

Saint Bernard



Preschool

Faith in Every Child

207 N. 6th Street
Rockport, Indiana 47635
(812) 649-2501

Mr. Ryan Nowak, Preschool Director
rnowak@evdio.org
(812) 660-9122

Parent Handbook 2022-2023

WELCOME! In this handbook are procedures, policies, regulations, and services which are vital to the care and education of your child while enrolled in our Saint Bernard Preschool/PreK Program.

Please read carefully and sign acknowledgement.

General Statement on Covid-19 procedures

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

Mission Statement

St. Bernard Preschool & Pre-Kindergarten exists as a Registered Ministry of Saint Bernard Catholic Church and has adopted the mission of Saint Bernard Catholic School.

The mission of Saint Bernard Catholic School is to educate the whole child to serve the world as a responsible Christian.

Purpose and Philosophy

We believe that every child is unique and valuable because all life comes from God. Our purpose at Saint Bernard Preschool & Pre-Kindergarten is to provide a safe and loving learning experience in a Christian environment. We believe that by nurturing children's creativity and natural curiosity, we can foster a love for learning and help prepare children to become future leaders of our communities. We are committed to providing a well-rounded curriculum, and we are dedicated to respecting and empowering children.

Goals for children:

1. Each of our staff members is trained in Indiana's Early Learning Foundations. Each staff member is required to attain additional training hours each year to ensure that our children are being taught using developmentally appropriate practices.
2. We formally evaluate each child's progress bi-annually to ensure that we are tracking the child's individual growth and development.
3. An 'About Me and My Family' information sheet will be sent home with students in August to help aid instruction throughout the year.
4. We are committed to providing a variety of experiences and opportunities for the children so they may choose daily activities for themselves from among a variety of choices. This helps empower our students.
5. When teaching appropriate behavior in a group setting, "cool down" may be used if other redirection and reasoning techniques have proven ineffective. At no time will corporal or other cruel, harsh or unusual punishment be used at our facility, either by a staff member or by a parent.

INTRODUCTION

The Saint Bernard Preschool Parent Handbook is intended to assist in the orderly and efficient process of education and childcare at Saint Bernard Preschool. This handbook may not cover every contingency which may arise. It does, however, set forth some very fundamental policies, rules, and responsibilities that remain fairly constant from day to day. Students, parent/guardians, and teachers should be familiar with its contents.

INSURANCE STATEMENT

It is to be understood and acknowledged by the parents and guardians that neither the school, principal, teachers nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

RIGHT TO AMEND

Our Principal and Preschool Director reserve the right to amend this handbook for just cause. Notice of amendments will promptly be sent to parents via the Family Folder, Brightwheel, or School Messenger email communication.

ADMISSIONS POLICY

Saint Bernard Preschool does not discriminate on the basis of race, color, sex, religion, or national origin.

Application for enrollment is made through Saint Bernard Preschool. All forms regarding family, child history, consent, and medical forms must be submitted before admission. It is the responsibility of the parent to keep such information current and pertinent. All children must have a physical examination completed no more than 60 days before or 30 days after enrollment. Also, immunization history is required upon enrollment and must be kept up to date. All enrollment paperwork and medical records are confidential and will be kept in the school office.

Saint Bernard Preschool admits children between the ages of 3-5 years for preschool instruction and childcare. Our program, in cooperation with Saint Bernard Catholic School, provides care for school children before and after school. Children must be potty trained to attend preschool.

If classes become full, admission preference will be given to those meeting one or more of the following:

1. Enrolled in a full-time program.
2. Siblings of current students of Saint Bernard Catholic School.
3. Active members of Saint Bernard or Saint Martin Parish.

HOURS OF OPERATION

Saint Bernard Preschool is open Monday through Friday from 7:00 a.m. to 5:30 p.m. Saint Bernard Preschool operates as a registered ministry with the State of Indiana and provides high quality childcare for children between the ages of 3 through 5 years old. Specific hours for different programs, including drop-off time, can be found on p. 5 (About our Programs).

