



Welcome to St. Andrew Early Childhood Enrichment Center

“An Investment in Faith, Learning and Children”



Parent Handbook 2009-2010



Get Ready To Watch Us Grow with God's Love!

Father George Puthusseril
Pastor

Mrs. Lydia Vargas-Bernard
Pre-school Director

Saint Andrew Early Childhood Enrichment Center is an integral part of St. Andrew Parish. The Parish subsidizes the school annually and the school relies heavily on the Parish for its spiritual and temporal well-being.

St. Andrew Parish is the largest Parish in the Archdiocese of Miami. However, in spite of its size, we try very hard here at St. Andrew to include and make welcome all Parishioners, regardless of age or nationality. Liturgies are planned for our children and their families as well as for those seeking a quiet or more traditional worship experience and our liturgies are celebrated in both English and Spanish. Over 5,000 people attend our weekend Masses.

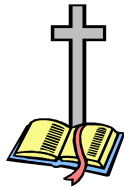
SAINT ANDREW PARISH IS AN ACTIVE STEWARDSHIP PARISH.

This means we constantly strive to remember that all of the gifts, which we, as Parishioners, have been given, are indeed gifts from God and as Good Stewards we return those gifts to God through our giving back in Ministry Work, of our Time and our Talent. We also include the giving of our Treasure in the Stewardship Commitment and Parishioners are encouraged to tithe so that we can take care of the needs of our own Parish and serve others outside of our Parish, as well. We have a large and active Outreach Ministry here at St. Andrew Parish.

Our Mission Statement here at Saint Andrew Parish is very simple and clear: We say that:

“We are a Stewardship Parish
We are a Servant Parish
We are the Hands and Feet of Christ.”

May all who are a part of the Parish and School embrace this Mission and this vision and may all who see us or know that “we are Christians by our Love.”



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ABOUT ST. ANDREW EARLY CHILDHOOD ENRICHMENT CENTER

STATEMENT OF PHILOSOPHY

Christian formation is the hallmark of the Catholic School. As such, the philosophy of St. Andrew Catholic School is founded on the four principles of: Gospel message, community worship, and service as found in the Pastoral Message on Catholic Education “To Teach As Jesus Did,” published by the National Conference of Catholic Bishops in 1972. Based on these principles, the members of the faculty, staff, clergy and parents are committed to teach the whole child with love, understanding and compassion.

In addition, the school’s faculty and staff are committed to academic excellence and to teaching tolerance and social justice to the school community; in order to evangelize Christ’s message and prepare the students to become the Hands and Feet of Christ. The statement: Christ is the reason for this school, permeates every aspect of school life. These values are taught by guiding the students to share their God given talents, time and treasure with their neighbors in a spirit of harmony, respecting the diversity within their community and promoting the Gospel values.

In keeping with Vatican II, the school aims to cultivate the mind, develop the capacity of right judgment, and teach a sense of values. St. Andrew Early Childhood Enrichment Center is dedicated to promulgating stewardship and love of learning, in order to prepare students as life-long learners and stewards of this world.

SAINT ANDREW EARLY CHILDHOOD ENRICHMENT CENTER MISSION STATEMENT:

St. Andrew Early Childhood Enrichment Center’s mission is to provide its families with the opportunity to develop their children in the Catholic faith and Church traditions. The school is committed to teach the students their responsibilities as stewards of the world. To this end, the faculty, staff and administration embrace the Parish’s Mission:

“We are a Stewardship Parish
We are a Servant Parish
We are the Hands and Feet of Christ.”

The school’s dedication to a strong academic, social, cultural and moral environment cultivates with each student’s unique and God-given talents. St. Andrew Early Childhood Enrichment Center teaches the precepts of the Catholic Church, in order to prepare the students for the challenges of the 21st century.

POLICY OF OUR SCHOOL ON ADMISSION OF STUDENTS

St. Andrew Early Childhood Enrichment Center admits students of any race, color, and national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Andrew Early Childhood Enrichment Center does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, or other school administered

policies. The school does not discriminate on the basis of disability, if with reasonable accommodations; the student can meet the academic and behavioral requirements of the school. Given the mission of the school as an agent of Catholic Christian formation, the school will accept those children whose parents demonstrate an understanding of the specifically Roman Catholic nature of the school and a desire to participate in that mission. In matters of admission and registration, the decisions of the local pastor are final. Furthermore, these schools do not foster attendance by students who are avoiding integration at other schools.

All new students will be admitted subject to a ninety-day probationary period. St. Andrew Early Childhood Enrichment Center exists to serve the needs of its parishioners. The order in which students are considered for admission and continued enrollment in the school are as follows:

Stewardship Families of St. Andrew Parish, Coral Springs
Practicing St. Andrew parishioners with siblings already at St. Andrew Catholic School
Practicing St. Andrew parishioners
Practicing Catholics Out-of –Parish with a letter from their Pastor or Principal
Students coming from other Catholic Schools with a letter from their Pastor & Principal
Non-practicing Catholics who now wish to become active practicing Catholics
Non-Catholics

In asking for their children to be accepted into this parish school, parents are agreeing to attend Mass with them every Sunday. Weekly family attendance at Mass is mandatory and will be monitored through the family’s use of the parish envelope system.

