

Preschool Handbook
St. Rose of Lima Preschool
51 Lincoln Place
Freehold, NJ 07728

Dear Parent,

Welcome to St. Rose of Lima Preschool. The teachers have planned an exciting, educational experience for your child. They hope to nurture the personal growth and development of each child by enabling them to become self-sufficient and acquire better socialization skills.

At St. Rose of Lima Preschool each child will learn that God loves them and will always be present in their lives. The children will also discover that learning can be fun and enjoyable through daily games, arts and crafts, music, and stories.

Through a spiritual and academically oriented program the children will be provided with a strong foundation for life-long learning.

In order for this to be a successful school year, it is important that teachers and parents work together to attain the goals of St. Rose of Lima Preschool. The following pages will provide helpful information concerning the policies and procedures of our school.

Sincerely,

S. Patricia A. Doyle, osf

ADDRESS

Please notify the main office whenever there is a change in address or telephone number. The main office telephone number is 462-2646. Office hours are 8:00 AM to 4:00 PM.

ADMISSION REQUIREMENTS

In order for a child to be admitted to the program the following requirements are mandatory:

1. A child must be 3 or 4 years of age by October 1st.
2. A child must be completely toilet trained. (A child who wears "pull-ups" is not considered toilet trained.)
3. A copy of the child's birth and baptismal certificate and immunization records must be submitted at the time of registration.
4. All forms must be completed before a child will be admitted into class.

ALLERGIES

Any information pertaining to allergies must be given to the teacher and recorded on the health record. In the case of food allergies, a written statement of the foods to be avoided must be given to the teacher.

ARRIVAL/DEPARTURE PROCEDURES

The half-day session students should arrive at 7:45 AM and will be dismissed at 10:45 AM. The full-day session should arrive at 7:45 A.M. and will be dismissed at 2:15 P.M.

The following procedures apply to both sessions:

1. Parents are asked to follow all parking regulations.
For further information see the **PARKING** section of this handbook.
2. Children will be met outside the building by a teacher aide in the school yard.
3. If a parent is to be an aide they must sign in at the RECEPTION DESK then go to the classroom.
4. Late arrivals should use the entrance closest to the Nurse's office.
5. Parents are welcome to view their child's class from the hallway at any time. Please speak to the teachers at the end of the session or plan a conference time.
6. Parents will meet their child outside at dismissal time.
7. If someone other than the parent will be picking up the child, his / her name must be recorded on the registration form or a written note must be sent to the teacher.

THE CHILD WILL NOT BE RELEASED UNLESS THIS PROCEDURE IS FOLLOWED.

ATTENDANCE

To report an absence notifies the school nurse (462-2988). Please state the child's name, class, and reason for the absence. If a child has been absent because of a contagious disease, a doctor's note will be necessary for them to return to school.

PLEASE DO NOT SEND A SICK CHILD TO SCHOOL!

SNACKS

Snacks and beverages will be provided daily. Please notify your child's teacher of any food allergies.

CALENDAR

A monthly preschool calendar with important dates and activities will be sent home and posted on the wall outside each classroom. At times, sign-up sheets will be available for class trip chaperones and other special events.

CLASS TRIPS

Several field trips will be planned for the four year old classes. Parents must accompany their child on all field trips. If you are unable to attend, please make arrangements with another parent to chaperone your child along with car seat arrangements. Permission slips are mandatory. All trip information will be posted on the monthly calendars. **SIBLINGS ARE NOT PERMITTED ON CLASS TRIPS.**

CLOTHING

Children are to dress in play clothes so that they will have the freedom to participate in all activities. Please select clothing that allows your child to handle his/her toilet needs independently.

ALL CLOTHING SHOULD BE CLEARLY MARKED WITH THE CHILD'S NAME. Children must have an extra set of clothes (including socks and underwear) at school in a large, clearly labeled zip-lock bag.

CONFERENCES

Formal conferences will be held mid-year. Parents will be notified of specific dates and times. However, parents may request a conference at any time throughout the school year by simply making arrangements with the teacher in advance.