HOLIDAYS

Saint Bernard Preschool operates on a school schedule and will be open when Saint Bernard Catholic School is open. The school calendar is available at <https://linktr.ee/sbcspanthers>. Preschool/PreK will also be closed on any day that the school is closed for snow or inclement weather. All families will be notified by phone and text via Brightwheel and/or School Messenger if any such days occur.

In the event of a 2-hour delay, all drop-off times for extended and after-school care students will be delayed two hours. Students that regularly attend an AM only program will not attend in the event of a two-hour delay.

PROGRAMS AND FEES FOR 2022-2023

Saint Bernard Preschool & Pre-Kindergarten is a Registered Child Care Ministry. We offer educational and childcare services for children ages 3-5 years old. We also offer extended and after-school care options (7:00 a.m. to 5:30 p.m.). We are located in the lower level of Saint Bernard Catholic School. Our Ministry was established in 1992.

3-Day Preschool (Tuesday-Thursday)

- A.M Only from 7:45-10:45 am
 - Drop-off available at 7:30 am
 - \$140 per month
- A.M + Extended Care from 7:45 am-2:45 pm
 - Drop-off available at 7:00 am
 - \$275 per month
- A.M + Extended Care + After-School Care from 7:45 am-5:30 pm
 - Drop-off available at 7:00 am
 - \$320 per month

5-Day Preschool or PreK (Monday-Friday)

- A.M Only from 7:45-10:45 am
 - Drop-off available at 7:30 am
 - \$210 per month
- A.M + Extended Care from 7:45 am-2:45 pm
 - Drop-off available at 7:00 am
 - \$435 per month
- A.M + Extended Care + After-School Care from 7:45 am-5:30 pm
 - Drop-off available at 7:00 am
 - \$500 per month

Other Fees:

Enrollment/Registration Fee: \$25

- Families were asked to pay this at the time of enrollment. The registration fee may also be billed as a one-time payment via the Brightwheel App for families failing to pay at time of enrollment.

Activity Fee: \$35

- Our activity fee has been waived for the 2022-2023 school year.

PAYMENTS

All billing is done through the Brightwheel App. Payments are due on the 20th of each month beginning in August, and will continue through May. Invoices are automatically generated a week before the due date as a reminder. Parents are strongly encouraged to set-up automatic bill pay. We also have a payment box located outside of our classrooms that can be used for checks. Please make sure the checks are in a labeled envelope.

Preschool and PreK Morning Activities

- ✓ Welcome & Free Choice Centers
- ✓ Circle Time
- ✓ Prayer
- ✓ Group Sharing
- ✓ Music and Movement
- ✓ Arts/Crafts
- ✓ Activity Centers
- ✓ Outdoor Play
- ✓ Faith Development/Bible Stories

Preschool and PreK Afternoon Enrichment

- ✓ Nap and Rest
 - Preschool naps from 11:30 am – 1:15 pm
 - PreK rests from 11:30 am - 12:15 pm.
- ✓ Curriculum Enrichment Activities
- ✓ Additional Music/Movement and Arts/Crafts
- ✓ Afternoon Snack
- ✓ Free Choice Centers

Other Programs/Activities

- ✓ AI's Pals
- ✓ Minds in Motion
- ✓ Spencer County Public Library

ARRIVAL PROCEDURES

Check your child for signs of illness each morning. If there are any special instructions for the day, please send a written note with your child or send a message via Brightwheel. It is important to make sure that your child's teacher receives this information. Let your child's teacher know of any circumstances that may affect your child's day, such as a bad night of sleep, problems at home, etc.

Please do not bring your child before 7:00 a.m. If enrolled in an AM only program, please do not bring your child before 7:30 a.m. This helps ensure adequate staffing to meet ratio requirements.

All drop-offs should occur at the gym entrance. Parents or approved drop-offs are asked to check-in the child using the Brightwheel App each morning.

