

SECTION TWO:

SBPS Preschool Practices, Procedures and Policies

ADMISSIONS

St. Benedict Preparatory School is a Roman Catholic School that strives to teach the Faith and Christian values. St. Benedict Preparatory School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, hiring of staff, loan programs, athletic, or other school-administered programs. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Benedict Preparatory School. St. Benedict Preparatory School will admit students who are non-Catholic and non-Parishioner provided that these students will not displace Catholic students. Participation in Catholic religious instruction and school activities related to the Catholic character of the school are required of all students.

1. Priority will be given to the children of parishioners.
2. Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.
3. According to the *School Code of Illinois*, a child must be five (5) years old on or before September 1 to enter Kindergarten and six (6) years of age on or before September 1 to enter first grade. Before enrollment, a pupil entering our school for the first time must present a registered birth certificate. Likewise, a child must be four (4) years old on or before September 1 to enter 4-year old preschool; a child must be three (3) years old on or before September 1 to enter 3-year old preschool. Any exceptions made to this policy will fall under these guidelines: the child undergoes a pre-evaluation of skills and competencies, demonstrates maturity needed to be successful in the program, does not have a birthday beyond September 21st of the appropriate year (does not apply to three year olds). The HOPS reserves the right to refuse admittance into the school program should

he/she feel placement in the program is not appropriate for the child. Further, if it is determined after admittance that the placement is not appropriate for the child, the Head of Parish School (HOPS) reserves the right to request the student withdraws from the program. Students admitted under this exception will be on probation for one quarter. The HOPS may request withdrawal from the program during this time if placement is not best for the student.

4. A copy of the student's last report card should be presented with the application for admission for students entering grades 1-8.
4. An interview with the HOPS or Head of School for all students entering grades 1-8 and their parent upon request will be one of the criteria for admission. All admissions are subject to the discretion of the administration, Archdiocesan policies and the policies of St. Benedict Advisory Board.
5. An evaluative test may be given to all students registered for admission in grades 1 through 8. The purpose of this test is to evaluate the student's reading level placement.
6. **All students entering grades 1 through 8 from other schools will be accepted on probation for one full school year and some families may need to sign an agreement which specifies expected behavior and achievement. New students will be informally evaluated by their teachers at various times during the probationary year and may be asked to transfer out if the terms of the agreement mentioned above are not met. Upon transferring out, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement.**
7. **Any false statements or omissions made by parents/guardians concerning the mental, physical, or behavioral health of the child, or concerning any mental, physical, or behavioral disability which could affect the child's ability to function in a normal school setting, shall be cause for serious consequences for the student, including possible dismissal from school upon receipt of the correct information. Upon dismissal, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement. In the event of more than one child in the family, cause for dismissal will pertain only to the child in question.**
1. The St. Benedict Elementary School registration process for the following school year will begin in Winter for current families. *Each family MUST re-register for the following school year by paying the determined registration fee and completing the form provided at that time.* Current parents with incoming kindergarteners (must be 5 by September 1st) must obtain and fill out the registration form and submit other items needed for registration as outlined in item number 09 below.
9. **Open registration for new families will begin During February (Catholic Schools Week) at St. Benedict Elementary School's Annual Open House.** Current families should be registered by this time to insure your place in the school.

10. The following items are needed to complete the registration process:

- ✓ copy of the student's birth certificate (hospital birth certificates not acceptable)
- ✓ copy of the student's baptismal certificate (if baptized Catholic)
- ✓ request for transfer of permanent education records from previous school (Gr. 1-8)
- ✓ compliance with the *School Code of Illinois* regarding medical/dental record forms on file prior to enrollment in Preschool, Kindergarten, Grade One, Grade Six and for all new transfer students.
- ✓ interview with HOPS or Heads of School for students entering grades 1-8 and their parent upon request.
- ✓ copy of last report card (for students entering grades 1-8)
- ✓ **non-refundable family registration fee.**
- ✓ completion of the Registration Form
- ✓ **a completed tuition agreement form**

ADMISSIONS (PRESCHOOL)

All fees and the first tuition payment must be paid **before** your child enters school.

The Board of Health requires each child to have a completed medical on file **upon enrollment (see first section of handbook for details).**

Children are to be potty-trained. No diapers or pull-ups allowed. Children will be asked to leave the program if they are not able to attend to their personal needs without staff intervention.

Children are to be three years old by September 1st before entering Preschool.

The school reserves the right to limit enrollment. St. Benedict Preschool utilizes a wait-list to maintain a staff/student ratio of 1/10. The school administration will strive to maintain a staff/student ratio of 1/10. At times, the administration may not be able to accomplish this due to teacher/staffing issues. We will do our best to rectify the situation as soon as it is possible.

Students of Non-Parishioners are required to pay a surcharge of \$600.00 at registration. All Fees are non-refundable.

