



Parent/Student Handbook
St. Jude Preschool
2016 - 2017

Mission Statement: St. Jude’s Preschool strives to assist parents in educating their children and introduce them to life as a follower of Christ. We will provide experiences for children to become enthusiastic about learning and growing in faith.

Philosophy: St. Jude’s Preschool program is based on the belief that each child is created by God and has unique potential. The program is designed to encourage children to explore their world and come to understand that they are a part of a larger Christian society. We believe that each child develops and is capable of learning, but the pace at which this process occurs is individualized. Children need love and support in a non-threatening and nurturing environment in order to grow academically, socially, and spiritually.

Goals: The fundamental belief underlying our program is that children learn through being exposed to a variety of experiences, much of which is perceived as play through the eyes of an adult. Materials are provided so that a child can manipulate, explore and experiment. Children are guided in acquiring the skills necessary to communicate these discoveries and share ideas with others.



Absence

If a child will not be attending school, for any reason, the school must be notified. Please call the school office at (815) 485-2549. You may leave a message if calling before or after hours, or speak to the school secretary if calling between 8:30 a.m. and 4:00 p.m. Since the school's expenses continue regardless of the number of children in attendance, no tuition refund can be made for the days a child is absent from school.

Age Requirements/ Enrollment Policy

St. Jude Preschool is open to any child not in need of special education services regardless of race, ethnic background, or the religious beliefs of his/her parents. The program is designed for 3 and 4 year old students. To qualify for the 3 year old program, a child must have attained 3 years of age by September 1st. To qualify for the 4 year old program, a child must have attained 4 years of age by September 1st of the year of entry.

Arrivals/Dismissals

Children are to arrive at the West door between 8:50 a.m. and 9:00 a.m. for morning preschool and between 12:40 p.m. and 12:50 p.m. for afternoon preschool. Students are asked to wait in their cars until met by a teacher or aide and are escorted into the building.

Dismissal is at 11:25 a.m. for morning preschool and 3:15 p.m. for afternoon preschool. Parents are to line up in the parking lot outside the West door. Teachers will dismiss the students through the West door.

No child will be released at any time to a person other than the parent or those designated as guardian or requested by the parent to pick up the child. If someone other than those specified is responsible for taking a child home, notification must be made to both the school office and the teacher in advance. Identification will be required of people unfamiliar to the teachers.

Calendar

A School calendar is issued to parents at the beginning of the school year. It contains all significant dates for parents. You may also access the school calendar on our website at www.stjudes.org (Go to school page). Your child's teacher will also be corresponding with you through weekly newsletters.

Change of Address and/or Telephone

Please notify the teacher and the school office as soon as possible in the event of an address or phone number change.

Child Abuse and Neglect

St. Jude School abides by Illinois laws requiring educational personnel to report **suspected** cases of abuse or neglect to Child Protective Services

Clothing

Uniforms are not mandated for the preschool students. However, you are welcome to purchase Spirit Wear or school uniforms if you wish. The child's clothing should be comfortable and allow the student to participate in all physical activities. The child should also be able to manipulate the clothing him/herself. Flip flops, clogs, and strapless sandals should not be worn. Students should wear comfortable gym shoes. Socks are to be worn at all times. Please clearly label all articles of outer clothing for easy identification.

Crisis Management Plan

St. Jude Preschool has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1) The school parking lot. 2) District 122 Administrative Center on Cedar Road

Emergency Information

All emergency information on the registration form and emergency card must be completed, signed and updated by each child's parent. This information must include the following: Parent's address, home and work phone numbers of both parents, names and phone numbers of three persons, who could come to pick up a sick child if the parents cannot be reached, and the name and phone number of the family doctor. Anyone unknown to school staff picking up a child must show a picture ID. The parent must phone to inform the school that someone other than the person named on the emergency card will pick up the child or the child will not be released. The child must be signed out in the school office. Emergency contact information must be kept current. Please notify the office **IMMEDIATELY** of changes to avoid a sick child being kept at school unnecessarily.

Emergency School Closings

Radio and TV stations in the area will carry announcements of the closing of school because of emergency or weather. You can also check the website www.emergencyclosings.com . The closing will also be posted on the Parish website as soon as possible.

