



# **PRESCHOOL HANDBOOK**

**2022-23**

***St. Augustine Catholic School***

722 Monroe Street  
Napoleon, Ohio 43545  
Phone: 419-592-3641

[www.staugie.net](http://www.staugie.net)

### **St. Augustine School Mission**

St. Augustine Catholic School nurtures children in their God-centered faith journey, while promoting academic excellence, individual growth, and life-long service inspired by the Gospel.

### **Philosophy and Goals of the Preschool Program**

The first years of life are of vital importance to a young child's growth and development. Foundations are laid which influence the child to accept himself/herself, relate to others and respond positively to the environment. Family relationships provide a young child with the best model for developing attitudes, values, and appropriate behavior.

Children grow and gather knowledge most effectively through concrete and actual experiences. Therefore, our goal is to create a stimulating "play" environment rich in hands-on opportunities for each child. The curriculum is designed to meet the needs of the whole child. Activities, events, and experiences will be incorporated to enhance the growth of the child's spiritual, physical, cognitive, social, emotional, creative, and language development.

### **Course of Study**

St. Augustine Preschool follows the course of study endorsed by the Diocese of Toledo.

### **Admission Policy**

"In accordance with Christian principle, St. Augustine Catholic School recruits and admits students of any gender, race, color or ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers, and extracurricular activities. In addition, the school is not intended to be an alternative to court administered, agency ordered, or public-school district initiated, desegregation."

### **Registration and Fees**

There is a yearly non-refundable family registration fee of \$75 and a Technology fee of \$75. Children shall be accepted on a first come basis. Class sizes are limited. In the event these limits are reached, St. Augustine parishioners will be accepted first.

**All children must be fully potty trained and not rely upon a pacifier or "sippy" cup.**

### **Physical Exam Requirements**

The parent shall provide, prior to admission, a Physical Exam within the twelve months prior to the date of admission. A Physical Exam must be completed annually thereafter.

### **Monday, Wednesday, & Friday classes**

Children must be 4 years old on or before September 30<sup>th</sup> to enroll for that school year. Fees are \$190/month or \$1900/year.

### **Tuesday & Thursday classes**

Children must be 3 years old on or before September 30<sup>th</sup> to enroll for that school year. Fees are \$130/month or \$1300/year.

Other variations of these schedules may be adopted on a case-to-case basis if birth dates fall outside of these dates.

## **Schedule**

The Preschool program runs from 8:30 AM to 3:10 PM. Doors open at 8:00 AM. Public School transportation MAY be able to accommodate your child's arrival and dismissal needs. This needs to be arranged by contacting the transportation department at your local Superintendent's office. If an adult other than a parent is to accompany a child from school, the teacher is to be notified of names of persons to whom the child can be released.

## **Arrival, Dismissal, and Absentee Policy**

**Arrival** – An adult or authorized person must accompany the child to the back door of the school. It is important to arrive promptly to ensure that your child will receive the benefits of the entire class time. We thank you for your cooperation.

**Dismissal** – The parent or authorized adult must stay at the back door of the school at the end of the day to pick up their Preschool child.

**Absence** – The Missing Children's Act requires all parents to notify the school when a child will be absent. Parents should notify the school by a note or call to the school office (419-592-3641) before 9:00 AM on the day of the absence.

## **School Calendar**

St. Augustine Preschool follows the same calendar as Kindergarten – 8<sup>th</sup> grade. One will be provided for you at the beginning of the school year. You will be notified by our parent communication system and in the parent bulletin if any changes occur during the school year.

## **Cancellations or Delays**

St. Augustine Preschool runs on the same schedule as K-8 which will be cancelled or delayed if Napoleon Area Schools cancels or delays. If school should be delayed or cancelled because of weather, notice will be given on the following radio stations:

Radio stations: WNDH 103.1 FM; WDFM 98.1 FM

TV stations: WTOL 11; WNWO 24; WTVG 13

## **Parent-Teacher Conferences**

Scheduled conferences will take place each school year in November. These are on the school calendar and reminders will be sent in advance of the conferences. Individual conferences will also take place as needed throughout the school year.