ACCREDITATION

St. Andrew Early Childhood Enrichment Center is a member of Florida Association for Child Care Management and is fully accredited by Accredited Professional Preschool Learning Environment.

In addition the Pre-school holds **the state Gold Seal Quality of Core** from the Department of Children and Families Child Care Services. The Pre-school is also an **Approved voluntary Pre-Kindergarten Provider** certified by the Early Learning Coalition of Broward County, Inc.

FACULTY

St. Andrew Early Childhood Enrichment Center is an educational institute of St. Andrew Parish under the Archdiocese of Miami. The entire Administration, Faculty and Staff are dedicated to excellence in Catholic education.

PRE-SCHOOL COLORS

Maroon, Gray and White

GOALS

St. Andrew Early Childhood Enrichment Center demonstrates the school’s commitment to Catholic teaching and academic excellence through the following objectives:

In keeping with our Parish stewardship mission, St. Andrew Early Childhood Enrichment Center strives to develop students to become stewards and the Hands and Feet of Christ.

- To create an atmosphere guided by the Holy Spirit through worship, service, participation in the sacraments and moral example that will allow the pre-school's community to recognize, in each individual, the image of God.
- To endeavor to provide a safe, healthy learning environment which meets students' individual abilities and is cognizant of their dignity as children of God.
- To insure that the students' developmental needs and their multidimensional facets as learners are used in an integrated approach to learning.
- To continue to promote and encourage tolerance and respect in our multicultural community.
- To develop in students a sense of duty and responsibility to their family, the pre-school, the community, the nation and the world, based on Catholic teachings and values.

FINANCES

The main operation of the school is primarily dependent upon tuition and fees. Therefore, it is vital that all payments be made on time.

Only parents using the church envelope system on a regular basis will be given the active St. Andrew Parish rate.

Each family is responsible for fulfilling all financial obligations to the pre-school and parish. Until all financial obligations including service hours to the school are fulfilled, no student records will be released and student may be asked to withdraw. In order to avoid any problems; please contact the Registrar as soon as possible if there are any financial difficulties.

*Any returned checks will be assessed an additional \$25.00 fee. Reimbursement for returned checks will be made by cash or money order for the amount of the returned check, plus the additional \$25.00 fee. After 2 returned checks all further payment must be made by cash or money order.

WITHDRAWALS

Please notify the school in writing, if you are withdrawing your child from Saint Andrew Early Childhood Enrichment Center. All property and books belonging to the pre-school need to be returned and school accounts should be finalized. NO records will be forwarded unless all financial obligations are up to date. There will not be any refunds of re-registration once a student is registered for the following year.

HOSTILE FREE WORK ENVIRONMENT

The faculty and staff of St. Andrew Early Childhood Enrichment Center are entitled by law to a "hostile free work environment." Any parent, guardian or adult responsible for any student who by any attitude, word or action jeopardizes this environment could be required to withdraw his/her child (ren) immediately. Parents will be held responsible for the behavior of anyone they authorize to enter the grounds of Saint Andrew Early Childhood Enrichment Center with regard to their child. No adult is permitted to threaten, (by word, deed or manner), yell at, curse at, belittle, demean, or in any way attempt to intimidate any

priest, employee or volunteer at St. Andrew Early Childhood Enrichment Center nor to refuse to follow a reasonable instruction given by a staff member regarding student safety. Disagreements will be addressed with respect for all, and at a time convenient to the parties involved.

PRE-SCHOOL DAYS

Schedules

Arrival/Dismissal Schedule

- 7:00 a.m. Early Arrival in Multipurpose Room
- 7:30 a.m. Pre-K 3 & 4 Students may be dropped off in the car line.
- 7:30 a.m. Pre-K 2 Students may be walked in to the building.
- 8:00 a.m. All Pre-K students should be in their classroom for Prayers.
- 8:05 a.m. Pre-School doors will be closed.
- 11:00 a.m. VPK (ONLY) Dismissal
- 11:30 a.m. Half-day Students dismissed from their classrooms
- 2:30 p.m. All Pre-school students are dismissed from the classroom.
- 2:45 p.m. All students not enrolled in extended care should be picked up by this time.
- 3:15 p.m. End of Teacher Day

Any student not picked up by 2:45 p.m. will be sent to Extended care and charged accordingly.