SEPERATION ANXIETY: The staff will guide you if your child has difficulty transitioning from you to the classroom. To ease the transition when you drop off your child, it is best to give them a big kiss and/or big hug, tell them you love them, and that you will be back to pick them up later...then leave. We know it is heartbreaking, but separation anxiety is normal. The longer you stay, the longer it is drawn out. We try to have an extra person on hand to help the child and lovingly calm them down. Usually, after the first couple of weeks, the children are accustomed to their new surroundings and the issue subsides. Please feel free to message the Brightwheel App if you have concerns or just want to check on your child.

DEPARTURE PROCEDURES

Children enrolled in Saint Bernard Preschool should be checked-out using the Brightwheel App or by a staff member each day. If someone other than those persons listed on your application is to pick up your child, you must provide written notification ahead of time via note or through messaging on the Brightwheel App. Parents should keep their approved pick-up/drop-off group updated on Brightwheel throughout the year. If it is not a recognized person picking-up, an ID will be required.

The childcare program is scheduled to close at 5:30 p.m. We ask parents to cooperate in picking up children before 5:30 p.m. In case of emergency, a parent is delayed, please call (812) 660-9122 to inform the staff that you will be late. If a child is picked up after closing hours, a late fee is charged. The late fee is \$5.00 and \$1.00 for every minute after 5 minutes. Continuous tardiness on the part of the parent may result in a request that the child be withdrawn from the after-school program.

Morning Preschool children should be picked promptly at 10:45 a.m. You can pull up to the curb in front of the gym doors. Parents are asked to check-out with a staff member using the Brightwheel app.

GUIDANCE AND DISCIPLINE POLICY

Guidance is an important part of learning and we feel that it is a big part of our job. In our Preschool/PreK classes, we work to provide a safe learning environment for ALL students. We will work to help the students develop responsibility and self-regulation behaviors. Self-control is very important and we will provide the children with the tools to work through problems and adapt to their surroundings. By doing this, we will work to create a caring and Christ like community of learners.

Both the Preschool/PreK class use a Positive Behavior reinforcement system (see further explanation designated for each individual class). If a child is having difficulty following the daily routine, rules of the classroom, or expectations set forth, the teacher will respond with positive reinforcement, redirection, frequent reminders, and/or encouraging words.

If a non-desired behavior continues, a child may be removed from the situation that is stimulating the behavior.

After a short time, the teacher will sit down and talk with the child about the behavior and alternative solutions.

The teachers will communicate these challenges with parents through phone, email, or face-to-face conversations.

If a child's behavior requires ongoing daily attention from our staff and the child's behavior is unable to be directed in a positive and productive direction, the school will request a parent-teacher conference to seek additional input.

If after a period of using the methods listed above, a child is not responding to the interventions, the school will reserve the right to determine in its discretion when conduct is of a nature to warrant a child's withdrawal from the program. Students must be able to behave in a manner that is consistent with Christian principles of the school and the Diocese of Evansville.

Program Dismissal Policy

Dismissal from the program may result at the school's request when:

- ❖ The teachers and administrators determine that Saint Bernard Catholic School is not able to meet a child's emotional or developmental needs
- ❖ The child is not potty trained and able to take care of restroom needs
- ❖ The child is not able to follow basic classroom rules
- ❖ The child runs away from staff members
- ❖ The child uses inappropriate language in conversation with staff or peers
- ❖ Physical aggression towards other students or staff (ie- punching, spitting, biting, kicking, pinching)
- ❖ Destruction of property on purpose
- ❖ Habitual lateness with tuition payment.

This policy can be modified at the discretion of the Saint Bernard Catholic School and Preschool Director based on the severity of the behavior and situation.

