

## **Welcome to St. Mary's Preschool**

All children are special to us. In our preschool program, your child will be helped, with patience and love, to develop a positive self-image and to know that he/she is special and capable. As a result, a positive attitude about school and learning will be created.

## **Mission Statement**

Our mission is to promote a character-based, academic environment while nurturing the gifts of each child.

St. Mary's Clinton Preschool is providing a service that is a vital and integral part of the parish community. The atmosphere of the preschool will be comfortable, creative, non-sexist and children will have opportunities to increase their physical, intellectual, social, emotional and spiritual well-being. The school will include a faith-based environment, be affordable and open to all families of all races and creeds.

## **Non-Discrimination Policy**

St. Mary's Clinton Preschool is committed to a policy that there will be no discrimination because of race, color, gender or national origin.

## **Goals**

- To provide a safe and healthy classroom atmosphere.
- To develop a positive self-concept.
- To develop a trust in new adults as well as themselves.
- To develop relationships with their peers and to be able to communicate and respond with them.
- To experience satisfaction in music, sound, and arts, as well as creative and physical expressions.
- To acquire basic physical skills – both gross motor skills and fine motor skills.
- To promote sharing through language, feelings, ideas and materials.

## **Code of Conduct**

To develop a spirit of Christian care and consideration and maintain order in the school, children are expected to observe these codes of conduct:

- Students are to show respect for adults at all times in both language and behavior.
- Students are to be thoughtful and respectful to each other. This means no fighting or abusive language.
- Adult supervisors are to be obeyed at all times.

### **Enrollment/Acceptance**

**Children MUST be three years old by September 1st or four years old by December 1st. Children MUST be toilet-trained.**

A birth certificate, immunization record, recent physical and lead screening form must be submitted no later than September 1st.

Please include a \$50.00 non-refundable application fee with your registration. This will ensure your child a place in our program.

Upon receipt of an Acceptance Letter, one month's tuition will be due. This deposit will be applied to June tuition or forfeited in case of withdrawal without a month's written notice. Tuition deposit is refundable with one month's written notice.

### **Parent-Teacher Relations**

At the beginning of the school year, help your child to see that you support St. Mary's Clinton Preschool and its policies and rules and that you expect your child to do the same. Each teacher desires to bring out the best in every child and they cannot do that without your help and support.

### **Tuition**

Tuition is due on the 1st of each month beginning on September 1st.

A late fee of \$15.00 will apply after the 10th. Checks should be made payable to St. Mary's Clinton Preschool. There will be an additional \$25.00 charge for returned checks. Discounts are available for siblings.

### **Before/After Care**

We offer a Before and After Care Program for the convenience of our working parents. The program includes recreation and snack time. (Snacks are provided by each child's parent). Before Care starts at 7:30 am and continues until 8:45 am. After Care begins at 2:45 pm and ends promptly at 5:30 pm (extra charges will be imposed for late pick-ups). You will be billed monthly for time used. Payment is expected by the 10th of each month. A fee of \$15.00 will be assessed for late payments. Returned check fee is an additional charge of \$25.00

### **School Schedule**

School will be in session from September through June. We will follow the same school schedule as Clinton Central School except in-service days may be slightly different. If Clinton schools close due to inclement weather, St. Mary's Preschool also will be closed. If Clinton schools are delayed, Before Care will be cancelled. School will begin at 8:45 AM. Stay tuned to local radio stations and TV stations for closings and delays.

### **Transportation**

Buses are not available for preschool children. Transportation must be provided by parents. We ask that parents never drive onto the school playground when children are outside. Please be prompt for arrival and dismissal for the benefit and consideration of everyone.

### **Arrival/Dismissal (Post Covid locations)**

Parents are expected to accompany their child to the classroom each day promptly at 8:45 AM using the Prospect Street entrance. Parents are also expected to pick up their child promptly at 2:45 PM each day in the classroom using the Prospect Street entrance. Children will not be released to anyone who has not been previously authorized in writing. Staff may require proof of identification (i.e. driver's license). During school hours (other than arrival/dismissal), the Prospect Street doors will remain locked for the safety of our children. If children need to be picked up during the school day, we ask that you use the Chestnut Street entrance and ring the doorbell.

### **Lunch**

A bag lunch (including a drink) must be provided by each child's parent. Lunch time supervision is provided by staff and volunteers. Children are expected to respect and obey these adults and to practice good manners while eating.

### **Snack**

Children will have a snack at approximately 10:00 am each day. Children bring their own snacks. Please remember the snack should be nutritious and something to hold them until lunch. Suggested snacks are: fruit, cheese, crackers, vegetables, raisins, Ritz bits, muffins, granola bars, graham crackers, popcorn, etc. Water bottles are used at snack time. An additional snack should be sent if your child will be attending after care.

### **Immunizations**

Proof of immunization and a health statement are required for all children entering St. Mary's Preschool. Proof, which includes the physician's signature, must be provided before the child can be allowed to begin school in September.