Please do not try to have a conference with the teacher during arrival or departure times.

DISCIPLINE

If a child's behavior is deemed unacceptable, the student will be told to sit quietly, look at a book, color, or work on a puzzle until he/she is calm and able to return to the group or activity. The parent will be notified and together with the teacher will eliminate unacceptable behavior.

EMERGENCY CLOSINGS

If weather/emergency conditions cause a school closing, the preschool will close or delay in conjunction with St. Rose of Lima Elementary School. You will be contacted by the Honeywell Instant Alert system.

In the case of a delayed opening the half-day session will be held from 9:45 AM to 11:45 AM. The full-day session will be held from 9:45 A.M. – 2:15 P.M.

If school is already in session and it becomes necessary to close school due to an emergency, you will be contacted by the Honeywell Instant Alert system.

EMERGENCY INFORMATION

Emergency contacts must be available during the day and able to pick up the child for sickness or emergency closings. It is important that all emergency information and authorized contact names be current.

FIRE DRILLS

The State of New Jersey requires monthly fire drills in order to practice evacuating the building in a timely and orderly manner.

ILLNESS

A child who becomes ill during the day will be sent to the school nurse and the parent or contact person will be notified to pick up the child from school.

INSURANCE

All children are covered by the school insurance policy.

MEDICATION

Medication may not be dispensed by the teacher. If a child must have medication please administer it at home.

MISCELLANEOUS

1. Any item brought for "Show and Tell" must be clearly labeled with the child's full name.
2. Guns or items of "play violence" have no place in a safe school environment.
3. Liability concerns make opening the school to visiting children an impossibility.

MONEY

Any money sent to school must be placed in an envelope. The envelope must be clearly labeled with the child's name and the intended use of the money. Please do not send cash. Make all checks payable to St. Rose of Lima Preschool Program.

PARENT INVOLVEMENT PROGRAM

Any parent willing to share information about their occupation (ex. Doctor, dentist, fireman), is invited to participate in a school session. Please notify your teacher if you would like to share your occupation.

PARKING

Parents may enter the parking lot from Randolph St. or South St. and line up to the right of the cones. (The same procedure as used by all the students in the K-8 classes.) Those parents walking their child to the Preschool door must park their car along the railing near the trailer and walk to the Preschool door (#9). The aides will gather the children and escort them to the classrooms.

At dismissal, parents may park in the parking lot in front of the chapel near the pre-school playground. The children will be dismissed outside the pre-school doors (#9).

For the safety of the children, it is requested that all preschoolers stay with their parents while waiting for the doors to open. Cars may be moving in and out of the parking lot at any time during the day. Since regular classes are in session, loud and unruly behavior may be disturbing to the teachers and older students.

All preschoolers and cars must be out of the parking lot immediately after dismissal.

PROGRESS REPORTS

A progress report will be given at the end of the school year.

REGISTRATION/RE-REGISTRATION

All admission requirements must be met and a non-refundable registration fee is due at the time of registration. For more detailed information about admission requirements please see the **ADMISSION REQUIREMENTS** section of the handbook.

SCHOOL PICTURES

Individual and class pictures will be taken during the school year. Information will be sent home prior to the date of the pictures.

SHORTENED DAY SCHEDULE

Occasionally the preschool will follow a shortened day schedule. The classes will be:

7:45 AM - 9:30 AM – Half Day Session

7:45 AM – 11:45 AM - Full Day session

This will be posted on the monthly calendar and a reminder will be sent home.

TRANSPORTATION

Since busing is not available, parents are expected to provide transportation for their children.

TUITION

Preschool tuition may be paid in one full payment or a ten month installment plan. If the ten month plan is chosen tuition is due on the fifteenth day of the month (September - June). If tuition is not paid by the 20th of the month, a late charge of \$15.00 per month must be paid. No deductions can be made for absences.

Please send the tuition coupon and check made payable to St. Rose of Lima Preschool Program to:

St. Rose of Lima School
51 Lincoln Place
Freehold, NJ 07728
Attn: Business Office

An additional charge of \$25.00 will be payable for any N.S.F. check.