

Saint James Preschool and Child Development Center

**Parent Handbook
2022-2023**



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Introduction

Thank you for your interest in the Saint James Preschool program! Here at Saint James Preschool we offer religious preschool care. We believe that learning comes from fun, hands-on experiences.

Students must be at least 3 years old and **fully** potty trained to attend (NO pull-ups). Students must also be able to fully dress themselves without help in the event of an accident. The staff are not able to help students in any way in the bathroom.

All of our students are together throughout the day. With our 3 year old students focusing on social skills, cooperative play, manners, clear self-expression, development of fine and gross motor skills, and enhancement of self-esteem through hands-on exploration. Our 4 and 5 year old students continue to focus on these areas while preparing them to enter kindergarten the following year.

Saint James has adopted the Archdiocese of Hartford Curriculum Standards. This curriculum focuses on students' social-emotional development, oral language and vocabulary, emergent reading and writing, math, science, religion, social studies, the arts, physical development, and technology through whole-group and small group activities. Depending on the day of the week, we also attend music, art, physical education, library, and French classes; which are led by St. James School staff.

The Saint James preschool staff is very caring, warm, loving, and enthusiastic. There is one staff member for every eight students at all times during the day. Each staff member has been fingerprinted through IdentoGO. They are also CPR/First aid certified, attend yearly trainings, and have received an Educational Technician III certificate. Our director has a Bachelor degree in early childhood education with a K-3 certification as well. The staff are also trained mandated reporters.

We offer half-day and full-day sessions along with extended care. Parents may choose 2,3,4, or 5 days per week (information is included in the application packet).

The Rights of Children

A. Rights of Children. Children receiving Child care from Child Care Facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Policies and Procedures

Masks and COVID-19

Saint James Preschool is following the CDC Guidelines for COVID-19.

Food

- Snacks are provided, please do not bring in food from home (because of allergies).
- Lunch is served in the classroom everyday. Parents with students staying later than 11:30 may purchase lunch through the school lunch program or they may pack their child a cold lunch.
- If packing your child a cold lunch, please put an ice pack inside their lunch box.
- If your child brings peanut butter for lunch, please notify preschool staff.
- Saint James Preschool follows the 5-2-1-0 nutrition program.

Dress Code

- No tank top or crop top shirts.
- **Students must wear SNEAKERS and SOCKS every day- all day.**
- Shorts or leggings must be worn under skirts/dresses. No violent, harsh imagery, or offensive language on clothing.
- Students must have a full change of clothes in their cubbies at all times (socks, underwear, shirt, and pants).

Winter Wear (we DO go out to recess in the winter!):

- Insulated boots should be worn to school and then the student must change into sneakers when they get to the classroom. (Boots can be left in the hallway under backpacks).
- Warm hats and mittens (no gloves please) should be worn every day.
- Ski pants are NOT necessary unless your child stays from 2:30-5:30.

Attendance and Illnesses

Ages Served

3-5 years old. Students must be **100% potty trained** before enrollment (no diapers or pull ups). Students must be able to dress themselves in the event of an accident.

Number of Children Served

Currently we are licensed to serve up to 49 children.

Enrollment Procedures

Parents must fill out an application through the Saint James School website. The application must include a copy of the child's birth certificate and updated immunization records.

Weekly Schedule

Saint James Preschool is open Monday- Friday from 8:00 am-5:30 pm. Saint James Preschool follows the Saint James School academic calendar.

Absences

- If your child is absent for any reason, please email (kayla.nunan@portlanddiocese.org) or call, (207) 282-4084, to let us know. We do **not** make- up any absences.
- **Since children are in close proximity to each other in the classroom, illness can spread rapidly. If a child is running a temperature, has a rash, has vomited and/or has diarrhea, has inflamed eyes with discharge, or has been sent home from school with these symptoms, please DO NOT send the child back to school until he/she is healthy. Students must be free from fever and have not vomited for 24 hours without medication before returning to school.**

COVID-19

Any student should stay home if they have a fever of 100.4 or higher or if they are experiencing COVID symptoms. Students who are sick, or not feeling well must stay home from school.