St. Benedict Parishioner children have priority for attendance. Please see Active Parishioner Definition / Tuition Policy page in this handbook.

ARRIVAL & DISMISSAL

For arrival, parents or guardian designee is required to walk their child in to the preschool, walk the child to his/her classroom and sign in the child. Parents/guardians are asked not to dwell too long in the classroom at arrival time in order for the child to transition to school more successfully. Parents who have a hard time leaving often distress their children; when this occurs, the parent leaving may become

difficult for both parent and child. Parents are encouraged to remain positive and happy about dropping off their child at school instead of sending a message of sadness. This is a good opportunity to model openness and courage for your children.

Please be reminded that teachers should not be expected to hold a conference during arrival time. This is not an appropriate time for conferences because teachers are preparing their rooms and activities for the day. Please refer to the section on parent/teacher conferences explained in this handbook.

If it should happen that a parent drops off their child after 8AM, the parent SHOULD NOT disrupt the class already in progress. If the teacher is already teaching and interacting with the children, the parents should not expect the teacher to stop the class to address a private question or concern. If a parent has something to share with the teacher, the parent needs to make every effort to bring their child in to class by 8AM.

Parents/Guardians will be expected to sign their child in and out of the classroom each day. The adult signing for the child should write down the time accurately. These are considered legal attendance records and parents/guardians should not knowingly falsify the sign in/out sheet.

For dismissal, parents/guardians are asked to proceed to the classroom and then to sign out their child and pick up their child. The child will only be released to parents/guardians or their designee as authorized on the student EMERGENCY CONTACT sheet. If an adult is not familiar to the staff, he/she will be asked for identification. If that person is not authorized by the parent, the child will NOT be released to him/her. To avoid frustration or inconvenience, please update your pick up designee as soon as possible.

ATTENDANCE

It is important that children attend school regularly and be punctual. If your child attends three days of the week instead of five days, their school day schedule is to be consistent. Once you have selected three specific days, there is no transferring of days or substitutions due to personal schedules or class activities. A 'request to change schedule form' must be filled out and given to the Director if you need special arrangements. We may not be able to honor the request to change days. The director and/or principal will make the final determination. **There are no discounts or credits due to lack of attendance within a certain week.**

A child is tardy after 8:00 a.m. **If your child will be late, we ask that you call the school by 8:15AM to inform Ms. Barb. It is important for us to know daily attendance so that the proper amount of lunches and snacks may be prepared.** When your child arrives for the day – he/she remains at school until picked up for the day. Children do not 'come and go' during the school day.

We understand that at times, young children may be difficult to get to school if they have had a change in routine or if they had been ill. Please be mindful that most classroom activities start at 8:00AM. If your child is consistently tardy beyond this time, he/she may have difficulty adjusting to the program. Consistent tardiness that is disruptive to the class, or that prohibits the child from adjusting to class

routines, may jeopardize your child's admission to the program. Parents will be notified in writing, and then may need to meet with the school administration if tardiness and absences become a concern.

Please phone the school if your child will not be in attendance. Please inform us if your child is ill to help prevent contagion. This is crucial especially in regard to diseases such as chicken pox, strep throat, conjunctivitis, lice and other communicable diseases. If your child was sent home ill by the school nurse, or school, he/she needs to be fever-free for 24 hours before attendance may resume. A FEVER IS 99.6 F or higher. The school reserves the right to seek the professional opinion of the school nurse in specific cases such as: lice, flu and cold symptoms etc...as to whether or not the child should be in a group situation at that time. Children need to be diarrhea and vomit free for 24 hours before attending school. Do not send your child to school after administering laxatives or similar medications.

ATTENDANCE – Some things to keep in mind:

1. Excessive absences and chronic tardiness seriously disrupt the learning process. When our records indicate a pattern of poor attendance or tardiness, the parents will be informed. If no improvement is made, the parent will be required to come to school for a conference to discuss the problems where solutions will be presented. Some students who are chronically late or absent may be put on admissions probation/agreement. If a student continues to demonstrate poor attendance, the family may be asked to withdraw the student.
2. Preschool students are expected to arrive by 8:00 am. Please respect the teacher's classroom and program by getting your child to class on time. We really do appreciate it.
3. Preschool parents are expected to pick up their children no later than 12:20 for half day students and 2:45 for full day students. **Parents who pick up students after 12:25 for half day students and after 2:50 for full day students will be FINED a dollar each late minute.** Students who are not picked up by 2:50pm will be put into aftercare and charged the extended care fee. Parents who are being FINED due to constant lateness will be charged the late fee as accrued by the parent.
4. On early dismissal days (Tuesdays), the same policy applies to all late fees. Parents who arrive after 2:05pm on Tuesdays (Early Dismissal), will be charged a dollar each late minute. Students who are not picked up by 2:05pm will be put into aftercare and charged the extended care fee. Parents who are being FINED due to constant lateness will be charged the late fee as accrued by the parent.
5. **Doctor/Dentist appointments--** Please make doctor and dental appointments after school hours in order to prevent a disruption of the student's school day. If this is not possible, children must have a written request to be excused, and must be signed out by the parent/guardian. **Medical/Dental visits are not excused absences. Preschool parents must have 24 hour prior notification for all doctor and dental visits. Please notify Ms. Barb of all appointments.**

LONG TERM ABSENCES:

Preschool parents are required to fill out the absent notification card for all long term absences. This form must be turned in Ms. Barb ONE week prior to absence.

