



**Holy Spirit School - Pre-K Handbook
2019 - 2020**



HOLY SPIRIT PRE-K 2019 - 2020 HANDBOOK



Holy Spirit offers all children the opportunity to grow mentally, physically, and spiritually in a safe, structured environment. We will promote Christian values through songs, stories and activities. Our goal is to help each child develop a positive self-image and improve his/her socialization skills while preparing them for a positive academic future.

Holy Spirit Pre-K admits students of any race, sex, color, national or ethnic origins to all the rights, privileges, programs and activities generally accorded or made available to students of the program.

Pre-K offers the option of M - F half day from 7:40 a.m. - 11:15 a.m. or M - F full day from 7:40 a.m. - 2:35 p.m. Other part-time attendance options include W/T/Th mornings or full days. Afterschool care is available from 2:35 p.m. - 6:00 p.m. Doors open at 7:20 a.m. This is the earliest you can drop off. The program operates only on those days when Holy Spirit School is in session.

ADMISSION

Children must be 4 years old on or before August 1st in order to enter Pre-K. In the event that more students register than available space, the following preference guidelines will be used:

1. Siblings of students currently enrolled in K - 8.
2. Members of Holy Spirit Parish.
3. Catholic members from other parishes.
4. Non-Catholic students.

(The August 1st cut-off date is in line with kindergarten admissions. Children must be 5 by August 1st to enter kindergarten.)

ABSENTEES

If your child will be absent from Pre-K, you should call the school office at 893-7700 before 8:00 a.m. Please leave a message if no one answers.

ARRIVAL

All children attending the Pre-K program are to enter through the Rotunda. After the first two days of school, you will not be able to park and bring your child into the Pre-K. You must enter the lot from Lexington Road and after drop off, exit by way of Lexington Road, turning right only. This will keep all traffic flowing quickly. Please have your colored car tag displayed so we can easily

identify which cars have Pre-K children inside. We will have safety patrol individuals outside to assist with getting children out of the car. Please make sure that children are on the left side of the car so that we can quickly get them unloaded. Children must be able to get out of the car without assistance. (This includes unbuckling car seats.) Instead of entering the Dining Commons or gym with the older children, Pre-K children will stay with the teacher or assistant in the Rotunda, if they arrive between 7:20 - 7:40 a.m. Staff persons will be waiting to greet children and check them in for the day. After 7:40 a.m. parents must sign in at the school office and bring their child to the classroom.

DISMISSAL

Parents of children who will dismiss at 11:15 a.m. prior to lunch must come into the school, report at the school office and then go to the PK room to sign out the child.

Any child needing to be picked up between 11:15 a.m. and 2:35 p.m. must come to the school office to get a Visitor Pass. You will then be permitted to go to the Pre-K room to sign out your child/children.

Children who stay until 2:35 p.m. will also be dismissed through the Rotunda. If a Pre-K student has a sibling in another class, the sibling will go to the rotunda for dismissal. Be sure that your colored car tag is displayed so that we can identify you as a Pre-K family.

Children who will be staying for after care will meet with the designated worker in the Rotunda.

REGISTRATION/MEDICAL FORM

A \$250.00 registration fee is due with the registration form. This fee is non-refundable to those parents whose children are accepted into Pre-K. The fee will be returned to those parents whose children we are unable to accept due to limitations.

BAPTISMAL & BIRTH CERTIFICATE

A copy of your child's baptismal certificate and birth certificate must be submitted with the registration form. The birth certificate must be state certified and not a hospital certificate.

EMERGENCY SCHOOL CLOSING/DELAYED SCHEDULE

When weather conditions cause school opening to be questionable, one of the following announcements will be made on local television and radio:

(1) All Catholic Elementary and High Schools will be OPEN - **Pre-K will be open.**

(2) Catholic Elementary and High Schools will be OPEN but on a Delayed Schedule. Holy Spirit will begin providing supervision at 9:20 a.m. with the bell ringing at 9:50 a.m. **IT IS A 2-HOUR DELAY! PK will open at 9:40. Children can begin arriving at 9:20. Those who normally attend half day will still dismiss at 11:15 am.**

(3) All Catholic Elementary and High Schools are closed. **Pre-K will not be open.**

If weather should become inclement during the course of the school day, Holy Spirit will remain in session, with dismissal at the regular time. Students are safer at school than they are walking home or trying to connect with their parents at an unscheduled time.