FEES AND PAYMENT POLICIES

Fees are based upon the program in which your child is enrolled. Tuition is calculated for each program for the entire school year and divided by the ten months of the school year. Each month's fee shall be the same unless you choose to enroll in a different program. If you need to make a change in your child's permanent schedule, we require a two week notice before the change is to occur. Please notify the Director of any schedule or program changes. Monthly fees shall be due, in full, on the 20th of each month unless other arrangements have been made with the Director.

Payment is expected for the program in which your child is enrolled whether the child attends every class or not. Saint Bernard may make up snow days in-person or virtually. The Preschool/PreK will be in session whenever the school is in session. Preschool/PreK parents will be sent optional, at-home enrichment activities via Brightwheel in the case of a virtual day. No credits will be applied for snow days.

All Programs:

Monthly payments are due on the 20th of each month. **Your account must be kept current!** Parents are encouraged to use the auto-bill pay option via Brightwheel. There is a payment box located across from the classrooms for checks. If your account falls two months behind and you have not made arrangements with the Preschool Director, your child will be unable to attend until an arrangement has been made and your account is made current. Failure to make the necessary arrangements and keep your account current may result in your

child's dismissal from the program. *There is an automatic \$25.00 late fee added to your tuition via Brightwheel if it is not received by the end of the month.* There is a \$20 fee for returned checks.

FINANCIAL ASSISTANCE

The Preschool accepts participants in the Child Care Development Fund (CCDF) Voucher program, which provides funding assistance to those who qualify. For students that are 4 before August 1, they may be eligible for an On My Way PreK voucher. We meet the standards required to participate in this program, but families have to meet a financial income requirement. For more information on seeing if you are eligible to receive funds from this program please visit www.in.gov/fssa/carefinder/child-care-assistance/.

WITHDRAWALS

Parents may withdraw a child from the program at any time. A TWO-WEEK NOTICE IS REQUIRED, and you are financially responsible for these two weeks whether your child attends up to that point or not. Withdrawal and subsequent re-enrollment will entail an additional registration fee.

ILLNESS AND MEDICAL POLICIES

State regulations require that we maintain a medical record on each child and that each child has a physical examination. If your child has had a physical examination within two months prior to his/her enrollment, a copy of this exam will suffice for your child's records. It is also necessary for us to keep current record of your child's immunizations.

If your child will not be attending on a scheduled day, please notify the Director or Teacher as early as possible via the Brightwheel App or by calling (812) 649-2501. For the protection of all children, your child should be kept at home or will be sent home if he/she shows any signs of the following symptoms:

- An elevated temperature of 100.5 degrees or above (without medication)
- Vomiting
- Diarrhea
- Contagious disease or infection including an undiagnosed rash, discharging eyes or ears.
- Cough or fever or other potential symptoms of Covid-19.

**WE CANNOT ACCEPT YOUR CHILD AT SCHOOL
WITH THE ABOVE SYMPTOMS!**

A child must be free of fever or any of the above symptoms **without medication** for 48 hours before returning after an illness.

If your child has been exposed to a contagious disease, she/he should be kept at home and his/her condition should be reported to the Director or Teacher. (Covid-19, strep throat, viral infected ears, measles, mumps, chicken pox, scarlet fever, and any other conditions categorized as "highly contagious.") Please keep your child home for the appropriate length time, as indicated by the doctor, for the antibiotics to work. Our goal is to keep all the children as healthy as possible.

ALLERGY PLANS

Please notify the school office if your child has an allergy that requires special medical attention. An Allergy Action Plan must be filled out by a child's physician, if he/she has an allergy that requires special attention during the school day. An Allergy Action Plan must be kept on file at school. Parents may be asked to provide approved snacks for their child, if special dietary needs/concerns are required.

MEDICINES

If your child needs prescription medication, please bring directly to the school office with instructions for the secretary to place it in the refrigerator or medicine drawer. The parent should fill out the necessary paperwork required for us to administer medication to your child. Any prescription medication must have a current prescription label on it. These orders are valid for one full year. You can pick up this form in the school office.

