

Mother Ellen Learning Academy

Pre-school/Daycare/Afterschool Care

Handbook



St. Joseph Academy

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OUR PHILOSOPHY:

A Catholic school has one primary reason for existence: to instruct students in the truths of our faith, so that, accepting these truths, they may so live, that God "through Jesus Christ may carry out in them all that which is pleasing to Him." (Heb. 13:21) Hence, basic to our philosophy as Catholic educators at St. Joseph Academy is instruction in the principles of faith and morals - principles which may serve our students as guidelines in worthy earthly living in attainment of eternal beatitude.

Secondly, Catholic education aims to give students an excellent academic education. St. Joseph Academy accepts this second purpose and endeavors to provide its students with a thorough instruction in the basics of scholarly learning.

Thirdly, since children are social beings living in a social milieu, St. Joseph Academy strives to inculcate in its students principles of regard and courtesy: a respect for their own human dignity and for that of all other people.

Finally, St. Joseph Academy accepts the trust of instilling in its students a sense of true patriotism with its responsibilities of good citizenship. –

Composed By Sister Mary Petronilla, SJW, 1976

Our Preschool

Our preschool is unique to all others because of the religious support it receives from the Sisters of St. Joseph the Worker. Our services are offered to children 3 and 4 years old who desire preparation for entering Kindergarten. We are located in the tan building with the brown awing on the St. Joseph Academy campus, with operating hours 7:45 a.m.-11:00 a.m. and offering extended care to 2:45 p.m. and following the St. Joseph Academy School calendar. Our preschool teacher has received the Child Development Associate certificate from the CDA National Crediting Program.

The preschool program at St. Joseph Academy is a faith-based program designed to promote the social, cognitive, emotional, physical and spiritual growth of each child. This growth occurs through the daily activities the students experience during their time at school.

In addition, to our academic program, we offer religion, music, and P.E. classes appropriate for each preschool level. (We encourage the children to learn about their world through daily exploring of the world around them.)

3 Year Old Program

Children entering the 3 year old program must be 3 by August 1st of the current school year.

Our 3 year old program focuses on social and emotional growth. We accomplish this through role playing, story time and group activities. The children are introduced to the concept of respect. They learn to respect themselves, other students and other student's belongings. This is a crucial age, where children are developing from toddlers to preschoolers.

4 year old Program:

Children entering the 4 year old program must be 4 by August 1st of the current school year.

Our 4 year old program focuses on readiness for Kindergarten. The children work independently or in small groups; centers focus on math, reading, sensory, art and dramatic play. In a larger format, the children participate in religion time and circle time. Our preschool teacher works closely with the Kindergarten teacher to monitor and enhance the program to meet the needs of each individual student.

Daycare & Afterschool Program

Our afterschool program is unique to all others because of the religious support it receives from the Sisters of St. Joseph the Worker. Our services are offered to children 2 year olds to 13 year olds. We are located on the ground level of St. Joseph Academy campus, with operating hours 7:00 a.m.-6:00 p.m.

Enrollment Requirements:

The registration form must be filled out and dated before your child's first day. Before enrolling your child in Mother Ellen Learning Academy there are several things you must do:

1. Read through and become familiar with the policies. You will be required to sign a form that indicates you have read, understand, and agree to ALL the policies as outlined.
2. The registration payment must be paid prior to admission.
3. Current immunization form on file.
4. All required documentation must be filled out, signed, and on file PRIOR to admission. All necessary forms/consents will be given to you in your admission package.

Required Documentation:

Being that our program is certified through the State of Kentucky, certain documents are required for us to keep on file for the children. The following are the forms that we request you have with you on your child's first day of school:

Copy of an up-to-date Immunization Certificate for the State of Kentucky

Handbook Acknowledgement Sheet

Permission to explore school grounds form

Food Allergy Action Plan Sheet

Emergency Preparedness Form

Registration Sheet

Daycare Schedule

7:00-8:30 a.m. Arrival time, snack and free choice.

8:30-10:00 a.m. Arts and Crafts time.

10:00-11:00 a.m. Free play inside/outside.

11:00-11:30 a.m. Lunch time.

11:30 a.m.-12:30 p.m. Free choice and Quiet Time.