EMERGENCY PROCEDURES

Emergency drills are held monthly to acquaint your child with evacuation procedures. The evacuation plans are posted in the room and all Pre-K staff is instructed on these procedures. In the event that an emergency requires extended evacuation of the children from the building, emergency arrangements have been made and are posted on the information boards outside the Pre-K class. Parents or designated persons will be contacted as soon as possible concerning such a situation. Holy Spirit School may also notify you via the emergency notification system that is set up at the beginning of each school year.

Medical emergencies will be handled as follows: If a medical emergency arises, we will first attempt to contact a parent. If a parent cannot be located, we will call those persons authorized for emergency pick-up. In the event the parents or authorized emergency persons cannot be reached, we will call the child's physician and follow his/her orders.

If, in the judgment of the Pre-K or school staff, immediate medical and/or hospital attention is necessary, the staff will call 911 and then a parent or authorized emergency person.

A report may be made to the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care at 595-4079 for any major emergency.

IMMUNIZATIONS

An immunization certificate must be kept on file in the school office for each child enrolled in Pre-K. You must submit an original updated State of Kentucky immunization certificate, complete with address, birth date, name of parent/guardian and expiration date, along with the Registration/Medical Form on or before the first day of school. Physicals are not required for Pre-K. A physical will be required for Kindergarten.

HEALTH

ONLY WELL CHILDREN CAN ATTEND. We are depending on you, the parent, to help maintain this policy. If symptoms of illness are observed, the child will not be admitted. If symptoms develop during the school day you will be contacted. Symptoms that are cause for keeping your child at home are as follows:

ILLNESS

MAY RETURN

Chicken pox

After lesions have crusted.

Conjunctivitis (pink eye)	24 hours after start of treatment.
Croup	After illness has subsided.
Diarrhea	After one normal bowel movement
Fever (over 100 degrees)	24 hours after normal temperature (May not return the next day after being sent home unless a doctor's note is supplied.)
Hepatitis A	1 week after onset of illness or jaundice. Must be treated.
Influenza	24 hours after symptoms have subsided.
Lice	24 hours after treatment and must be nit free.
Measles	At least 4 days after onset of rash.
Mumps	10 days after swelling begins.
Nausea (Vomiting)	24 hours after symptoms have subsided (sent home after first occurrence.)
Whooping cough	At least 7 days after therapy has begun.
Pin worm	After treatment is completed.
Ringworm	24 hours after start of treatment.
Roseola	After illness has subsided.
Scabies	24 hours after start of treatment.
Strep throat	24 hours fever free and start of treatment.
Tuberculosis	Physician or Health Dept. letter stating that child is on treatment and may return to childcare.
Poison Ivy	After lesions have healed.

MEDICATIONS

In order for any medicines to be given, specific guidelines from the Kentucky Cabinet for Health and Family Services - Division of Regulated Child Care must be followed. The parent or guardian **must sign a daily medicine permission form or send a written daily note requesting medication be given to the child. This includes any creams or ointments.** If you do not sign the sheet or send a daily note, the child will not be given the medication. The Pre-K keeps a written record of the child's name, medication, dosage, date, time given, and person giving medication. All medications are kept in a locked box.

Prescription Medication needs to be in the original container. The child's name, type of medication and doctor's name must be clearly visible. The Holy Spirit Medication Form indicating the time and dosage that is to be given should also accompany the medication. ALL medication must have expiration date and this date MUST be current. The original container will be sent home when the prescription medication needs refilling, if applicable. If medication prescribed is $\frac{1}{2}$ or $\frac{1}{4}$ of the tablet, then the medication sent to Pre-K must be in $\frac{1}{2}$ or $\frac{1}{4}$ form. Medications sent to Pre-K loose in a baggy or paper bag will not be given to the child.

Non-prescription (over the counter) medication needs to be in the original container and requires a Holy Spirit Medication Form completed and signed by the physician and parent stating that the child has permission to take the drug, explaining why the child needs to take the drug, when he/she is to take it and the dosage amount. This includes Tylenol, eye drops, cough drops, etc.

Inhalers that are sent to Pre-K must be accompanied by a copy of the Holy Spirit Medication Form, completed and signed by the physician and parent as to when and how many times the inhaler may be used. Children in Pre-K are NOT allowed to carry inhalers on them. Inhalers will be stored in a locked box at all times.

Epi-Pens must be given to the teacher and in the original container. They will be stored in a locked box at all times.

EMERGENCY MEDICINE (i.e. asthma medication or epi-pens) MUST have an emergency plan of action on file.

Paperwork must be on file for any child that requires medication or needs a Food Allergy Action Plan during school hours. This must be done every year.

FEES/PAYMENT POLICY

All tuition is collected through FACTS. Payments are July - April.

