



revised

2024

PHILOSOPHY

As a church ministry, we affirm the God-given uniqueness and potential of each child and take a Christian approach to the nurturing and guidance of the preschool age child.

At Saint Bernard Preschool, we will endeavor to provide a creative learning and play program. Children will have the opportunity to discover knowledge through hands-on experiences that challenge and stimulate creativity, thinking, learning, and social interaction in an age appropriate manner.

PROGRAM

Saint Bernard Preschool is designed for children ages three through five. However, if at any time the program does not benefit the child then other options will be explored. The welfare of the child is our primary concern. The school's atmosphere is warm, loving, and supportive and is built on these positive features.

We strive to provide a basic curriculum with a strong emphasis on "play". Our curriculum addresses religious, emotional, social, physical, and intellectual areas of learning. Preschool strives to stimulate the child in a school environment and be a supplement to the home environment.

St. Bernard Preschool does not provide or offer special education services such as occupational therapy, speech, or behavior therapy. If a child has a diagnosis that may require these interventions, other options should be considered. Please disclose any information concerning a child's educational or developmental needs to the director.

PRESCHOOL STAFF

**Director of Preschool/
After School Care**

Donna Bruno
Phone: 239-5178 Ext.117
E-mail: dbruno@stbernardlou.com
Fax: 239-9025
Phone: 239-5178 Ext. 2401

Preschool Teachers:

Pre kindergarten Classes

Carolyn Jones

cjones@stbernardlou.com

Teacher's aid: Maranda Thomas

Beth Calvert

bcavert@stbernardlou.com

Teacher's aid: Vickie Schuckmann

Assistant: Lisa Hamlin

Preschool Classes

Debbie Holt

dholt@stbernardlou.com

Molly Williams

mwilliams@stbernardlou.com

FEES

Tuition fees can be found on our website at www.stbcatholicschools.com. Tuition is paid through our FACTS management system online or through the business office. Monthly tuition payments are the responsibility of each family and need to be kept current in order to avoid being removed from the program.

SCHEDULE

Saint Bernard Preschool operates on the same schedule as Saint Bernard Elementary School. When Saint Bernard Elementary School is closed, Saint Bernard Preschool is closed. These days are marked on the original school calendar. Closings due to inclement weather or power outages will be announced through Flocknote, email, and media. Other closings or early dismissals are at the discretion of the principal and director.

LICENSING

Saint Bernard Preschool operates under the guidelines and regulations of the Kentucky Cabinet for Health Services, Division of Licensed Child Care. Our License is renewed annually after an inspection by a CHS Representative. We are reviewed in general administration and records, staff qualifications, equipment, physical facilities, and health and safety regulations.

NOTICE OF NON-DISCRIMINATORY POLICIES

Saint Bernard Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of religion, sex, race, color, national and ethnic origin in administration of its educational policies, scholarship, or other parish administered programs.

PRESCHOOL AGE REQUIREMENTS

For the school year, children must be three years old by August 1st to enter the three year old program. To enter the four year old program children must be 4 by August 1st. Early entry is determined by the director. Children must be potty trained and able to handle their toileting needs.

CHILD ABUSE POLICY

Kentucky Law requires that Child Caregivers report any and all suspected child abuse to the appropriate authorities. Preschool staff will accept this responsibility and act accordingly.

DISCIPLINE

The primary purpose of discipline is to help children develop self-control and assume responsibility for his/her own actions. Praise and rewards are used for behavior management. Positive redirection is the primary discipline technique used by our teachers. If a child has been given the opportunity to change his/her behavior through positive approaches but continues making choices that are not acceptable, he/she may be placed in a "solo" area within the classroom.

The staff and children will discuss any problems which arise and may talk with parents or guardians with behavior concerns. Every effort is made to work with children and families concerning unacceptable behavior that is consistent. Behavior that presents as being unsafe for other children or not appropriate for our preschool setting will be addressed through a family conference. These behaviors include but are not limited to kicking, hitting, biting, cursing, and throwing items. Disrespecting staff members, the preschool environment, or other children will not be accepted at any time.

