ the King

Student: \_\_\_\_\_

Grade: \_\_\_\_\_

My child is to receive \_\_\_\_\_ medication according to the physician's directions given for \_\_\_\_\_ .

The treatment will last \_\_\_\_\_ .

My child has \_\_\_\_\_ drug allergies.

I give my permission for this medication to be administered to my child at school. The school has my permission to call the physician with any questions regarding the medication.

I understand and acknowledge that any medication to my child during school will more than likely not be administered by a registered nurse or other medical professional. In consideration of the school administering medication to my child pursuant to this authorization, I hereby release and hold harmless the school, the Archdiocese of St. Louis, and their employees, agents or representative, from any liability that may arise from administering medication to my child.

Signature: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Physician Contact Information: \_\_\_\_\_

# Christ the King Mercy Preschool Policies and Procedures

## APPENDIX 3

### ***WITNESS STATEMENT: CALLED TO BE CATHOLIC*** *For students who attend Catholic Schools and Parish Schools of Religion*

#### ***PRE-KINDERGARTEN AND KINDERGARTEN***

*Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:*

**GOD LOVES ME.  
I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.  
I WILL PRAISE AND THANK GOD.**

**GOD MADE ME SPECIAL.  
I WILL ACT AS A CHILD OF GOD.**

**GOD MADE ME PART OF HIS FAMILY.  
I WILL BE KIND TO ALL OF GOD'S FAMILY.**