SCHOOL HOURS

- VPK Only Children: 8:00 a.m. - 11:30 a.m.
- Half-Day Children: 8:00 a.m. - 11:30 a.m.
- Full Day Children: 8:00 a.m. - 2:30 p.m.
- Extended care: 3:00p.m. -4:00p.m. Or 3:00p.m. -6:00p.m
- Student must be picked-up by 6pm. Student pick-up after 6pm will be charged accordingly

EARLY RELEASE DAYS

- VPK Only Children: 11:00 a.m.
- Half-Day Children: 11:30 a.m.
- Full Day Children: 12:30 p.m.
- Extended Children: 1:00 p.m. on most days

If for any reason a child does not follow his/her regular dismissal pattern(s), parents must notify the school in writing of their awareness of this change. Parents must affix their signature and the date to the document in order for it to be acceptable. IN THE EVENT OF A TRUE EMERGENCY and it is NOT possible for a parent to put in writing the child's dismissal pattern for that particular day, each child will have on file a PASSWORD that is known only to the parents. A parent may, when absolutely necessary, call the school and inform the school of the change in dismissal. The parent must give the PASSWORD to the

teacher or a school administrator. This PASSWORD will be required to release your child to anyone NOT on the list of persons permitted to pick up.

Until we are familiar with persons responsible of picking up any child from pre- school we will require a picture form of identification, so please make sure they have an ID with them.

OFFICE HOURS

The office opens at 8:00 a.m. and closes at 3:00 p.m. All visitors, upon entering the pre-school, are required to report to the front office of the director and if volunteering must wear the appropriate badge and sign in.

ATTENDANCE AND PUNCTUALITY

Our attendance regulations have been formulated as a means of helping our students develop habits, which will serve them well throughout their life. We are NOT a mandatory program; therefore your child is NOT required to be in school. When they are present we request the following:

- You need to adhere to the Arrival and Dismissal Schedules.
It is imperative that you **arrive on time** with your child. It is disruptive and unfair to the rest of the children in the class when you arrive late. We begin our day with Circle Time, where we say our prayers, and discuss what the children are to expect throughout the course of their day. Children at this age need to feel safe and secure in their environment. If they arrive late to school and do not know what to do or what they will be doing it negates the trust that the teachers are trying to instill. The more information that your child has about what they are to expect, the easier their transition will be from home to school. A conference will be necessary if this disruption becomes a habit.
- If at all possible, please call the school before 8:30 a.m. or e-mail your child's teacher if your child will not be in school.
- If your child is enrolled part-time, only a few days per week and misses one of their scheduled days that day cannot be made up. For the safety of your children we have ratio's to maintain and therefore you cannot trade one day for another.
- In the event that there is a party or special celebration, (Grandparents Day, Valentine's Day Fun Fair, etc.), on a day scheduled that is not your child's particular day to attend school, special provisions will be made for ALL children to attend school on that day. We will not exclude any child.

It's never too early to teach your children the importance of being on time!



DROP OFF/PICK UP PROCEDURES

Pre-K 2

All Pre-K 2 Students are to be walked into their classroom between 7:30 & 8:00 a.m. You may park in the parking spaces across from the Early Childhood Enrichment Center and walk your child into pre- school between 7:30 & 8:00 a.m. All Pre-School students should be in their respective classroom by 8:00 a.m.

All Pre-K 2 Students will be picked up from the classroom at their respective times; half day students at 11:30 a.m. All students will be dismissed at 2:30 p.m. All other 2 year olds will be sent to Aftercare and charged accordingly.

PRE-K 3 & PRE-K 4

Pre-K 3 & Pre-K 4 Students can be dropped off in the car line, no earlier than 7:30 a.m. where a teacher, an assistant or an upper grade student who is on duty, will walk them into the building and into their classroom. All Pre-School students should be in their respective classroom by 8:00 a.m. All Pre-K 3 Students will be picked up from the classroom at their respective times; half day students at 11:30 a.m. All students will be dismissed at 2:30 p.m. All other 3 year olds will be sent to Aftercare and charged accordingly.

MESSAGES/ PRE-SCHOOL ITEMS

In order to maintain an appropriate classroom environment, classroom interruptions should be limited to emergencies. Please do not ask to relay messages to your child. This should be done through the director's office. Any items will be delivered at a convenient time.

SECURITY AND SAFETY

St. Andrew Early Childhood Enrichment Center employees are required by law to report to the proper authorities any reasonable suspicion of any abuse and /or neglect, or a complaint from a student. SAECEC has developed a safety plan in accordance with the Archdiocese of Miami guidelines. Teachers/staff will report and investigate incidents. By law, Teachers/staff will record the type and frequency of criminal activity, as well as a description of the incident; background information on the persons involved and answers to the following:

- What happened?
- What action was taken?
- Where did it happen?
- Who was involved?
- When did it happen?

Despite the efforts of the pre-school personnel, it is impossible to prevent every accident. If the pre-school can demonstrate that reasonable care had been taken to prevent these accidents it will have met its responsibilities to provide for the safety of the children.