If at any time the director and/or other administrative staff feels that this is not the best environment for a child, a conference will be held with the parents or guardians and a two week notice for removal from the program will be given.

BIRTHDAYS and SPECIAL OCCASIONS

Your child's teacher will contact you about birthdays. Your child may bring a special store bought or gently prepared from home snack for his/her class to celebrate their birthday. Parents are invited to spend time in the classroom during snack and/or visit at lunch on this special day. Summer birthday celebrations will be scheduled by the individual teachers. All snacks brought in for birthdays or special occasions should be low in sugar. We suggest goldfish, fruit, yogurt, cheese sticks, trail mix, chips, rice krispie treats, etc. Please do not include anything with nuts or peanut butter due to allergies. You may send in napkins or other items if you would like.

CONFERENCES

Conferences may be scheduled as requested by the teacher or parent at any time throughout the school year. Contact the teacher or director for an appointment. Evaluations will be completed in October and January for pre kindergarten and preschool. Parents/guardians and children will attend a conference in October and February to discuss accomplishments and address any concerns.

PRESCHOOL SICKNESS AND ABSENCES

Children who have conjunctivitis (pink eye), head lice, strep throat, covid, flu or other contagious infections will be excluded from preschool until the infection is cleared up. This usually takes at least 24 hours and a doctor's note may be required. Parents are asked to keep a child home if she/he is running a temperature, has chills, diarrhea, skin rash, or nausea. A child with a temperature needs to be fever free for 24 hours without medication before returning to preschool.

When it is necessary for your child to be absent, please call the SCHOOL at 239-5178 Ext.2401 before 8:30 a.m. Phone is equipped with voice mail.

MEDICATION

Prescription medication needs to be brought to the preschool room by the parent/guardian where a form must be completed and signed. This form must be completed **each day** the child is to receive medication. Prescriptions must be in the original prescription bottle and clearly labeled with the child's name and drug identity. Medication such as inhalers or epi pens that are dispensed on an emergency basis will need a form filled out by a physician. Refrigeration is available. Non-emergency medications are locked in a box and kept out of sight of children. **Non-prescription (over the counter) medicine cannot be dispensed unless permission is given by a physician.**

ACCIDENT REPORT

When a child becomes injured, care will be given. An accident report will be sent home to be signed and returned. If the situation warrants or appears to be serious, the parent/guardian will be contacted to discuss appropriate action. When the parent/guardian cannot be reached, the emergency numbers listed on the registration form will be contacted. In the event of a serious emergency, EMS will be called at once so that immediate medical care can be given.

PRESCHOOL ATTIRE

Preschool children do not wear uniforms. Dress children in play clothes appropriate for the weather and tennis shoes. No sandals, flip flops, open toed shoes please. Keep an extra set of clothes in the child's backpack.

CAFETERIA/FOOD SERVICES

A hot lunch is served daily at a cost of **\$4.25(subject to change)** per meal. A basic meal is prepared each day working in cooperation with the school cafeteria. This meal includes white milk. Menus are posted online monthly.

Money can be added to a child's lunch account through FACTS or by sending checks or cash. Please label all payments with "cafeteria" and your child's name.

If a child is bringing lunch, the guidelines set by the Cabinet of Families and Children must be followed. Child's lunch must include a protein, bread or grain, and 1 fruit and 1 vegetables. White milk needs to be purchased or brought from home.

White milk may be purchased separately at a cost of **\$.50** per carton. This amount will be deducted from the child's account. **Milk** is the only beverage permitted during lunchtime. If your child has an allergy or intolerance to milk, there is a form that must be filled out by a physician.

Preschool parents/relatives may eat with their child. The cost of lunch for an adult is **\$4.25** per meal. The parent must send a note stating who is eating with the child. Restaurant food may not be brought to the cafeteria for lunch.