### **Illness/Medication**

If a child becomes sick during school hours, the director and/or teacher will assess the sickness and determine whether the parent needs to be contacted and the child needs to be sent home. Information from the Emergency Form will be used to contact parents; please make sure information is kept up-to-date. If your child is showing symptoms of becoming sick, please keep them home. We do not have the facilities to care for sick children. Guidelines when children can return to school following various illnesses will be included in the September parent packet. In order for children to be given medication for a serious chronic illness and/or allergic reactions, two medical forms must be completed. Parents must complete one form and the child's physician must complete and sign the other. We will only dispense medication in emergency situations and/or in the case of a serious chronic illness.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences will be held at a time to be announced. If a parent wishes for an additional conference, you may contact the teacher for an appointment. We request that parents not ask teachers to discuss the child's progress before/after class. At these particular times, the teacher needs to devote all of her attention to the children.

### **Behavior Management**

The preschool staff is trained to deal with many aspects of a child's behavior. Managing children's behavior provides an opportunity for a child to develop self-control. The staff will help each child develop self-control and assume responsibility for their actions through the use of clear and consistent rules and limits appropriate to the age and development of each child; such as, redirecting a child to an alternate activity, rewarding acceptable behavior, encouraging each child to talk about their feelings and providing an example for children by speaking and interacting with children in a positive manner. Behavior management will be handled without prolonged delay so that the child is aware of the relationship between their actions and consequences or positive guidance.

### **Supply list**

Parents will receive a supply list along with the Acceptance Letter into the preschool program.

### **Safety Policies**

In an effort to maintain a safe atmosphere at the preschool, staff/child ratios will be maintained as required by the NYS Office of Children & Family Services. All equipment and furnishings will be inspected regularly to identify any broken or unsafe items that would then be removed.

All persons who have direct contact with the children will be required to submit an application to the NYS Central Registry for Child Abuse & Maltreatment for clearance and be fingerprinted. References will also be checked.

Staff members will take part in first-aid training and/or CPR training.

Fire drills will be conducted monthly. Fire exits will be kept clear at all times. A map of the evacuation route for each room will be clearly displayed. In the event of a fire, the teachers will accompany the children outside to a designated area where attendance will be checked by the teachers to assure all the children are present. The Director will assume the responsibility for checking all rooms before leaving the building. Parents will then be notified.

All employees and volunteers are mandated reporters of suspected child abuse or neglect. The Director will be alerted to any suspected case of child abuse or neglect. The day care staff is responsible for reporting such information to the State Central Registry by phone and then in writing within 48 hours. Parents whose children are involved in any such instance will be notified.

### **Clothing**

It is recommended that you dress your child in clothing that is comfortable and appropriate for active movement. They should be prepared to play outside almost every day, weather permitting. ALL clothing should be labeled (including sweaters, snow pants, jackets, boots, shoes, etc.). It is also necessary to send in an EXTRA set of clothes in a clearly marked Ziploc bag. If wet/soiled clothes are sent home, we recommend you return an extra set the next day.

### **Daily Communication Folder**

Your child will bring a folder home each day with daily correspondence and papers. Please return the folder each morning. Check your child's backpack and folders daily to keep up-to-date with school news. Teachers MUST have written notification if anyone other than parents will be picking up children. We must also know each day if children will be attending the after care program.

### **Show and Tell**

Your child's teacher will schedule a show and tell days in advance. On these days, children may bring in one item to share with the class. However, NO toy weapons may be brought to school. All other days, we ask your cooperation that no toys be brought to school.

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### **Telephone**

During the school day, the office telephone will be answered by an answering machine which will be checked regularly during the day. In case of an emergency and parents need to reach the classroom teacher, an alternate phone number will be given to you in your September parent packet.

### **Rest time**

Children will rest each afternoon. Rest time is a quiet time for the children to relax for a brief period. Please send in a small blanket and sheet that will stay in school. Your child's name should be clearly marked.

### **Birthdays**

Children are allowed to bring in a special classroom treat for their birthday. Party favors are NOT allowed. Invitations for birthday or other parties are not to be brought to school for distribution unless the whole class is invited.

### **Field trips**

Field trips (walking only) are considered an important part of the educational program and will be taken periodically to nearby places (library, park, nature walks). A form will be included in your September parent packet requesting your permission. Staff and volunteers will provide the same responsible adult supervision for these trips as it does while in attendance at preschool. Parents are always welcome to accompany the children on field trips.

### **Visitors (Post Covid)**

ALL visitors, including parents, must sign in and out at the Chestnut Street entrance during the school day. The Prospect Street doors will only be open for arrival/dismissal and remain locked during the day for the safety of our children.

### **Volunteers (Post Covid)**

At times during the year we may need volunteers in the classrooms. We encourage parents to let us know if you are available. Field trips are one way to volunteer, but if you have a special talent, career, skill, hobby or an interesting experience you would like to share, we would love to have you. Please let us know.

**Thank you for entrusting your child to our care.  
Working together, your child will advance in learning  
and be happy at St. Mary's Clinton Preschool.**

### **Pesticide Notification**

In compliance with a state law enacted in 2001, parents will be provided with prior notification regarding the use of pesticides in the school building or on school grounds during the school year. Parents will receive 48 hours advance written notice of pesticide applications.

### **Publicity**

Occasionally we may want to photograph the children participating in a special event for publication. A form will be available in your September parent packet requesting your permission.