EMERGENCY SITUATIONS/EXCEPTIONS

Tropical Storms-Hurricanes/Tornado Warnings

In the event of severe weather or other emergency conditions the school will implement an appropriate response to the situation. Fire drills and tornado drills will take place on a periodic basis. If such an emergency arises during school hours, parents should come to school and pick up their children. St. Andrew Early Childhood Enrichment Center will observe the same regulations as the Archdiocese of Miami regarding weather. If there is not an announcement from the Archdiocese, then follow the Broward County Public Schools. St. Andrew will not be in session during hurricane days. Parents will please follow the church, radio or television announcements.

EMERGENCY CARD

A student's change of address or telephone number should be reported promptly to the pre-school office. Equally important is notification of change of parents' or guardian's work, cell and emergency contact telephone numbers.

Emergency cards are an essential part of the student's record. They are vital to the student in case of an emergency therefore; it is imperative that all information be up dated on a continuous basis. In the event that a parent cannot be reached we will contact the person you have listed as "Persons permitted to remove child."

Also note, that we are sometimes asked by a parent "**NOT**" to release their child to the other parent due to family troubles, domestic issues, etc. We are required by law to release any child to his legal parent or guardian, unless we have current legal documents on file stating otherwise.

EMERGENCY/SAFETY PICK-UPS

With the children's safety and well being in mind, parents are asked to fill out an Emergency Card form with phone numbers and authorized persons to pick up children.

- Parents or guardians should **NOT** take children from the pre-school grounds and or other areas without notifying the staff and signing the child out.
- Parents or guardians should not send persons whose names are not on the Emergency Card to ask for the release of children. For the child's safety, the child will not be released.
- Parents requesting that their child be directed to go to various places or with someone else other than the names on the Emergency Card or Pattern of Dismissal Form need to send in a note or Fax the pre-school, or requests will **NOT** be granted.

VOLUNTEERING

Thank you for your commitment to St. Andrew Early Childhood Enrichment Center! Your willingness to volunteer in our pre-school will enhance the learning process for all of our children. It is a partnership between Home and Pre-School that can foster a love for learning!

The following are some guidelines that will help make your volunteer time productive:

- ✓ Please come prepared to have fun! This is great opportunity for you to spend time with your child, meet your requirements of service hours and get to know your child's friends!
- ✓ This is not a time to conference with your child's teacher.
- ✓ Please dress appropriately. No halter-tops, flip-flops, shorts. Be comfortable, but please dress in Catholic Pre-School appropriate attire.
- ✓ Your time spent here at the pre- school should be devoted to all of the children in the class. Therefore, parents are not allowed to bring other children with them.
- ✓ In the event that there is a discipline problem, please let the teacher handle it.
- ✓ It is not necessary for you to relay information of any other child's behavior or academic status to anyone. You would not appreciate another adult discussing your child, so please do not discuss other children with anyone!
- ✓ You will find specific times allotted for volunteer opportunities, please arrange a time with your child's teacher and adhere to those designated times.
- ✓ Keep in mind that the transition from home to pre-school is often times difficult for some children. In the event that your child is having a difficult time having you come and go throughout the day. You might want to arrange your time accordingly. For example: You might want to volunteer for lunch time and then take your child home with you after lunch if you know this will be a difficult time for them. You also have the option of volunteering in classes other than your child's. Feel free to ask another teacher!
- ✓ If you are not sure what to do when you are here...ask! The teacher or Para-professional will be happy to assist you!
- ✓ Don't forget to sign in and sign out!
- ✓ We understand that some parents have to work and are unable to be present in the classroom. Please let your child's teacher know if you are not available and we will be happy to give you things to do at home to meet your service hour requirements.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be scheduled throughout the school year for Pre-K 4 students only. The parents of Pre-K 2 and Pre-K 3 students are urged to consult with teachers about the progress of their children. Always contact the teacher first before calling the administration with a concern.

SCHOOL SERVICES

EXTENDED CARE PROGRAM

An Extended Care Program is available until 6:00 p.m. on most pre-school days. Activities include snack, outside play, free choice, crafts, and movies the same regulations apply to Extended care as during the school day. If your child is absent, you may not drop them off for Extended care.

Any student still on the pre-school grounds after dismissal will be taken to the Extended Care Program and will be charged accordingly. Extended care will begin at 1:00 p.m. on Early Release days.

*Any returned checks will be assessed an additional \$25.00 fee. Reimbursement for returned checks will be made by cash or money order for the amount of the returned check, plus the additional \$25.00 fee.

Any child picked up after 6:00 p.m. will be charged a \$25.00 late fee, per half hour.

LIBRARY/MEDIA CENTER

The St. Andrew Catholic School Library/Media Center serves the total school and the Early Childhood Enrichment Center communities: students, parents, faculty, staff and administration. The resources and services of the Media Center are a fundamental part of the education process. This means providing the books and other materials needed to support the school curriculum, providing for student enrichment and relaxation, and teaching students to use the facility and its collections effectively.