ARRIVAL/DISMISSAL

Saint Bernard strives to assure that each student is supervised and safe while on school grounds. To meet the responsibilities of school safety, Saint Bernard has several mandatory policies, explained below.

ARRIVAL – All Saint Bernard Preschool children will be dropped off at the Preschool ramp entrance at the front of the Preschool Building between 7:10 and 7:50 am. Cars entering from Glaser will follow the road to drive between the ball field and playground and then turn right to drive thru between garage and parish house where they will drop off at Preschool entrance. If entering from Lorenzo, move directly to the drive thru to Preschool. After dropping the child off, turn left and exit by Tangelo Drive. Do not enter by Tangelo Drive.

DISMISSAL – All Saint Bernard Preschool children will be dismissed from the Preschool ramp entrance by a staff member. Children are brought to the cars lined up near the preschool entrance at 2:45. Each family is given a letter or number indicating who is being picked up.

11:45 A.M. – Parents or designated adults will drive their car to the Preschool ramp entrance and pick up their child.

No child will be dismissed to anyone other than the person designated through the arrangement made by the parent/guardians and preschool teacher. The Preschool teacher must receive a dated note or an email if these arrangements are altered in any way. Identification is required of a person designated to pick up your child and no child will be dismissed to anyone under 16. In an emergency situation where a change in transportation is required, the parent must contact the preschool and email or fax authorization to the school office at (502) 239-9025.

STUDENT RECORDS

Please notify preschool **at once** when information given on registration forms change. Such information includes changes in address, telephone numbers, employment, emergency numbers, etc...Each child must have a current immunization, physical form, entry into school eye exam, permission form and family information sheet on file.

FIRE AND SAFETY REGULATIONS

Fire drills will be conducted each month so the children will be ready to evacuate the building. We respond to all weather watches and warnings. During quarterly tornado drills, the children will be taken to the main hallway where they will kneel or sit on the floor facing the wall and cover their heads with their hands. During quarterly earthquake drills, children will move away from the windows and take shelter under the tables.

Preschool will also conduct quarterly lock down drills. This can be due to concerns outside the building, in the surrounding neighborhood, or in our own building. The director will notify the parents about any lock down drills.

In the case of a man-made disaster where evacuation is required, arrangements will be made to transport the children to a "safe" place. Other man-made disasters may require the children to remain in the building or exit the building to a safe place on the school grounds. Parents will be notified as soon as possible. St. Bernard Preschool and the main school have a Disaster Plan posted in each classroom that will be implemented if needed. Parents can ask for a copy of this plan.

TAX I.D. NUMBER

The Preschool Tax I.D. Number is **61-0644954**

AFTER SCHOOL CARE

Saint Bernard After School Care Program will operate 2:45pm.-6:00pm. Saint Bernard ASC follows the Saint Bernard School calendar. When Saint Bernard is open, ASC will be open and when Saint Bernard is closed ASC will be closed. Our services are strictly After School Care, not full childcare.

SCHOOL HOURS

For children attending full day preschool, our school day begins at **7:50** a.m. (doors open at 7:10 am) and ends at **2:45** p.m. For half-day children, the school day begins at **7:50** a.m. and ends at **11:45** p.m. Children may begin arriving at 7:10a.m., if needed.

Early dismissal requires written notification and the child must be picked up at his/her preschool classroom. If a parent/guardian should have an emergency situation regarding dismissal, call the preschool at 239-5178 ext.2401 or 2402.

SAFE ENVIRONMENT TRAINING

Any family member that wants to volunteer, attend classroom or school activities or field trips at St. Bernard, will be required to attend a safe environment training at one of our locations throughout the year. I will send out current dates and locations as needed. After completing the training an email will provide information on a background check. This is for the safety of all children in our care throughout the school year.

SECOND STEPS PROGRAM

St. Bernard Preschool will implement the Second Steps program to support children's social and emotional health. Each week the children will have a daily 10 minute lesson that focuses on a weekly topic. A parent newsletter will be sent, as well, via email.