Symptoms include: Fever or chills

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea

Medication Administration

Saint James School MEDICATION POLICY

Pursuant to 20-A.M.R.S. Section 254(5) and promulgated rules

All medication must be accompanied by a parent or doctor note as described below. All medications are stored in the office and must be dropped off and picked up by the parent. Prescription medication: may only be brought in if it needs to be given during a scheduled time during the school day (i.e Lunchtime or 12:00PM). For antibiotics, they can be administered at school if ordered for more than 3 times a day. The first dose should be given at home. Prescriptions MUST be in original pharmacy container and have student name, doctor's name, name of medication, route of administration, dose and times to administer and include any special notes. Parent/guardian must bring it to the office and both the doctor and parent forms must be completed. Short term medications, which are taken for less than 2 weeks still need parent/physician consent form filled out and must be kept in the office.

For Asthma medication or an epi-pen: For asthma, an asthma plan form must be brought in from the doctor.

For allergies, if an epi-pen is used, a parent/physician consent form must be completed.

K-8 Students: Students may possess and self-administer emergency medication of an inhaled asthma medication or epi-pen if the doctor and parent give written permission, stating that the student has the knowledge and skills to administer said medication and the student must demonstrate this knowledge to school personnel, by example.

All other medications are kept in the office. With the exception of food allergies where an epi-pen is needed. epi-pens are in the office and then brought to the cafeteria for the school lunches and returned to the office when lunches are over. When a field trip is taken, the teacher will take the medication. When any medication is given, it is documented in our student reporting system (currently it is RenWeb). If there is an error in administering medication, parents are notified. If a reaction from medication occurs, staff will call 911 and inform parents/guardians.

For over the counter medications (Ibuprofen, Tylenol, antacid, Lactaid, etc.). These can be given, if needed, but must be supplied by parent in the original container and have parent/physician consent form completed. Parents will be notified before giving Ibuprofen or Tylenol or any over the counter medicine.

Over the counter cold or cough medicines are not to be administered. Cough drops can be given if parent fills out a doctor/parent form to be completed so student can have their own cough drops. Cough drops must be consumed in the office.

Food Allergies: The food service director should be notified by the parent and the parent/physician consent form needs to be completed.

Narcotics are NOT ALLOWED. If student is in pain that requires narcotics, student is to stay home.

Parent/guardians are notified to pick up medications at the end of the school year. Parent/guardians can pick up medications from the office at any time. Any medications not picked up by parent/guardians at the end of school are brought to the Biddeford Police Department or Southern Maine Health Care for disposal using their medication return program.

In the event of a disaster, office personnel will take all medication and if applicable, the food service director will take any epi-pens and follow the safe school procedures.

All unlicensed personnel who administer medication shall receive training before being authorized to do so, in accordance with 20-A M.R.S. Section 254 (5).

Approved 1/15/2019

- All Preschool Epi-pens are kept in the pre-k classrooms. When the student leaves the classroom (lunch, specials, recess, etc.) a staff member will carry the epi-pen. If needed, a staff member will administer to the student.
- Asthma inhalers are also kept in the classroom and administered by preschool staff if needed.
- All other medications need to be kept in the office and administered by Helen Fournier.

Appointments and early pick-ups

Please let a teacher know if your child will be picked up early for any reason.

Termination

If it comes to our attention that your child is not 100% potty trained, we will ask that your child stop attending our program until that skill is acquired.

Holidays and Vacations

Holidays

Saint James Preschool is CLOSED all holidays that are on the Saint James School academic calendar. Holidays are NOT charged in tuition, due to this holidays are not made-up.

Vacations

- Saint James Preschool is CLOSED for all of Saint James Schools vacations. Vacations are not charged in tuition, due to this vacation days are not made-up.
- Personal vacation days can not be made-up or traded for other days. Refunds are not given for vacation days.

Substitute Care for School Closures

- In the event that Saint James Preschool is closed due to inclement weather, power outages, etc. parents are responsible for arranging substitute care.
- If school is canceled or delayed in Biddeford, it is also canceled or delayed at Saint James Preschool (delay hours are not made up).
- In the event of a delay, parents that have students attending 8-11:30 can decide whether or not they wish to send their child to school that day (delay hours are not made up).
 - In the event of an unexpected early release closure due to weather, Pre-K will also close and there will be no aftercare program that day.
- SNOW DAYS- we follow the same snow days as the Biddeford School Department.