12:30-2:00 p.m. Rest time (children older than 5 years old will have free time)

2:00-2:30 p.m. Wake up time, prepare for Afternoon Snack.

2:30-2:45 p.m. Afternoon Snack.

2:45-4:30 p.m. Free play

4:30-4:50 p.m. Activity Board

4:50-6:00 p.m. Free Play Outside.

(Toilet time is anytime as needed.)

After Care Schedule

2:50-3:00 p.m. Wash up for snack

3:00-3:15 p.m. Snack

3:15-4:00 p.m. Homework time

4:00-4:30 p.m. Free play

4:30-4:50 p.m. Activity Board

4:50-6:00 Free play/Outside time

Preschool Schedule

7:30-7:45 a.m. Arrival time and free choice

7:45-8:00 a.m. Circle time

8:00-8:25 a.m. Bathroom break & Snack

8:25-9:30 a.m. Center time

9:30-9:40 a.m. Bathroom break

9:40-10:00 a.m. Religion time

10:00-10:40 a.m. Outside time

10:40-10:50 a.m. Bathroom Break

10:50-11:00 a.m. Prepare to go home

Billing and Payment Policy:

Mother Ellen Learning Academy Daycare will bill you for the services we have provided you on the 2nd and the 16th of each month via email. Payments are due within 5 days to avoid any additional fees or suspension of service.

EXAMPLE:

Invoice sent out on the 2nd-payment is due by the 6th.

Invoice sent out on the 16th-payment is due by the 21th.

If you need to make payment arrangements, please see Mrs. O'Leary

Please note that you are able to pay for the services in advance if you wish to do so.

Payments can only be made by Check, Cash or Intuit pay system online.

No credit cards or debit cards.

No refunds are given for late arrivals or early departures.

No Show Policy:

Daycare NO SHOW FEE-\$20.00 if the school is not notified by 8 a.m.

Afterschool care NO SHOW FEE-\$8.00 if the school is not notified by Noon

Late Fee:

A late fee of \$1.00 (per child) for every minute past designated closing time is due at the time of pick up.

Arrival, Sign-in Procedures:

Every day, each student who attends St. Joseph Academy must be signed in by his/her parent or other adult who brings them to school. We have a tablet at the main classroom door for you to sign your child in. If you do not see the tablet please ask a classroom teacher so that you may sign your child in.

Dismissal, Sign-out Procedures:

At the end of their school day, each child must be signed out by his/her parent or other designated adult. Just as signing your child in, you must also use the tablet to sign them out. If you do not see a tablet please ask one of the teachers for the tablet. No one other than a parent is allowed to pick-up a child without a note. The note must contain the date, state the alternate pick-up person's name, his/her relationship to the child, and the parent's signature.

Your child must be picked up by the end of their day.

Preschool pick-up time is 11:00 a.m.

Daycare/Afterschool Care pick-up time is by 6:00 p.m.

School Supply list:

For the full supply list please check the school website at: www.sjawalton.com

All supplies must be labeled with your child's name. You will need to provide the following items:

Daycare & Preschool children will need one complete change of clothing. This includes shirt, pants, socks, and underwear.

Daycare children under the age of 6 will need nap items. (small blanket & standard size crib sheet)

Any prescription or over the counter medication that you may wish to be used. This must have the child's name on it & permission slip on file.

Sunscreen and permission slip on file.

Water bottle.

Preschool Dress Code

Boys/Girls: Dark navy twill dress pants or dark navy twill uniform shorts. Knit Polo type shirt, any color with long or short sleeves. Girls may also wear dark navy skorts or the St. Joseph Academy plaid jumper. Gym shoes should be worn for children this age. Students may NOT wear make-up, fingernail polish, perfume or heavily scented lotions (*such as Bath & Body products*) to school.

Daycare Dress Code:

Please dress your child appropriately. The activities may be messy. Do not send your child in clothing that you do not want stained. Weather permitting; we will spend a lot of time outdoors.

Home-School Communication:

Information from the office concerning school-wide activities/events are sent home via e-mail weekly. For those who do not have internet access, arrangements should be made with the office to obtain a paper copy.

Preschool lesson plans are sent home via e-mail. Other preschool information and papers will be in the 2-pocket folder daily. (*Sending information via your personal e-mail saves copying expenses for the school and gets information to you faster*).