Extended Care

Students may also take advantage of our Extended Care Program. Preschool Morning Care for children attending afternoon preschool is offered between 9:00 a.m. and 12:40 p.m. Preschool Afternoon Care, for children who attend morning Preschool, is offered between 11:25 a.m. and 3:30 p.m. Billing for our Extended Care is done weekly and is separate from tuition payments.

Fundraisers

The *Back to School Raffle* is the only mandatory fundraiser. **Upon completion of this fundraiser, a family's mandatory Fair Share fundraising is complete for the year. Please note this change from past years!**

Each family is required to sell a certain amount of raffle tickets based on the number of children enrolled in school. Raffle tickets are distributed to families in May. Families are required to sell or purchase all of their raffle tickets before the August *Running with Faith Race*. The winning tickets are drawn at the *Running with Faith Race*.

Raffle Ticket Obligation (and Fair Share minimum requirement)

1 child (K-8) = 40 \$10 raffle tickets or \$400

2 children (K-8) = 50 \$10 raffle tickets or \$500

3 or more children (K-8) = 60 \$10 raffle tickets or \$600

Preschool (per child) = 10 \$10 raffle tickets or \$100

The dollar amount of any unsold raffle tickets will be added to your tuition bill following the August event.

Any families who register for the 2016-2017 school year after the August event will be responsible for a portion of the fundraising obligation calculated based on the number of months remaining in the school year.

FAIR SHARE MANDATORY FUNDRAISING BREAKDOWN

For families that register after July 31st.

MONTH	1 Child	2 Children	3 or more Children	Preschool Child Only
August	400.00	500.00	600.00	100.00
September	342.90	428.70	514.20	85.80
October	285.75	357.25	428.50	71.50
November	228.60	285.80	342.80	57.20
December	171.45	214.35	257.10	42.90
January	114.36	142.90	171.40	28.60
February	57.15	71.45	85.70	14.30

Head Lice

In the unfortunate event that head lice is identified, a check of every child in the classroom will be mandated. A random check of other students will also be done. The affected child will be required to leave school for the remainder of the school day and can return to school after appropriate treatment has begun. A second check will be done by school personnel 7-10 days after treatment has begun.

Health Records

In accordance with the Illinois Department of Health, all students must have a completed immunization record on file with the school. The school reviews all health records. Students not meeting all necessary health requirements must remain home until the proper immunizations have been received or an equitable solution found. These records are to be on file before the first day of school.

Illness and Disease

In the case of a child becoming ill at school the parents will be notified. In the event that a parent cannot be reached, those persons indicated by the parents on the emergency card will be notified. Arrangements should be made immediately to transport the sick child home. We do not have a nurse's office or facilities for caring for a sick child. Should a child contract a communicable disease, parents are asked to notify the school so that other parents can be alerted. In order to keep illness to a minimum, children should not be sent to school with an active viral or bacterial infection until released by a doctor. Children who do not feel well are asked to stay home. When in school, children will be instructed on the proper techniques for minimizing the spread of germs.

Insurance

All children must have a primary insurance carrier. The school insurance is a secondary policy that will supply coverage only after the primary insurance has been used.

Medications

School personnel are not permitted to dispense medication to children. If the child cannot self-administer the medication, the parent, or an adult appointed by the parent must come to school to administer the medication. A special form, available in the school office, must be signed by a parent and the child's physician and kept on file. This form must be updated annually. Medication must be clearly labeled in the original prescription bottle. All prescription medications, except inhalers, are kept in the school office. Over the counter medicines, even cough drops, are not allowed without a note from the parent and signed consent of a physician. These may be held by the teacher or school office until needed at which time the child may self administer

Parents Club

This is an organization founded to enhance the relationship between parent, teacher, school, and community. The Parents Club sets up the Dinner Dance, Ice Cream Socials, teacher luncheons, and refreshments for several events during the year. All school parents are members of Parents Club. At least one parent from each family is encouraged to attend meetings that are held several times during the year.

Parties

Celebrations will be held throughout the school year. Parents and guests may attend the parties at the invitation of the teachers and must have taken the "Protecting God's Children" program. An annual fee of \$5 per student will be collected to help offset costs.