Parent/Legal Guardian Involvement

- Any parent or legal guardian that wishes to volunteer must complete the Protecting God's Children class through Virtus and complete their monthly bulletins. Volunteers must also complete the "volunteer packet" provided by Helen Fournier.
- Parents and legal guardians are also invited to join our bloomz classroom app so they can stay up to date throughout the school day.

Emergency Procedures

Fire Drill

Fire drills are conducted once a month throughout the school year. In the event of a fire, students and teachers will evacuate the building through the right rear doors (closets to the prek wing). Students will be led to the playground area straight out the doors, where they will line up and a teacher will take attendance. Once attendance has been taken, the teacher will hold up a green sign if all staff and students are accounted for. If a student or staff member is missing the teacher will hold up a red sign. Students will remain outside until the okay is given.

Lockdown Plan

Lockdown drills are also conducted throughout the school year. In the event of a lockdown students will be led to our designated lockdown location while teachers lock all doors, close all windows, and turn out all lights. Teachers and students will remain in the lockdown location until the okay is given.

Evacuation Procedure

In the event that we must evacuate the area completely, an alert will be given over the intercom. Teachers will lead students to St. Joseph's Church at 178 Elm Street. From there, parents will be notified.

Mandated Reporting

- All Preschool Staff members must complete the mandated reporter training prior to the start of school.
- It is the responsibility of all staff members to act as a mandated reporter to the Department of Health and Human Services (DHHS) when there is a reasonable cause to suspect abuse or neglect of a child under the age of eighteen (18).

Illness, Serious Injury, Incidents, and Accidents

- If your child becomes ill during the school day, parents or guardians will be notified to come and pick-up that student as soon as possible. Please see "Absences".
- All accidents, injuries, incidents, or emergencies will be documented in an "Accident Report" on the day of the occurrence. A parent or legal guardian must review, sign, and return the "Accident Report" within two business days. A signed copy will be sent home after.
- As a licensed Child Care Center we are mandated to report child death and serious injury.

Tuition and Fees

TUITION 8:00 a.m.-11:30 a.m.

# OF MORNINGS	TUITION PER CHILD YEARLY
2	\$1,819
3	\$2,729
4	\$3,639
5	\$4,548

Extended Care Option 1 11:30 a.m.-2:30 p.m.

# OF DAYS	FEE PER CHILD YEARLY
1	\$577
2	\$1,095
3	\$1,605
4	\$2,043
5	\$2,554

Extended Care Option 2 11:30 a.m.-5:30 p.m.

# OF DAYS	FEE PER CHILD YEARLY
1	\$1,127
2	\$1,795
3	\$2,693
4	\$3,177
5	\$3,971

Terms of Contract or Placement Agreements (found on page 3-4 of enrollment form)

Each family must submit a \$250 non-refundable enrollment fee in order to complete the

registration process. This fee is not refunded if the family chooses to withdraw the application.

We, the undersigned, certify that the information provided in this enrollment application is accurate and complete. Saint James School retains the right to cancel enrollment at any time if this application contains false or misleading information. Upon admission to Saint James School, we agree to comply with all the rules and regulations as set forth by Saint James School. In addition, we agree to cooperate and assist the administration, faculty and staff in promoting the mission, integrity and high spiritual, moral, and academic standards set forth by Saint James School. We acknowledge that Saint James School reserves the right to cancel enrollment at any time for reasons of academic, moral, or character deficiency as well as any actions detrimental to the Good Shepherd Parish or the faculty, administration, staff, facilities and name of Saint James School. We have received a copy of and agree to abide by the "Tuition & Financial Responsibility Agreement for 2020-2021" and the "Tuition Assistance & School Subsidy Agreement for 2020-2021" (if applicable). Upon admission, the parent(s)/guardian(s) signing below accept financial responsibility for all tuition, fees, and charges on behalf of the named students. It is our obligation to make timely payments and we understand that late charges may be assessed to accounts in arrears. We further understand that if our account becomes severely delinquent, the Pastor, in consultation with the Principal and Superintendent of Maine Catholic School, may request the parent/guardian(s) to withdraw the student from the school, and that our student(s) may not be allowed to begin the next school year until the tuition account is brought current.