Staff qualifications and training:

Our staff is required to have a high school diploma, 15 hours of continued education units per year, First Aid/CPR every two years, two background checks, negative TB test and Virtus certified.

Our preschool teachers are also required to have a Child Development Associate Credential or above to teach in our center.

Absence:

To report absences please call or text our school wireless phone at 859-638-8323 or contact the director at 859-485-8700.

Daycare must notify the school of an absence by 8:00 a.m. to avoid a NO SHOW FEE.

Afterschool care must notify the school of an absence by 12:00 p.m. to avoid a NO SHOW FEE.

Questions and Concern:

If you have any questions or concerns, please feel free to contact Mrs. O'Leary. If you have a lengthy question, or something that requires more than a few minutes, please set up a conference time.

Child abuse prevention and reporting:

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of Cabinet for Health & Family Services, Department for Community Base Services.

Allergies:

Food allergies are common in young children. We must be aware of food allergies and have a food allergy plan in place in order to keep kids safe. Please note all allergies on the *Allergy form*. Also make sure all medications are given to the director for dispensing as needed in the event of an emergency. (i.e. Benadryl, Epi pen etc.)

Illness:

Under no circumstance is a sick child to attend. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the center. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements.

Obviously, it is not possible to prevent the spread of all illness. However, minimizing exposure and providing good hygienic practices in the daycare are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced:

- Any skin infection that has not been treated by a doctor;
- Any symptom of a known contagious childhood disease;
- Any unexplained rashes;
- Croup;
- Fever of 100 or higher, currently or within the previous 24 hours;
- Lice, impetigo, ringworm, and scabies;
- Pink eye or other eye infection;
- Sore throat, inflamed mouth, symptoms of strep throat;
- Vomiting or diarrhea

Parents of children who become ill during the day will be promptly notified and are expected to arrange to pick up their child immediately. Sick children are removed from the classroom and are cared for in the Director's office, until the parent arrives to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

Parents may be asked to submit a note from the child's private physician before they will be permitted to return to school.

Medicine:

The staff is more than willing to administer medication during school hours to any child who is in need; however, the following directions must be followed:

St. Joseph Academy requires a written notification slip, which gives permission to administer the prescribed medication. The notification slip must be sent to school with medication to be administered. All medication will be locked in a medicine cabinet for safety reasons.

Prescription Medication: Medication must be in the prescription bottle with the pharmacist's label designating a patient's name, instructions, date, name of the drug and name of physician.

Over-the-counter Medication: Medication must be in the proper container which indicates the name of the medication enclosed, patient's name, and instructions for dosage and time;

Discipline:

The goal of discipline in early childhood is to help each child develop self-control and problem solving techniques. Children develop these skills by experiencing opportunities to make decisions and learning from their mistakes. IN NO INSTANCE WILL CORPORAL PUNISHMENT BE ADMINISTERED.

Student's Code of Conduct:

Rules are taught, practiced and reinforced on a regular basis. The children are taught the rationale for these rules, which aids in the development of their personal judgment.

It is our goal to help every student grow in knowledge and personal strength by providing an atmosphere of warmth, safety, and security in which all individuals can function to the best of their abilities. It is necessary to establish basic rules that all students must follow in order to provide a safe environment for our students.

Children are expected to show respect for staff, other children, property and equipment.

St. Joseph Academy Student's Code of Conduct applies to the Aftercare Program.

A violation of any rule may result in disciplinary action or removal from the program by the director, principal/assistant principal based upon frequency or severity of the offense.

Classroom Rules:

Always act in the image of God.

Use walking feet in classroom and hall.

Clean up before moving on to new activity.

Use your words.

Preschool Evaluation Strategies:

Assessment is an ongoing process of gathering information relative to children's development. Throughout the school year the preschool staff will be making observations on each preschooler. We will look for each child's strengths as well as identify areas of growth for each child to work on through the year. An official progress report will be sent home twice a year in January and May.

Preschool & Daycare Daily Sheet:

Our daily sheet was developed to allow the children to be responsible for their own actions.