CLINIC SERVICES

Any student who is ill or injured during pre-school hours will be brought to the Director's office. The Director will contact the parent to take the child home, if necessary. In the event that parent cannot be reached, the person listed as "Emergency Contact" or "Person Permitted to Remove Child" will be notified of the needs of the child. Please be sure that all information on the Emergency Card is kept updated.

ILLNESS

If your child is ill, please keep him/her home. If your child has a fever, wait 24 hours after the fever has gone before sending the child back to pre-school. If a child is too sick to play outside, the child is too sick to be in pre-school. Often times if a child is just not him or herself, we will notify you to let you know that something is going on with your child, so you are aware of this and have the option to pick him/her up. If your child has a fever or is obviously sick you will be called and you will need to make arrangements to pick up your child.

MEDICATION

The administering of medicine to a child is a parental responsibility and should not be delegated to pre-school personnel except under unusual circumstances. Parents should

regulate medication to be given before or after school hours. **DO NOT SEND ANY MEDICATION TO PRE-SCHOOL WITH YOUR CHILD!** Only when absolutely necessary is the pre-school willing to accept responsibility for administering medications, and then under the following guidelines:

1. The pre-school will never administer/dispense medicines (including over the counter drugs).
2. All medication must be brought to the office with an authorization form signed by the parent.
3. Only perscription medication can be brought to pre-school and must be stored in its original container and be properly labeled with the child's name and date.
4. No over the counter medication is allowed, unless written authorization is submitted by the doctor.
5. Prescription medication must be in the original bottle which must be labeled and must have the exact dosage.
6. The name of the medication on the label of the perscription and the name of the medication on the authorization from the physician must be exactly the same. We will not be responsible for determining brand names vs. generic names for medicine.
7. Prescription medication must be in the original bottle which must be labeled and must have the exact dosage.
8. The school will not dispense/measure medications. Exact dosages must be sent in for students to be able to take themselves.
9. All medications will remain in a secure location. **DO NOT SEND IN MEDICATION WITH YOUR CHILD!**
10. A written log will be kept of all dispensed medication.

HEALTH RECORDS

It is the responsibility of the parent/guardian, of every student, to make sure each child has on file a current physical and immunization record. It is required by law that each child has a current physical, (HRS 3040 Yellow Form), and a current immunization, (680 Blue Form) in their file. Broward County Childcare Licensing and Enforcement monitor us and we must be in compliance at all times. If your child's health records expire we will try and let you know this, but ultimately, it is the responsibility of the parent/guardian to keep up with this information. In the event that your child cannot receive an immunization or physical, due to an illness or for any reason, we **MUST** have a note from the doctor on their letterhead stating the reason why and the date of when the child is expected to have this completed. **YOUR CHILD WILL NOT BE ALLOWED IN SCHOOL WITHOUT THESE RECORDS!** If necessary you may be called and asked to come and pick up your child and keep him/her home until these forms are brought up to date. The physical (HRS 3040 Yellow Form), is good for 2 years from the date posted on the form. The immunization (HRS 680 Blue Form) has an expiration date noted by the doctor. The following immunizations must be noted on this form:

DTP, Polio, Hib, MMR, Hepatitis B, and Varicella, with the dates that each immunization was administered.

GUIDANCE

St. Andrew Catholic School provides guidance services to St. Andrew Early Childhood Enrichment Center in order to better serve the student population and their families.

Students may be referred to guidance by the faculty or administration if any difficulties occur. Our counselor may also enter classrooms making random observations.

LUNCH PROGRAM

Students may bring their lunch to pre-school or purchase one through the school cafeteria. Lunch can be ordered weekly by filling out a lunch order form. These forms will be available in each child's classroom. You may send in cash or a check in an envelope marked lunch order with your child's name and homeroom. The teacher will remove the envelope from your child's take home folder when she receives them. If your child is ordering lunch please fill in the form clearly marked with your child's name, entrée and drink choice in your child's take home folder. All lunch orders are due by 8:30 a.m. If a child does not have a lunch order or a lunch, it will be ordered for him/her for that day. **NO** fast food is to be brought to the student or delivered. Hot lunch needs to be in a thermos (we can not re-heat food).

NO Candies, only healthy snack provided by parents.

On **BROWN BAG LUNCH DAYS** the cafeteria is closed. You must provide a lunch for your child. If you forget and send in a lunch order your child will receive a brown bag lunch from the cafeteria. Any returned checks will be assessed an additional \$25.00 fee. Reimbursement for returned checks will be made by cash or money order for the amount of the returned check, plus the additional \$25.00.

LUNCH CREDITS

- If a student is absent from pre-school and you have already ordered lunch for that day, you must inform the teacher or the Director's office by 8:00 a.m. that day so you can cancel the student's lunch, if not cancelled by 8:00.a.m. that day , no credit will be issued.
- Credits will be issued for the following week or day.