Priority in admission is as follows: if there is a wait list in a class, returning students, siblings of returning students, practicing Catholics of Good Shepherd Parish, practicing members of other Catholic parishes, followed by members of other faiths traditions.

Deposit

There is a \$250.00 deposit due with your application.

Fees

- In the event of an **EMERGENCY** and your child must come on an unscheduled day there is an additional fee. If this happens please try to give at least 12 hours notice so we are able to manage staffing.
- Due to staffing extra/emergency days can NOT be switched for a scheduled day.
- PLEASE try to be prompt on your scheduled dismissal time. Transporters that are 10 minutes late or more will be charged an extra fee (\$1.00 per minute). 2:30 dismissal students that are not picked up by 2:45 will be sent to and charged for aftercare services.

Early Release Wednesdays

We will be offering aftercare on Professional Development ½ days. Because this is not included in your regular tuition, there will be an extra fee for this service. If you do not wish to stay, dismissal will be at 11:30. There will be no lunch if your child leaves at the 11:30 dismissal (This

service is NOT available November 23rd due to Thanksgiving break, December 22nd due to Christmas break, and April 7th due to Good Friday.)

FEES

11:30-2:30: \$10.00

11:30-5:30: \$15.00

Please make all checks out to Saint James School. Cash is also accepted. Payment must be made separate from the K-8 aftercare. We are two different programs.

PAYMENTS MUST BE MADE WEDNESDAY MORNING and can be placed in the Yellow folder.

The ½ days we are offering this for are...

September 14th

October 5th

November 2nd

December 7th

January 11th

February 1st

March 8th

April 5th

May 3rd

Child Guidance Methods and Behavior Policy

- Saint James Preschool staff are trained in a variety of classroom management techniques including Restorative Circles and the Choose Love Movement.
- Staff models positive social interactions and teaches social skills directly in the moment.
- Staff uses positive guidance, redirection, and offers choices to students to help them succeed.
- Disruptive behavior will be addressed in an “oops” sheet. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. This will be sent home and must be signed by a parent and returned the next day.

Expulsion and Suspension Practices

- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child’s teacher to discuss a behavior plan. After this, any concerns will be discussed with families.

Drop- Off Procedure

Preschool drop-off is located on the playground near the inner court doors near the Preschool entrance between 7:40 and 7:55. They will wait with Preschool staff and participate in morning announcements and morning prayer with the rest of the school. Any student arriving after we have gone inside the building must be dropped off at the Main entrance on Graham Street. Parents are welcome to stay for Morning Prayer.

In the event of inclement weather, students can be dropped off at the Birch Street side doors. One of the Preschool staff will be there to take them down to the classroom.

Dismissal Procedure

Dismissal

All pick-up transporters (Parents, grandparents etc.) will need to be on the transporter approval form, **show a driver's license** and sign out the child with a staff member.

Dismissal at 11:30

Children will be released at the school's main entrance located on Graham Street, you will need to wait outside of the building for your child.

Dismissal at 2:30

Children will be released at the school's main entrance (with their siblings) located on Graham Street, you will need to wait outside of the building at the bottom of the stairs for your child. If your child does not have an older sibling to walk out with, please be as close as possible to the bottom of the large stairs.

Dismissal at 5:30

If students are not on the playground, transporters will need to ring the doorbell at the Birch Street entrance, you will need to wait outside of the building for your child and sign your child out with a classroom teacher.

PLEASE try to be prompt on your scheduled dismissal time. Transporters that are 10 minutes late or more will be charged an extra fee.

