



*IN THE
HEART OF
UNIVERSITY
CITY*

Mercy Preschool Handbook
2018-2019

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	8
Report Cards / Parent-Teacher Conferences	10
Safety	10
School Schedule / Closings	10
Snacks and Lunch	10
Stay & Play	11
Tuition and Fees	11
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. Diane Davi

Director, Teacher

Mrs. Linda Chandler

Teacher

Mercy Preschool 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.

Mercy Preschool 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

Children will be accepted into Christ the King Mercy Preschool in the following order:

1. Current children in Christ the King Mercy Preschool
2. Sibling(s) of presently enrolled student(s) of Christ the King School
3. Children of parishioners of Christ the King or St. Rita Parishes
4. Catholic children from parishes other than Christ the King or St. Rita.
5. Non-Catholic children, (where the families hold values consistent with Catholic/Christian education, with approval of pastor/principal.)

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/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 teacher releases student safely to parent. It is necessary to communicate with the Preschool teachers concerning adult(s) responsible for pick-up at dismissal.

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 through FAST DIRECT to every 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, also posted on FAST DIRECT.

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 navy blue 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. (Note: The former, hunter green preschool shirt is no longer uniform.)
- Girls – A navy blue, low-waisted, cotton jumper in both short sleeves and long sleeves, available through *Just Me Apparel*.
- Khaki shorts or skorts (no skirts) August-November and March-to end of school year, khaki slacks December - February, available through our uniform outfitters, Just Me Apparel. WEATHER MAY DICTATE YOUR CHILD'S UNIFORM. ALTHOUGH A STUDENT MAY NOT WEAR SHORTS DECEMBER - FEBRUARY, YOU MAY WISH TO HAVE THEM IN SLACKS (BOYS)/LEGGINGS (GIRLS) BEFORE DECEMBER OR AFTER FEBRUARY. Be certain that the child is able to manage the shorts/pant themselves. Cargo pants and shorts are not acceptable.
- Green sweater or sweater vest or green school logo sweatshirt may be worn.
- 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 is highly preferred over shoes with laces.** No high-tops, no shoes without heel completely enclosed, no light-up shoes. Brown, black, navy 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 or navy socks that appear above to shoe top, or white or navy blue tights or leggings must be worn.
- CKS Spirit Wear is acceptable – CSK t-shirts, hoodies, jackets.

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.

Christ the King Mercy Preschool

Policies and Procedures

- **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 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 with the exception of Student Council Campaigning Week. Girls may wear colored nail polish on dress out days. 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, dying or spraying hair color on 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.

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
- Vomiting 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.

Christ the King Mercy Preschool

Policies and Procedures

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.

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 Late October or early 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 reverse evacuation have been developed and are practiced with the students. For complete detail, see K-8 Parent, Student Handbook.

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, posted on FAST DIRECT and a recorded call from SCHOOL REACH. 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's 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 may be purchased. A drink is provided with the hot lunch program. See Cafeteria and Hot Lunch Program in the K-8 Handbook for details. Preschoolers eat lunch in the Cafeteria with K-8 students from 11:45 a.m. until 12:30 p.m.

Christ the King Mercy Preschool Policies and Procedures

Stay & Play

Stay & Play is limited to ten students per day. Prior registration is required. We understand that emergency situations arise where you would benefit from your child being able to remain at school in the afternoon during Stay & Play. If possible, we will try to accommodate your child. Please contact the school office if this emergency need arises, and we will see if we can accommodate the additional student with the size class we have on a given day.

Preschool Tuition and Fees

Tuition and Fees

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

- \$5.00 per day

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

- 2 days: \$165 per month
- 3 days: \$235 per month
- 5 days: \$365 per month

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

- \$25.00 per day

All families pay an annual, non-refundable Registration Fee of \$75 for supplies.

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.

Christ the King Mercy Preschool Policies and Procedures

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 **\$10 per day per child**. The fee is paid monthly.
- **All families pay an annual, non-refundable registration fee of \$5 per child.**

Christ the King Mercy Preschool Policies and Procedures

Physician Consent for Medication Administration

Date: _____ Name of Student: _____

Medication: _____ Dose: _____

Time Interval: _____

Diagnosis or reason for treatment: _____

Side effects to look for: _____

Restrictions: _____

Signature: _____

Christ the King Mercy Preschool

Policies and Procedures

Parental Consent for Medication Administration for 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

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.