PARA-LITURGIES

We have an age appropriate Para-Liturgy on the 2nd Wednesday of each month in the Multi-purpose room for the entire Pre-School group. This typically lasts about 15 minutes. We have readings from the Bible, one of our Priests does a short homily, we sing songs and we pray. All of our parents are invited to join us. We receive ashes on Ash Wednesday and participate in the Blessing of the throats on St. Blaise Day.

PRE-SCHOOL REGULATIONS AND POLICIES

COMMUNICATION

Each child should have a double pocket folder that will be sent to and from pre-school each day. All communication will be sent home in this folder. Please check it daily.

DRESS CODE

All uniforms **MUST** be purchased through:

Jonathan Reed

5695 Coral Ridge Drive

Coral Springs, Florida 33076

Phone (954) 346-2533

This includes: Red short, Grey T-shirt, and Grey or Maroon sweat suits. All children **MUST** wear, Velcro, Zip-up or Slip on sneakers. **No tie shoes are permitted.** Sandals or open-shoes of any kind are **NEVER** acceptable.

-T-Shirts must be tucked into shorts or sweat pants at all times.

-Hair must be traditional and conservative. No surfer cuts, taping, etching; hair coloring or beads will be permitted.

-Accessories- No jewelry is permitted, with the exception of post earrings for girls. The pre-school will not be responsible for any items lost.

LOST & FOUND

Please mark your child's personal items with nametags/marker for identification. Lost items may be held in the classroom for retrieval. Any items of clothing found without proper identification may be given to the used uniform sale. All other unclaimed items will be discarded.

USED UNIFORMS

Used uniforms are sold at a reduced rate here at main school. Dates and times of these sales will be announced.

JEANS DAY

On the calendar, you may notice "JEANS DAY"; this is typically the first Friday of every month. Students are permitted to be "out of uniform" for a fee of \$1.00. This a fundraiser sponsored by the Home & School Association. Jeans Day is **NOT** mandatory for any student but if you would like to participate you should send in \$1.00 with your child on or before that day. Students may wear shorts, jeans, t-shirts, etc. Please keep it Catholic School Appropriate. Sneakers must be worn at all times. Sandals or open-shoes of any kind are **NEVER** acceptable.

CATHOLIC SCHOOLS WEEK

Catholic Schools Week is typically the last week in January. We hold Open House for all perspective families of St. Andrew Early Childhood Enrichment Center, so if you know of anyone wanting to enroll their child (ren), you can inform them of this time. Look for it on the calendar! One of our big events during Catholic Schools Week is **Grandparent's Day!** This is a day that all grandparents are invited for a light breakfast in the Parish Hall, our students from National Junior Honor Society and Student Council will speak with them about student life and activities here at St. Andrew Catholic School/ Pre-School. Following breakfast the Grandparent's are invited to Mass with their grandchildren and after Mass the entire school will perform for them! This is an Early Release day for all the children. With consent from the parents the children can be released to their grandparents to spend the afternoon with them. (Aftercare is still available for those already registered.) In the event that Grandparents are unable to attend, please know that your child will not be left out of

anything that takes place here at school! We realize that all Grandparents are not able to make it on this day. We encourage all grandparents, who cannot make it, to write a letter to their grandchild and send it to school. It will be delivered to their grandchild.

ACADEMICS

Curriculum

Our program is a developmental based program that utilizes weekly themes to foster spiritual, social, emotional, creative, physical and cognitive development. Since young children learn best when they can explore and act upon their own environment, a wide variety of classroom experiences are provided through “Learning Centers.” This gives your child the opportunity to make choices among activities that stimulate their natural curiosity. They will learn by doing and playing is their work! Each pre-school classroom is set up into Learning Centers. Learning Centers are utilized to introduce children to many skills; they promote planning and organization, they give children an opportunity to learn appropriate school behavior and manners and they also allow the children to have fun. These learning centers consist of the following:

- Religion Center
- Language Center
- Art Center
- Block Center
- Dramatic Play Center
- Discovery Center
- Manipulative Center

The Religion Center may be equipped with items such as child size Rosary Beads, a Children’s Bible, books on various Bible Stories, Noah’s Ark with the animals, posters with Bible quotes, a Crucifix or other tangible items that the children can use to explore or manipulate.

In the Religion Center we will help your children develop spiritually, create awareness of celebrations of the liturgical year, allocate time for spontaneous prayer, help your children to appreciate the sacraments as our life of grace, a gift from God!

The Language Center consists of:

READING EXPLORATION - Age appropriate books. These may include, but are not limited to big books, child made books, quality literature books, and teacher made books, storybooks and picture books.

COMMUNICATION- talking and listening; Puppets, flannel board and stories, telephones, records/tapes/CD’s.

DICTATING – Writing materials, jumbo pencils, paper, markers, and charts for charting thoughts, ideas or reviewing concepts.

WRITING EXPERIMENTATION – A variety of writing materials, available to children that encourage scribbling, drawing, copying, inventive spelling, etc. Pencils, crayons, markers, stencils and paper.