DAILY SCHEDULE

7:00 a.m.	Morning extended care begins
7:40 a.m.	Doors open - students may begin arriving at school
8:00 a.m.	Classes begin (any student arriving after 8AM will be considered tardy)
11:45 a.m.	Lunch schedule begins
12:20 p.m.	Half-day dismissal
12:30 -2:00 p.m.	Nap time
2:45 p.m.	Dismissal begins for preschool
2:55 p.m.	Dismissal Begins for grades K and 1st
3:00 p.m.	Daily Dismissal for grades 2-5
3:05 pm	Daily Dismissal for grades 6-12
3:00-6 p.m.	Afternoon extended care

ILLNESS

CHILDREN WILL BE SENT HOME IF THE CHILD HAS A TEMPERATURE, DIARRHEA, OR VOMMITING. A FEVER IS 99.6 F FOR YOUNG CHILDREN. THE CHILD WILL NOT BE PERMITTED BACK TO SCHOOL UNTIL 24 HOURS HAS PASSED.

COMMUNICABLE DISEASE

In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, the following procedures have been established.

1) Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory.

2) The following communicable diseases require exclusion from school:

Chicken pox - not less than six days after eruption.

German measles - five days after appearance of rash. In case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

Mumps - Nine days and until all swelling has disappeared.

Strep Throat - for at least twenty-four hours after antibiotic treatment has been started

Pediculosis (Head Lice) - until proper treatment has been ordered by the physician and instituted – A student should have NO VISIBLE NITS. It will not be the responsibility of school personnel to remove nits for your child's hair.

Conjunctivitis (Pink Eye) -for at least twenty-four hours after antibiotic treatment has been started

Ring worms/pin worms - until seen by a physician and cleared to return to school

3) All communicable diseases and any diagnosed skin rash require that a child have a written release from the physician before returning to school.

4) If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature HE/SHE SHOULD BE AT HOME.

If you have any questions regarding communicable diseases, please contact the school nurse for further information. **PLEASE HELP US KEEP ST. BENEDICT SCHOOL HEALTHY – PLEASE DO NOT BRING YOUR ILL CHILD TO SCHOOL.**

MEDICATION/MEDICAL EMERGENCY

State law forbids school personnel to administer any type of medication to students. If medication is required during the school day, a doctor's written order must be on file in the nurse's office where the child takes his/her own medication. Medication cannot be kept in backpacks or in the classrooms. Students are allowed to keep inhalers with them as long as the nurse is properly informed and prescription documented.

It is understood that in case of an emergency involving a student, school personnel will attempt to contact a parent. In case a parent cannot be reached, the parent authorizes the teacher, nurse or administrator in charge, to seek medical attention. This is with the understanding that the parent will pay all medical costs that are above and beyond any school insurance that might be in effect. In the event that a teacher, nurse or administrator has to seek medical attention, all possible efforts are to be made to reach the parent as soon as possible.

ILLNESS/INJURY AT SCHOOL

When a student becomes ill or is injured at school the administration, office staff or school nurse shall contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. IT IS IMPERATIVE THAT PARENTS/GUARDIANS keep the child's emergency records up to date.

If the situation warrants, the administration or designated adult shall call the police or paramedics. Written documentation of these incidents shall be kept.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come to the office to meet the child and to sign the child out of the office. Upon return to the school that same day, parents/guardians must come into the office to sign the child back in.

ALLERGIES

All student allergies must be medically documented by a family doctor and the nurse must receive this documentation.

Lunches not prepared by the school need to be approved by the nurse and/or the preschool director.

TOILET USAGE AND ABILITIES

ALL STUDENTS MUST BE FULLY POTTY TRAINED. Fully potty trained is when a child can independently use the bathroom facility when necessary. The child needs to independently dress and clean themselves. The child also needs to be able to communicate s/he needs to use the toilet as appropriate.

If a child has an accident, all teachers-staff are not permitted to clean the child. Parents will be called if assistance is needed.

If accidents become disruptive, parents will be notified and the student's continued enrollment will be discussed.