Name: _____

Date: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Circle Time	Centers	Religion	Transition	Clean-Up	Outside/Inside Time

Potty Time

8:00 _____

9:15 _____

10:45 _____

Eating Habits

Snack _____

Lunch _____

In each block the child is responsible for stamping his/her paper with a happy face stamp or a sad face stamp. If he/she receives a sad face there will be an explanation written in the block explaining what took place. The teacher has the right to request a conference if a child repeatedly disregards the rules.

Lunch:

Children may purchase school lunch or pack a lunch. Lunch is served at 11 a.m. during the school year. Our lunch count/order is turned in by 8:30 a.m. Any children that arrive after 8:30 a.m. will not be able order a hot lunch & will need to have packed their lunch. If your child does not like what is on the menu please pack a lunch they will enjoy and which follows the State Nutritional Guidelines. If you would like a copy please see a staff member. Lunch menus are posted on the SJA website at: www.sjawalton.com or are available in the office.

Snacks:

The school provides the snack each day. A snack schedule is posted each month on the parent board in the front lobby. If you wish to contribute to our snack time please let the staff know the day before.

Birthdays:

Please let the staff know if you want to bring in a treat for your child to share with the other students. We will celebrate birthdays during snack time.

School Delays and Closing:

In case of inclement weather, the preschool will observe the following schedule:

If Saint Joseph Academy school is closed our preschool is closed.

1 hour delay-preschool is still in session and will begin at 8:45 a.m.

2 hour delay-Preschool is cancelled. Extended care will still be offered.

In case of inclement weather, the Daycare will be open even if St. Joseph Academy closes unless our staff is unable to get to school. If St. Joseph Academy is on any delays the daycare will still open at 7 a.m.

Please listen to WNKR104.5 FM or TV channel 12 for school closings and delays.

You may also sign up to receive text alerts from Sister Elizabeth Ann. To do this you will need to text @70d4d6 to the number 270-253-1476.

Preschool may or may not participate in snow make up days. It is at the discretion of the director and principal.

Expectations: (What they expect from students and parents)

1. Parents should discuss any problems they have concerning their child with their teacher.
2. If there is no resolution to the problem, parents or the director may contact the principal to help find a solution.
3. A conference between the parents, teacher, director and principal will be held to further discuss possible solutions.
4. At all times, the welfare of the student will be of utmost concern.

Volunteers:

- Register online at "<http://www.virtus.org>" and attend the VIRTUS Seminar "Protecting God's Children".
- Read monthly bulletins and answer related questions (bulletins arrive via e-mail after attendance at a seminar)
- Submit a Background Checks (CAR, CAN and Kentucky State back ground criminal check)
- Sign and submit a 2003 Acceptance Form for Policies and Procedures (occurs during the seminar)

Parking:

Parking is permitted along the side of the Mother Ellen Curran Center on the hill. It is important not to go through or move any of the orange traffic cones strategically placed throughout the grounds.

Emergency procedures:

Fire drills are practiced once a month and follow the evacuation plan posted in the classroom.

Earthquake /Tornado Drills are practiced every other month following the evacuation plan posted in the classroom.

Other unforeseen emergency such as loss of power, heat, air conditioning the children will stay in the classroom and operate the best they can under the situation.

Smog alerts will limit our outside activities.

Safety Policy:

1. No child will be left alone or unsupervised with the exception of using the bathroom facilities, for their own privacy.
2. Staff members are responsible for maintaining an environment that is free of abuse and neglect with the children in our care.
3. All staff members and parents shall receive a copy of this handbook.
4. A signed Emergency Medical Authorization form is required to be on file the first day of attendance.

IN CASE OF EMERGENCY STAFF MEMBERS WILL FOLLOW THESE PROCEDURES

1. Contact qualified help immediately.
2. Calm the situation and get assistance.
3. Administer or see that first aid is administered.
4. Contact parent/guardian as soon as possible and calmly explain the situation.
5. When an accident happens and an injury occurs incident reports will be filled out.

Non-Discrimination:

As license provider, we shall not discriminate in relation to admissions on the basis of race, creed, color, national origin, religion or sex.

Mother Ellen Learning Academy Day Care is open to all children regardless of race, nationality, religion or creed.

Standard Protocol:

Superior General of the Sisters of St. Joseph the Worker