READING READINESS – File folder games, sequencing puzzles, patterning activities, story sequencing, etc.

In the Language Center we will enhance and develop early literacy skills, help our students to develop their natural ability to express ideas in conversation, understand and interpret the thoughts of others creatively through oral communication skills, elaborate on the development of the mechanics of writing, help build fine motor skills.

The Art Center may include creative materials for:

STROKING-Painting, chalk, sponges, feathers, markers, etc.

SMEARING- Non-toxic Shaving cream, paint, paste, glue, finger paint, etc.

MOLDING/SQUISHING- Play dough and accessories, Flubber, goop, sponges, etc.

TEARING/CUTTING- Scissors, magazines, newspaper, wallpaper, tissue paper, etc.

DRAWING-Crayons, markers, chalk, pencils, etc.

CRAFTING- Collage items like feathers; colored pasta, wiggly eyes, craft sticks, etc.

In the Art Center we provide children with opportunities to discover line, color, shape, and textures by seeing and feeling objects. We allow children to experiment with a variety of simple media and express their thoughts and ideas through picture making, puppetry, modeling, constructing and printmaking. We help the children develop an appreciation and understanding of self and others through art culture and heritage.

The Block Center:

CONSTRUCTING-Wooden blocks, connecting blocks, waffle blocks, foam blocks, etc.

CREATING SCENES-Small people/animal figures with supporting materials, etc.

ENGINEERING- Legos, tinker toys, Lincoln logs, hats, etc.

TRANSPORTING-small cars, trucks, trains, buses, space ships, airplanes boats, etc.

The Block Center gives the children experience with concepts such as shape and size discrimination, spatial relationships, cause and effect, and classification. It provides children with opportunities to acquire knowledge about their communities, safety, transportation, careers, self and others.

The Dramatic Play Center:

NURTURING-Dolls, clothes, accessories for caretaking, etc.

ROLEPLAYING- Dress up clothes, kitchen, and accessories.

COMMUNICATING- Puppets, puppet theatre, telephones, etc.

The Dramatic Play Center allows children to role-play, pretend and use their imagination! It helps children develop their ability to communicate and cooperate with others. It gives children the opportunity to imitate and recognize sounds and real life situations, as well as help them to improve their self-help skills.

The Discovery Center

MEASURING-items for pouring, scales and items to weigh, rulers, measuring cups, etc.
OBSERVING-Natural substances, magnifying glass and things to look at, binoculars, etc.
PROBLEM SOLVING-simple experiments, items to sink/float, magnets, counting, etc
CLASSIFYING-objects to be sorted, and classified by shape, color, likeness, etc.
EXPLORING-sensory experiences, plants, fluid play, etc.

The Discovery Center is used to provide children with opportunities to explore their environment by using their senses. Children are exposed to the concepts of comparison and contrast, they will have opportunities to classify objects, to order events, and be exposed to such concepts as: seasons, weather, space, sink or float, magnets, plant and animal life, etc.

The Manipulative Center can include:

SORTING/CALASSIFYING- items that can be sorted or classified by color, size, shape, lotto games, file folder games, etc.
MATCHING- Objects that can be matched by characteristics, pegs, and pegboards, puzzles, etc.
MATH READINESS—Beads and laces, sequence puzzles or boards, patterning activities, file folder games, etc.
EYE-HAND COORDINATION- Lacing sets, blocks, tracking mazes, stencils, etc.
SELF-HELP- Dress up boards that provide experiences for snapping, buttoning, zipping.
STACKING/NESTING- Items that can be stacked or nest inside one another, etc.

The Manipulative Center is used to provide children with opportunities to develop the use of their fine motor skills and perceptual motor skills, (grasping, releasing, turning, twisting, etc.); this will help develop those muscles needed for the mechanics of writing. It helps in eye/hand coordination, problem solving, (spatial relations, shapes, numerals, counting, etc.)

Our #1 Goal is to create a love for learning and build a foundation for future learning skills. We create a non-threatening atmosphere where children feel safe and secure. We capitalize on children's natural curiosity and allow them to learn at their own pace and level. Our children are exposed to religion, phonics, math, science, social studies, language, fine/gross motor activities, art, music and Spanish. Religion is integrated throughout our program and we encourage the "Catholic Way."

So, when we as Early Childhood Educators are asked that old, familiar question..."Is my child going to LEARN anything at this school or is he/she just going to play all day!" We will proudly answer, "YES!" with a smile.

TOILET TRAINING

It is necessary that all Pre-K 3 & Pre-K 4 students are capable of taking care of all of his/her toileting needs without any assistance in order to be registered here at St. Andrew Early Childhood Enrichment Center. In the event that there is an accident we will obviously assist your child in this area, but in the event that this becomes a habit a conference will be necessary and other arrangements will need to be made. It is not necessary for Pre-K 2 students to be potty trained and we will assist you and your child in this area.