DISCIPLINE PROCEDURES FOR PRESCHOOL

All children are expected to comply with rules that have been designed to maintain order and safety in the classroom. Each teacher establishes her own classroom rules that specifically address issues such as sharing, keeping one's hand to themselves, waiting their turn, etc....

The school establishes the overriding guidelines of respect and cooperation among the children helping each child learn and enjoy their school experience.

St. Benedict Preschool works in partnership with parents to help design appropriate consequences when accepted behavior is not consistent. The school focuses on re-direction and praise for good behavior rather than punitive measures for unacceptable behavior.

Children are encouraged to work out their differences with help from adults and to come to agreement on future resolutions to disagreements.

The school reserves the right to dismiss a child if that child is not adjusting to the school's program. This would be done after discussions with the teacher and Heads of School have taken place.

BITING

If biting is frequently occurring, a conference will be held to discuss further action. Parents are expected to support the school in our efforts to keep all students safe in the classroom.

DRESS CODE

Preschool students are allowed to wear non-uniform clothing. Parents are expected to be mindful of our Catholic philosophy and values when choosing the manner in which they dress their students. Preschool students dress should not undermine our Christian values of modesty and simplicity. Preschool students wearing dresses and skirts must wear shorts, tights, leggings, etc. underneath these clothes.

Preschool students have outside playtime daily, weather permitting. Clothes should be comfortable and allow for students to play safely on our equipment. Parents are discouraged from sending children in hooded tops or in clothes that may become caught on playground equipment, thereby posing a danger to the child.

All field trips and gym class days require closed toed gym shoes.

Additionally, students perform a variety of classroom activities that use a variety of materials, some which may spill onto the students' attire. While we try to teach students to be careful, we encourage parents not to send their child in such a special/costly outfit that may cause unusual parent distress should the outfit become damaged. Parents should use common sense when dressing their children for school. **Open toed shoes and open heel shoes are not allowed in the preschool.**

In the winter time, please send extra shoes if your child wears boots to school. No slippers are allowed in the preschool. Please think of your child's safety.

BIRTHDAYS

St. Benedict School and faculty enjoy helping your child celebrate his or her special day. The classroom routine, however, should not be interrupted. Teachers may serve the birthday treat during a lunch or classroom snack time. Parents should be aware that some children in the class may have food allergies. If you do send a birthday treat, please make sure it can be quickly and easily distributed to the entire class. It will not be the teacher's responsibility to cut and serve treats or provide napkins and plates. Instead of a food treat, it is suggested that a student donate a book to the classroom library.

BIRTHDAY PARTIES/INVITATIONS

By being a part of a Catholic school, parents value fostering community and unity. When parents plan celebrations that involve classmates of their children, we ask that they do so in a way that does not undermine the classroom climate and community. Parents need to model community and unity to their children. Thus, invitations to private celebrations are to be extended to the entire class, or to all of one gender within a classroom (For example, if your daughter is having a birthday party, then at the very least, all the girls in the classroom should be invited). Excluding part of the class is disruptive to the learning environment in the classroom. The school will not give out private addresses or phone numbers for invitation purposes. Teachers will not allow students to pass out invitations at school if the above requirements are not met. This also includes graduation and other celebrations

EMERGENCY CLOSINGS

Tuition is not refunded or discounted due to emergency closings due to weather, power/utility outages or other unforeseen circumstances.

PRESCHOOL IS A NUT FREE PROGRAM

St. Benedict Preschool is a nut-free environment. No nut products/nut butter may be allowed in the school.

SNACKS AND CELEBRATIONS

Store-bought individually wrapped snacks are allowed for celebrations. To avoid disappointment of your donated treat not being shared for classroom celebrations, please read labels carefully to determine if it was processed in an environment where nuts may have been present.

The approved snacks are as follows:

Goldfish pretzels or other pretzels
Fig newtons
Fresh fruit or vegetable tray
Pepperridge Farm cheese goldfish
Graham crackers
Vanilla Wafers
Teddy grahams
Cheese and crackers

Cheez-its or other cheese crackers
Granola bars
Yogurt
Pudding
Animal crackers
Applesauce

The following items are approved for celebration snacks, but should not be brought in for regular classroom snack time:

Hostess Ho-Ho's, Twinkies, Cupcakes
Oreos
Entenmann's Little Bites (muffins)
Other store bought cupcakes or cake as approved by the teacher/director

OR ANY STORE-BOUGHT SNACKS WHERE UPON READING THE INGREDIENTS LABEL, THE TEACHER AND/OR ADMINISTRATION FEELS CONFIDENT THAT THE PRODUCT IS NUT FREE AND HAS BEEN PRODUCED IN A NUT FREE ENVIRONMENT. If the teacher and/or administration has any doubt as to whether the snack is nut-free the snack will not be shared with the students. The administration reserves the right to make the final decision. St. Benedict Preschool is a nut-free environment. No nut products/nut butter may be allowed in the school.