Protecting God's Children

The Diocese mandates this program to protect children from sexual abuse. Workers or volunteers (coaches, room parents, chaperones or any supervisory personnel) must submit to a background check and attend an awareness session, "Protecting God's Children", given at many locations in the diocese: See www.virtus.org for a list of available sites. Parents must also sign an agreement for the proper use of the internet used by students.

Registration

Registration for St. Jude Preschool is taken for current families during the month of January. No early registrations will be accepted. Registration for parishioners begins with the Open House on the last Sunday of January. During the month of February, registration is open to all. A New Family registration fee of **\$50.00** is due at the time of registration. This fee is a non-refundable payment. If for any reason your child(ren) does not attend St. Jude School, this will be considered a tax deductible donation. A certified copy of the child's birth certificate must be presented in order to complete the registration process. The birth certificate will be kept on file in the school office as long as the student is enrolled. New preschool students with older siblings currently enrolled in grades K-8, will not be charged a preschool registration fee.

School Board

This group acts in an advisory capacity to the Principal and Pastor in matters that affect the Parish School. They will promote and update the Strategic Plan for the school. They will not discuss personnel or curriculum selection. Meetings are open for guests. Members act as a School Board only when they meet as such. Addressing the Board requires prior written notice to the president or principal. A Diocesan organization, Partners in Education, meets each fall to offer assistance to local school boards. Board members are encouraged to attend.

Snack Time

Parents will be asked to take turns providing a healthy snack for the entire preschool class. The teacher will provide a list of acceptable snacks.

Staff

The preschool program is coordinated and directed by Illinois State certified administrators/teachers who are registered with and preapproved by the Catholic Schools Office of the Diocese of Joliet. The credentials of all teachers are approved by the same office. A police background check using fingerprinting is a pre-requisite for employment for each staff member as well as certification in the "Protecting God's Children" program. Teachers and aides will be evaluated annually using criteria formulated by the CSO.

Toilet Training

All preschool students must be toilet trained and capable of taking reasonable care of him/herself hygienically.

Tuition Payments

Payments can be made in one payment or in eleven monthly payments (July-May), through the FACTS program. For FACTS, a setup fee, paid in June, sets up an automatic bank account deduction program or credit card charge for the initial payment for the year beginning on July 1. Students will not be permitted to remain in school if payments are not made at the discretion of the principal.

Visitors

Anyone entering the school building at any time is to report to the school office immediately. After students come in at 9:00 a.m. the only door that may be used during school hours is the North door, by the flag pole. If a child forgets an item, the parent must bring it to the school office and it will be given to the child. All volunteers must report and sign in (and out) in the school office. Visitors will be given an identification badge and must display it while they are in the building. Visitors without identification badges will be considered intruders and a call to the police may be made.

Volunteers

Parent volunteers are needed, at times, to assist the school and staff during the year (room parent, playground supervisor, Parent Club activities, etc.). All parents are urged to donate whatever time or services they can for the benefit of the school and our students. **VOLUNTEERS MUST HAVE ATTENDED A “PROTECTING GOD’S CHILDREN” WORKSHOP** and have a background check before they are able to work with the children.

Weekly Family Folder

Each week, Thursday folders are sent home with the oldest or only child in the family. The information is time sensitive and must be read as soon as possible. Please remove the contents when it is brought home. If it is not given to you, ask for it. Sign the front of the folder and send it back via your child on Friday. Most of the information will pertain to our K-8 program, but preschool parents and children are encouraged to become part of the school community and are welcome at all events. There will also be weekly communication from your child’s teacher.

PARENT AGREEMENT TO BE TURNED IN BY SEPTEMBER 2, 2016.

I have read and discussed the handbook for St. Jude Preschool with my child/ren.

I agree, as a condition for my child’s continued enrollment at the school, to abide by these rules and regulations and assist the faculty, if required, in the application of these rules.

I have received the “Parent Guide to Internet Safety for Children and Teens” and the Diocese of Joliet “Parent Guide: Understanding & Preventing Child Sexual Abuse” which are at the end of this document.

FATHER’S SIGNATURE: _____

MOTHER’S SIGNATURE: _____

DATE: _____

THANK YOU FOR CHOOSING ST. JUDE PRESCHOOL