DISCIPLINE

The word “discipline” typically refers to some sense of punishment. Here at St. Andrew Early Childhood Enrichment Center we believe in guiding our children to make appropriate choices and become responsible individuals. Our Catholic faith teaches us to treat everyone in a loving, respectful manner, as Jesus did. As educators we act as facilitators of the children in our class and are capable of anticipating most problems that occur. Therefore, we re-direct children into other activities and use developmentally appropriate consequences when discussing their behavior. In the event that further involvement is necessary, parents will be notified.

BITING POLICY

If a child bites another student, it may be necessary for the parent to come and pick up their child.

If a child bites a second time, it may be necessary for the parent to come and pick up their child and may be asked not to return to school for up to one week.

If a child bites a third time, the parents may be asked to withdraw their child from St. Andrew Early Childhood Enrichment Center.

SNACKS

Due to the many food allergies of some students, it is necessary that all parent’s provide their child with a nutritious snack daily. Individual teachers will address this at orientation. With the children’s best interest in mind, we recommend only healthy snacks, such as oranges (peeled and separated), sliced apples, carrot sticks, pretzels, crackers, cheese cubes, etc. No candy, chocolate, hot dogs, grapes, peanuts, popcorn, metal cans w/pull tops, twist top “squeeze it” drinks, glass containers or soda. Please send in your child’s snack, separate from their lunch in a brown bag labeled with your child’s name and “Snack” or a letter “S.”

PERSONAL ITEMS

Please make sure everything is labeled with your child’s name. Any unmarked clothes turned into the pre-school will be sold as used uniforms after one week. Students may not bring any toys to pre-school unless otherwise specified by your child’s teacher!

PRE-SCHOOL PARTIES

Pre-School parties are scheduled via the homeroom teacher coordinated with the homeroom mom. Please help to contribute when you can and note that we will have a certain amount of parent volunteers at each event. Please adhere to this number as space is limited in the classroom. There will be no classroom parties during the season of Lent. When planning an out-of pre-school party, invitations are to be mailed. No invitations or gifts are to be given out in pre-school. Due to many food allergies all food must be purchased, no homemade items.

BIRTHDAYS

Pre-School students are allowed to have a very simple birthday snack to be shared during snack time. Please see your child's homeroom teacher for a list of idea and items to be avoided in case of food allergies. All food must be purchased, no homemade items.

SUPPLIES

Students must bring in supplies as indicated on the Classroom Supply List. Your child's teacher will address this during orientation.

NOTICES

St. Andrew Early Childhood Enrichment Center employees are required by law to report to the proper authorities reasonable suspicion of any abuse and/or neglect, or a complaint from a child of the same.

The Director, in conjunction with the Pastor, reserves the right to add, delete or change any policies related to the pre-school and this handbook at any time. Parents will be notified of such by letter.

Catholic Schools of the Archdiocese of Miami restate their open admission policy. No person, on the grounds of race, color, or national origin is excluded or otherwise subjected to discrimination in receiving services at any pre-school operated by them. Nor do they discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, sex or national origin.

It is the policy of St. Andrew Early Childhood Enrichment Center to have school personnel whose presence is required to attend legal proceedings, represented by its attorney. Whenever pre-school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and/or costs incurred by St. Andrew Early Childhood Enrichment Center will be charged to and become the responsibility of the parents.

TUITION DELINQUENCY

1. Account holders will receive a reminder from SMART if their account is 10 days past due.
2. If the account becomes 30 days past due, you will receive a letter stating that you must contact the registrar to make arrangements to bring the account current immediately.
3. If the registrar has not received or is not able to verify with SMART that the payment has been credited within 40 days of being past due, the child/children may not be allowed to attend school until the account holder has made arrangements to make payment and bring the account back to current status.
4. Interims or report cards will not be distributed to children of delinquent account holders. No recommendation letters, records or transcripts will be sent out for children of delinquent account holders.

5. If an account holder has become delinquent twice during the current school year, the Director will reserve the right to request payment in full in advance for all fees and tuition for the next school year in order to re-register.
6. Account holders who have been delinquent will forfeit any priority in the re-registration process.
7. Students will not be allowed to return to St. Andrew Early Childhood Enrichment Center the following school year unless all tuition and fees are paid.
8. Delinquent account holders whose children do not return to school will be turned over to a collection agency if payment is not made on these accounts.
9. Please note that if late fees have been charged to your account by SMART, these fees must be paid.

ARCHDIOCESAN POLICY FOR DELINQUENT TUITION

The Archdiocese of Miami policy regarding delinquent tuition is as follows:

- Students will not be accepted in an Archdiocesan school if they have an outstanding debt in their last school attended.

Please be advised that St. Andrew Early Childhood Enrichment Center will follow this Archdiocesan policy. All final decisions will be made at the discretion of the Pastor.

Please sign and return this form

Parent/Guardian Form

This is to certify that I have read the Parent/Guardian Handbook and I will abide by the rules and regulations.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date