

Sacred Heart Preschool

Program Handbook

(Insert for WDMCS Handbook)

2018-2019

Sacred Heart Catholic School Early Childhood Programs welcome you and your child.
This booklet contains information your family will find useful for the upcoming school year.

Executive Director: Mrs. Jane Kinney, School Principal

4 year old Classroom Teacher: Mrs. Lisa Van Blair and Mrs. Tracy Pigott

Para-educators: Mrs. Ashlee Harshbarger and Mrs. Erica Holmes

3 yr old Classroom Teacher: Mrs. Abby Stamets

Para-educator: Mrs. Crissy Brown

Any questions or concerns, call 223-1284 X 142

Welcome From the Program Director

Dear Parent,

Welcome! We are looking forward to a successful year growing with you and your child in our Sacred Heart Preschool Program.

We believe the Sacred Heart Preschool programs enjoy their good reputation largely because of the support and participation of parents such as you.

Your active and informed participation is key to the success of our programs. We encourage your involvement. We welcome it!

We have prepared a Program Handbook for your information. In the Program Handbook, you will find important sections on attendance, immunizations, transportation and parent involvement.

The Program Handbook should answer most questions. If you have additional questions, first contact your child's teacher or staff. If you still need help, please call me.

Our doors are always open to you. Feel free to call or stop by to visit the program.

Sincerely,

Jane Kinney
Director Early Childhood Programs
515-223-1284 ext. 142
Sacred Heart Catholic School
Jane.kinney@sacredheartwdm.org

Program Descriptions

Sacred Heart Preschool offers a variety of program options for 3 and 4 year old children and their families. Some of the programs have specific requirements such as age, income and employment status.

Requirements

Three Year Old Program

1. The child must be three by September 15th the year enrollment is desired.

Four Year Old Program

1. The child must be four by September 15th of the year enrollment is desired.

Toilet Training

Children need to be toilet trained to attend preschool. It is possible for all children, including our school age children, to have occasional accidents. Please make sure your child has a change of clothing in their backpack.

Class Times

The 3 Year Old Program has two sessions.

The Monday and Wednesday sessions are:

8:30-11:00 am

The Tuesday and Thursday sessions are:

8:30-11:00 am

The 4 Year Old Program meets on Monday, Tuesday, Thursday and Friday.

Morning Session:

8:00-11:00 am

Afternoon Session:

11:45-2:45 pm

Our programs are center-based which offers children the wonderful opportunity to develop socially, intellectually, physically, spiritually and emotionally, in a group setting. The teacher, para-educators and director work as a team with families to create an integrated early childhood educational experience for children.

Special Program Features

While you and your child are a part of the Sacred Heart Preschool, you can look forward to:

Preschool Visitation-Parent Information Night

We want to meet your preschooler! It is strongly encouraged that each child and an accompanying parent attend Parent/Child Visitation. This is a special classroom **visit for preschool students and their parents**. Bring your preschooler to meet the teacher, experience the classroom and meet new friends.

We will have a Preschool Information Night later this fall. The purpose of this night is to provide you with information about the preschool program. Families will meet staff, tour the classroom, learn about the center's daily routine and meet other families.

Conferences

There will be two parent teacher conferences per year during the time the other school children have their parent teacher conferences. These visits are important for the following reasons:

1. Teaching staff will share current information related to your child's growth and development.
2. Teaching staff will answer questions you may have about your child's progress or refer you to someone who can respond to your questions.
3. You may share information, strengths and concerns about your child that are helpful to the teacher.
4. Learning activities will be demonstrated and developed with parents.
5. Individual goal planning will be completed for your child with your input and guidance.

Cost

Program Fees:

A \$75 per child non-refundable program fee is due at the time of registration.

Tuition Rates: 2018-2019

3 Year Old Program: \$150/month

4 Year Old Program: Free if 4 years old on or before September 15, 2018.

Tuition statements for our 3 year old program will not be mailed. All tuition communication will come through your personal FACTS account. Go to our website: www.sacredheartschool.org to find and select the FACTS information link. On the welcome page click the option: 'Create a username & password'. All families are required to enroll on FACTS. We are excited to be working with FACTS and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

Newsletter

A weekly newsletter is sent home to keep you informed of center, school and community-based activities and opportunities. You may also access this information on our website: www.sacredheartschoolwdm.org.

Arrival and Dismissal

Both 3 year old preschool classes are in the small building just west of the main school.

Parents must park their cars and bring the children into the building and pick them up from the building.

The 4 year old AM class will enter through the main doors of the school. Please park in the front of the school in the parking spots closest to the front of the building. When you enter the building please ring the doorbell and the greeter will buzz you if there is no one at the greeter desk the front office will buzz you in. Please check your child's name on the sign in sheet at the greeter's desk and pick up a Visitor name tag to wear while in the building. Once you enter the building, you will be responsible for walking your child to the preschool classroom. When you come to pick up your child at 11:00 AM please enter the main doors and ring the doorbell so that the office staff or greeter can let you in to go to the preschool classroom to pick up your child.

The 4 year old PM class will enter through the main doors of the school. Please park in the front of the school in the parking spots closest to the front of the building. When you enter the building please ring the doorbell and the greeter will buzz you if there is no one at the greeter desk the front office will buzz you in. Please check your child's name on the sign in sheet at the greeter's desk and pick up a Visitor name tag to wear while in the building. Once you enter the building, you will be responsible for walking your child to the preschool classroom. When you come to pick up your child at 2:45 PM please enter through the main doors go to the preschool classroom to pick up your child.

Staff will not be available to supervise the children before or after classes.

***If someone other than the parent or guardian is picking up your child, please notify Sacred Heart Preschool in writing. Children will be released to adults only.**

School Closings

The Sacred Heart Preschool will follow the school calendar and is closed when the school is closed. The preschool follows West Des Moines School District for closings due to inclement weather. If the West Des Moines schools have a late start due to inclement weather, the morning session of preschool will be cancelled. Likewise, if the school district should close school early, the afternoon session will be cancelled. For school closing information, please listen to KCCI or WHO television, or check them on the internet.

Unlimited Access

Parents shall be afforded unlimited access to their child during preschool hours. Please be aware that we welcome and encourage you come and observe your child at any time they are in the care of Sacred Heart Preschool. Your child's classroom teacher can provide valuable input as to the most optimal time to observe your child. We look forward to seeing you!

Please be aware that if there is a court order restricting access to your child, you will need to provide copies of this documentation so that we may provide the safest environment for your child.

Parent Involvement

Parents are encouraged to participate in all aspects of the program. Parental input is sought in four areas:

1. In decision-making about the design and operation of the program.
2. In the classroom as volunteers and/or observers.
3. In developing and participating in activities for parents.

4. In working with their children in cooperation with staff.