Children are taken outdoors often. Therefore, if you wish your child to remain inside, we must have a statement from your physician.

MEDICAL EMERGENCIES

In the event of a medical emergency or accident, we will attempt to contact the parents of the child first. If a parent can not be contacted, the emergency contacts and then the child's doctor will be called. If it is impossible to reach any of these and should emergency treatment be required, transportation will be arranged to take the child to Owensboro Medical Health System Emergency Room where the Emergency Room Physician will care for your child. Your authorization for the Director or Teachers to contact your family physician and to take emergency medical measures is necessary as part of the parental release.

You will be notified in the event of illness, serious injury, or death of your child's teacher. Another teacher will be provided to care for your child. If, for some unforeseen reason, there is not a caregiver available, you will be informed to find other care.

DRESS CODE

Please dress your child in washable clothing that is comfortable and easy for him/her to manage. Closed shoes that provide support and protection for active youngsters are required at all times. No flip flops, sandals, or open-toed shoes, please! Please remember that we paint and glue and do other messy projects. Clothes tend to get messy. Since outside play is also an important part of our day, remember to send a jacket or coat if the weather will be cold. Each enrolled child should have a weather appropriate change of clothes kept in his/her locker. Please make sure everything is labeled with either the child's name or initials. We will not be responsible for the loss of items.

Although preschool students do not have a uniform, we adhere closely to the dress code of Saint Bernard School. Sleeveless shirts, ripped or torn jeans, flip flops and sandals are not permitted. If wearing a dress, girls must also wear shorts or tights beneath the dress. Children must wear clothing with appropriate pictures and wording. Girls may have pierced earlobes but, for their safety, may not wear earrings that dangle. No other visible piercings are allowed. Boys may not have any visible piercings, including earlobes. No visible permanent or temporary tattoos are allowed. Hair styles and colors that are distracting are not permitted.

BACKPACKS

Please send your child to preschool and Pre-Kindergarten with a backpack or bag large enough to hold items we will need to send home. This will allow us to keep your child's artwork and/or important information separate and with the correct child. The bag should be large enough to hold a folder. Please write your child's name on their bag.

BIRTHDAYS & SPECIAL OCCASIONS

Birthdays are very important, and we will recognize your child on their special day. If your child isn't present on their birthday or their birthday occurs during a break, we will find another day to celebrate them. We ask that you refrain from sending food for the class as we are following the guidelines of our Wellness Program. If your child would like to donate a special gift such as a new book or toy to the class, in honor of their special day, you are welcome to do so. Invitations handed out at school must include all children in the class, otherwise invitations will need to be mailed.

CURRICULUM

Connect4Learning® is the research-based, classroom tested in interdisciplinary prekindergarten curriculum. Developed through funding from the National Science Foundation, it integrates research-validated teaching methodologies from early childhood experts in mathematics, science, literacy, and social-emotional learning. Our curriculum is developed and guided by our lead teacher, who is a licensed educator. This curriculum is a blend of teacher-initiated activities that build on children's interests and children's self-directed activities and play. Activities are suited to children's ages and abilities. They also address the intellectual, social, emotional, physical, and creative areas of development. Observations of the children help the teachers complete evaluations of each child during the school year. Parent conferences are offered at specific times during the school year, but parents are welcome to request a conference at anytime throughout the year.

DRILLS

The following drills are performed on a regular basis in accordance with State regulations: fire, tornado, lock-down, shelter-in-place, and earthquake. All children are expected to participate in these drills. Any parent who

enters the building while a drill is in progress must also participate in the proper procedure for the drill. The parent is not to take the child from the group during a drill.

FACULTY AND STAFF

The faculty and staff at the Preschool is dedicated to the well being and education of each child who comes to our school. Everyone on the staff holds current training in *Infant/Child/Adult CPR*, *First Aid*, and *Universal Precautions & Bloodborne Pathogens*. The Teachers also participate in at least 12 hours of continuing education in Early Childhood each year.