## **Parental Participation**

Parents are welcome to observe or join our classes. We believe that parents are one of the most important factors in the success of a Preschool program. We want to invite our parents to take an active role by participating in the classroom as often as their schedules allow. Parents can also become involved by participating as a classroom volunteer. If you have a musical background, play an instrument, speak another language, or have other skills or talents, please share with us. Parents are required to report to the office prior to their participation in the classroom.

## **Dress Code**

Preschoolers are not required to wear a school uniform. Shoes must always have a strap and flip-flops are not allowed. **Students are permitted to wear shorts during the months of August, September, and May.** Please dress your child in clothes he/she can manage. All extra clothing should be labeled with your child's name. **\*Please keep a complete set of extra clothing at school for emergencies. Remember as your child grows and the seasons change, clothing needs change.**

## **Lunch**

Students have the option of purchasing a hot lunch or packing a lunch. Extra milk is also available for purchase. Free & reduced prices are available for those who qualify. An application will be sent home at the beginning of each school year.

## **Behavior Management Policy**

The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to another child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, and/or derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Our program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool program.

## **Behavior System**

The following is the behavior system that will be in use at the start of the school year. The teacher may need to change this system if it is not working. If a change occurs, a note will be sent home with an explanation.

### **Rewards:**

- Prizes:

Ticket system- each student will start the week with five tickets. If they have at least five tickets at the end of the week, they will be rewarded with a prize of their choice from the prize box. Throughout the week they can earn extra tickets by making good choices, but they can also lose tickets when making bad choices.

### **Illness/Communicable Disease**

For the sake of your child's health and the health of others, please keep him/her home if he/she exhibits signs of illness. School officials never give internal medicines unless a note is filed and signed by a doctor with the school office for dispensing of medication.

If your child becomes ill at school, you will be contacted immediately. In order to prevent the spread of contagious/communicable disease, the secretary will be contacted and will walk the sick child to the clinic in the school.

If a child in the class has been diagnosed with a communicable disease such as, but not limited to, mumps, measles, chicken pox, a note will be sent home with the other children in the class with information to assist parents in watching for the disease. This will also be done in the case of head lice, scabies, or other infestations.

### **Snacks**

Parents will be asked to provide a healthy snack, in a rotating schedule, for the class.

### **Parties and Birthday's**

Classroom parties may be held to commemorate special holidays. A child may bring a small treat for the class on his or her birthday.

### **Field Trips**

The class may be going on field trips that require driving and car seats or booster seats. You will be notified in advance and will need to follow the school directives for drivers. Students may also be going on walking field trips. Permission slips will be sent home for these events.

### **Mass**

The Preschool will attend Mass each week and other special feast days or celebrations.

### **Inspection reports**

The current license and the latest inspection report will be on display in the Preschool classroom and are available for review at any time.

### **Complaints**

From time to time a situation may arise that causes a parent to be concerned. We encourage parents to contact the teacher first. If the situation is handled in a satisfactory manner, no further action is needed.

If, however, the situation is not resolved or if a child or children are in danger, parents are asked to contact the school principal by visiting the school office or calling 419-592-3641. The principal will then follow up and act accordingly. If situations are still not resolved, you may contact Early Learning and School Readiness at 937-236-9965.





## PRESCHOOL HANDBOOK SIGNATURE PAGE

Our family has read this handbook together and discussed it in its entirety. We understand our obligations as parents and students. We also understand St. Augustine Preschool's obligations in educating children enrolled. We are excited about the new school year and look forward to working with the pastor, administration, and teachers at St. Augustine.

Date: \_\_\_\_\_

Parent/Guardian Signature:

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Parent/Guardian Signature:

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**RETURN THIS PAGE ONLY TO THE SCHOOL OFFICE.  
THANK YOU.**