LATE CHARGE PICK-UP FEE

- ❖ After school care will assess a late pick-up charge for pick-ups after 6:00 p.m.
- ❖ All fees will be based on the time that appears on the After school care house.

RELEASE OF CHILDREN

A parent or other authorized individual listed on the registration form must sign out child/children. If any changes occur regarding persons authorized to pick up your child/children, the staff **MUST** be notified in writing and identification will be required upon pick-up. Inform the school office of any new change of address, phone number, etc. throughout the year. Notes for release of children brought in by unauthorized persons cannot be accepted.

If a biological parent is not allowed to pick up his/her child/children, a *Certified Copy of Record* from Jefferson Family court must be submitted to the school office. Both biological parents may authorize parents to pick up their child/children unless this court record is submitted.

If at any time during the day your child becomes ill, the parent will be notified and expected to come for the child. If a parent cannot be located, the emergency person(s) will be notified. If a child leaves due to illness, he/she may not return to school that day. The child must be fever free for 24 hours before he/she can return.

Children will not be released to anyone under the influence of alcohol or drugs, regardless of authorized pick-up approval.

REST TIME

Pre-K children will rest in the afternoon. A mat is required as mandated by the Kentucky Cabinet for Health and Family Services - Division of Regulated child Care. Children should bring a small pillow, towel and blanket. These will be sent home every Friday to be laundered and returned the following Monday.

SNACK

A morning snack will be provided that will include two of the following: protein, bread, milk, fruit or vegetable.

LUNCH

The children are encouraged to participate in the school lunch program which includes a hot lunch and milk. Prices to be announced annually. If parents choose not to participate in the lunch program, they must provide a daily nutritional bag lunch with drink. Lunches from home must include protein, fruit/veggie and milk. Milk can be purchased.

Please do not send foods that need refrigeration or preparation on a stove or in a microwave. Soft drinks, food purchased at fast food restaurants, etc are not allowed as this violates state regulations. Each child will have a pre-paid lunch account with a corresponding PIN for access. The amount and frequency of deposits into this pre-paid lunch account is at the discretion of the parent. Please make checks for this pre-paid lunch account payable to *Holy Spirit Cafeteria*, and send payments in your child's Pre-K folder.

Menus may be accessed through the website and school app. They will also be posted on the bulletin board by the classroom.

POLICY ON CHILD ABUSE/NEGLECT

In the event that child abuse, neglect or dependency is suspected by staff member, he/she is required to contact the Child Protection Hotline at 1-800-752-6200 or the County Department for Social Services. If a child is in imminent danger and is in need of immediate protection, the local police department will be called. If a report is filed, the Cabinet for Families and Children, Child Care Services Branch, will be contacted at 595-4550.

PARENT-TEACHER CONFERENCES

Pre-K will conduct conferences with parents twice each year (corresponding with the Parent-Teacher-Students Conferences for Grades K - 8). Please note that in Pre-K children are not required to attend.

CLOTHING AND SUPPLIES

- PK students wear a uniform consisting of a Holy Spirit t-shirt, Holy Spirit shorts/sweatpants. These can only be purchased at Shaheen's.
- A change of clothes (appropriate for the season) must be sent to Pre-K on the first day of school in a labeled Ziploc bag. (Include pants, shirts, underwear, socks and shoes)
- Children should bring a small pillow, towel and blanket to have for rest time.
- All articles brought by children must be labeled.
- Children are to wear only sneakers/tennis shoes.
- Each child must bring a zippered backpack daily that will hold a pocket folder.
- Do NOT send toys or valuables.

DAYS CLOSED

Pre-K will be closed when Holy Spirit School is closed. A school calendar will be provided and posted on the bulletin board. When Holy Spirit dismisses at noon or 1:00 p.m. any regular full day Pre-K students will also be dismissed at that time. Half day students (those normally dismissed at 11:15 a.m. will dismiss at their regular time.)

Pre-K will not be open when school is canceled. If there is a delay, Pre-K will begin at 9:40 a.m. (the same as the school) and dismiss at the regular time. Those who normally dismiss at 11:15 will dismiss at the regular time. The doors will open at 9:20 a.m.

PERSONNEL

Principal	Mrs. Doris Swenson	dswenson@hspiritschool.org
Director	Ms. Anne Perrin	aperrin@hspiritschool.org
PK teacher	Mrs. Terry McKiernan	tmckiernan@hspiritschool.org
Full time assistant	Mrs. Vickie Lewis	vlewis@hspiritschool.org

Important Numbers: School Office 893-7700

Email is a very important part of correspondence used by Holy Spirit. Please keep your information updated with the school office.