The staff is also trained in recognizing physical or sexual abuse or neglect in young children. If at any time a member of the staff suspects that a child in our care has been physically or sexually abused by anyone or that a child is being neglected by his/her parent or guardian, it will be immediately reported to Child Protective Services.

FIELD TRIPS

Field trips can offer value by increasing a child's interest through hands on learning experiences. We plan to offer a few field trips during the year, on-site and/or off-site. Parents are always welcome to attend if they complete the safe environment training.

A Field Trip fee is not included in your child's tuition. There will be a separate fee to cover the cost of our field trips that will be sent as a one time payment on Brightwheel. Transportations to and from field trips are by school bus. With the bus driver shortage and other challenges with transportation, we will likely have to get creative with some on-site field trips for the 2022-2023 school year.

By acknowledging the handbook agreement, you also give us permission to walk with your child as a class to the Spencer County Public Library and take other walking field trips to surrounding areas around the school throughout the year.

LOCKERS

Each child is assigned a locker inside the classroom. The locker is designated for your child's belongings such as his/her nap items, an extra set of clothes and his/her coat, backpack, etc. Please check your child's backpack each day, empty and return folders.

LUNCH PROGRAM

School Lunches: Saint Bernard Preschool participates with Saint Bernard Catholic School in the National School Lunch Program in conjunction with the Department of Education and the USDA. The school follows the federal and state guidelines governing this federal program.

- Hot lunches (including milk) are served daily to students for \$3.25 (for preschool/pre-k students).
- Students bringing their lunches from home may buy milk for \$0.50 cents.
- Water is available for those students with documented lactose intolerance.
- The lunch menu will be published and sent home each month.

Free and Reduced Lunch Program: Reduced and free lunches are available through the Federal School Nutrition Program. Families who qualify are encouraged to apply at the beginning of the school year but may apply anytime during the year. The Federal School Nutrition Program, not the school, pays for these lunches, so

please use this program if you think you may qualify. The information and applications will be handed out at registration and are available in the school office throughout the year.

Lunch Accounts: Your family will have an account which you may add money to at any time. You put your lunch payments in the payment box or bring them to the preschool office. Please put the money or check in an envelope, marked “lunch money” with your family name on the envelope. You can also add money online at <https://stbernardschool.info/make-a-payment>.

Account Statements: Family lunch account statements are sent home periodically for full-day students. They will be sent home weekly in family folders for any families with a negative lunch account balance. A printout of your child’s account activity is available at any time upon request. Please make every effort to bring your account current by sending in payments regularly. If there are financial problems, please contact our office so we can help. Free and Reduced Price lunch benefits may be available.

Lunches Brought From Home:

- Students may choose to bring a lunch from home.
- Lunches brought from home should be nutritious and healthful.
- Students may not bring glass bottles or soft drinks.
- Parents may not bring in lunches or drinks from carry-out restaurants.
- Please try to send in food that your child can manage on his/her own.
- Student lunches should be able to be eaten without re-heating. Students will not have access to the microwave.

NAPPING/REST PERIODS

Students opting into extended care will have either a nap or rest time daily. Parents are asked to send a blanket, small pillow, and small stuffed animal for their child to use. Blue drawstring bags have been provided and all nap supplies should fit in that bag. If not, please find something smaller to send. This bag will be sent home on Thursdays or Fridays and should be laundered each weekend and returned the next week.

PARTIES AND SPECIAL EVENTS

Our Preschool/PreK will have parties to celebrate special occasions such as: Halloween, Thanksgiving, Christmas, Valentine’s Day and Easter. We will ask for parent volunteers to assist with parties by organizing activities and planning for a special treat. We are hoping to coordinate special family night gatherings each semester. We will celebrate our accomplishments at the end of the year as well.