Daily Schedule

7:45-8:15 Arrival and morning work
8:15-8:20 Morning Prayer
8:25-8:45 Morning Circle
8:45-9:10 Bathroom and Snack
9:15-9:40 Recess
9:45-10:00 Story or mini lesson
10:00-10:40 Specials (art, library, P.E., French, or music)
10:45-11:20- Mini lesson and Centers
11:30 Half Day Dismissal
11:20-12:00 Bathroom and Lunch
12:00-12:15 Bathroom
12:15-1:15 Rest
1:15-1:35 clean up and bathroom
1:35-2:10 Recess
2:10-2:20 Pack up
2:30 Full Day Dismissal
2:30-3:00 Bathroom and Snack
3:00-5:30 Free Play Activities/projects/outside

***Times may vary depending on the day.**

2022-2023 Saint James School Calendar

TBD Math Professional Development
 29-30 Teacher Workshop Days
 30 Open House and Barbecue
 5:00-6:30
 31 First Day of Grades 1-8

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1 ERW
 2 Invention Convention
 4 Snowflake Dance
 7 School Mass
 8 PFTA Meeting
 20-24 February Vacation, no school
 22 Ash Wednesday
 24 Haddock Suppers at MHT

Fall Fundraiser Month

2-5 No School, Labor Day Weekend
 6 First Day for preK, K
 8 Parent Information Night
 14 ERW, PFTA Meeting

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Conferences in month of March
 March Madness Separate Calendar
 Art/Music in our Schools Month
 Read-a-Thon Month
 3,10,17,24,31 Haddock Suppers
 7 School Mass
 8 ERW
 17 March Madness, no school
 30 Spring Concert/Art Show (?)

8th Grade Wreath Sales Begin

4 School Mass followed by Blessing of the Animals
 5 ERW
 7 Diocesan PD Day, no school
 10 Indigenous People's Day, no school
 12 PFTA Meeting
 25 Mix It Up Day

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 Palm Sunday
 4 School Mass
 5 ERW
 7 Good Friday, 11:30 dismissal
 9 Easter Sunday, Monday, no school
 12 PFTA meeting
 17-21 April Vacation, no school
 27 Sports Awards Night

Cash Calendar Sales Begin

1 All Saint's Day, School Mass
 2 ERW, Parent Teacher Conferences
 4 Spaghetti Supper
 5 Trot for Catholic Education
 9 PFTA Meeting
 11 Veteran's Day, no school
 23 11:30 Dismissal
 24-25 Thanksgiving Break, no school

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 School Mass
 3 ERW
 10 PFTA meeting
 12 Kindergarten Screening, no school for kindergartners
 18 Ascension Thursday, School Mass
 19 Grandparents/Special Person's Day
 24 8th Grade Class Trip
 25 8th Grade Awards Night
 29 Memorial Day, no school
 30, 31 Graduation Practice

5-9 Saint Nick Shop

6 Christmas Concert
 7 ERW
 8 Feast of the Immaculate Conception, School Mass
 13 Christmas Concert Snow Date
 14 PFTA meeting
 12/22 11:30 dismissal
 12/23-1/2 Christmas Vacation, no school

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 8th Grade Graduation Mass
 2 Last Day of School for preK
 6 School Mass
 9 Last Day of School K-8

6 Epiphany of the Lord, School Mass
 11 ERW
 16 Martin Luther King Day, no school
 28 CSW Mass and Turkey Supper
 29-2/3 Catholic Schools Week

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Trimester 1 ends 11/23/2022
 Trimester 2 ends 3/10/2023
 Trimester 3 ends 6/9/2023
 Report cards are available one week later, after 3:00
 School Masses will be at Saint Joseph's Church at 9:00 a.m.
 Field Day and staff vs 8th grade sporting event TBD

School Hours 7:45 a.m. -2:15 p.m.
 Drop off from 7:30-7:45 a.m.
 Pick up from 2:15 to 2:30 p.m.
 Before care and after care is available from 7:00-5:30
 ERW = Early Release Wednesday, 11:30 dismissal

Resources

Developmental Screenings:

Child Development Center- York County
39 Limerick Road
Arundel, Maine 04046
(207)985-7861

Reporting Child Abuse or Neglect

1-800-452-1999

Contact Information

Please contact me if you have any questions or concerns.

Email: kayla.nunan@portlanddiocese.org *best way to contact me

Phone: (207) 282-4084

Please sign and return acknowledging that you have read through and are aware of the Saint James Preschool handbook.

Print Name

Signature

Date