PICTURES & VIDEOS

Your child may have his/her picture taken during various events or as part of a class project. Some pictures may be placed in the newspaper, Preschool newsletter, internet web page, Facebook or other publications or social media. This means that your child could be randomly photographed or video recorded while participating in everyday, supervised school activities.

PLAYGROUND

Saint Bernard Preschool utilizes the Saint Bernard Catholic School Playground. The school playground has swings and play structure that is commercially rated for students between the ages of 5-12, but most of our students in the past have been comfortable playing on this equipment and all have done so safely. The school playground is not fully fenced but is set well back from the road, behind the church, and students are always

well supervised when playing outside. We also provide many preschool-specific playground toys and ride-on toys which our preschoolers can enjoy during playground time. In signing the acknowledgement in the application form, you will also sign a permission form allowing your preschool student to play on the school playground while attending this program.

SECURITY PROCEDURES/VISITORS

We encourage our parents to visit to help and volunteer. In the interest of school security, ALL visitors MUST check in at the main office. Upon entering, please sign the visitor log and put on a visitor sticker.

In order to spend time in the classroom or volunteer for other school functions, all visitors will need to complete the Safe Environment Training. Please call (812) 649-4811 and our Parish Secretary will send you the necessary information.

SPECIAL NEEDS POLICY

Whenever possible, students with special needs will be included in school programs if reasonable accommodations can be made to meet the individual needs of students with disabilities.

Once a student is identified as potentially in need of specialized services, referral is made by the Principal, Director or Lead Teacher to the Dubois-Spencer-Perry Exceptional Children's Co-op so that the child may be evaluated. This evaluation will follow standards established by state and federal guidelines.

A student service plan will be developed for the student with assistance and support from persons representing the Co-op.

If a student has a disability which substantially limits one or more of a person's life activities, has a record of such impairment, or is regarded as having such an impairment, the school will develop a plan with the parents to provide reasonable accommodations that do not fundamentally alter the school program or impose undue financial burden on the school.

A student may be excluded from the school program if he or she creates a substantial risk of injury to himself, herself, or others.

RESTROOM GUIDELINES

All children must be potty trained and able to independently take care of their own bathroom needs, this includes removing necessary clothing, wiping, etc.. We will take the class at designated times during the school day, but children are expected to be able to alert a staff member when they need to use the restroom outside of those designated times. Pull-ups are not allowed to be worn during the day

TECHNOLOGY

Our program is equipped with chromebooks and tablets, which are for the children's use. Educational programs are provided. Teachers utilize devices and projectors to display education materials and videos through

TOYS

Your child's rooms are well equipped with toys, games, books, puzzles, etc. **Please do not permit your child to bring toys or other materials from home to the classroom.**

COMMUNICATION AND DISPUTE POLICY

If you have a concern about your child's program, teacher or classroom, please address it first with your child's teacher. Good communication can often help solve many of the problems we encounter.

If your concern is not satisfactorily addressed after speaking with your child's teacher, you may address your concerns with the Director or Administrator of the program.

QUESTIONS / CONCERNS

Questions, comments, and concerns are always encouraged and welcomed!

812-649-2501

Saint Bernard Preschool
207 N 6th St
Rockport, IN 47635

Email: rnowak@evdio.org

ACKNOWLEDGEMENT

The form below **MUST** be signed and on file for your child to attend our programs. Please make sure you have carefully read this handbook and sign the handbook acknowledgement statement.

Preschool Handbook Acknowledgement Agreement

I have read the Saint Bernard Catholic School Preschool Parent Handbook. I understand what is expected of my child and me at the school. I agree to abide by all rules, regulations, and expectations described in this handbook. This includes our Guidance and Discipline Policy and Fees and Payments Policies. I further understand that I am expected to cooperate with Saint Bernard Catholic School and Preschool and the Diocese of Evansville to promote a positive, successful school atmosphere.

Please print Parent or Guardian #1 name

Signature of Parent or Guardian #1

Date

Please print Parent or Guardian #2 name

Signature of Parent or Guardian #2

Date