

2022/2023 Holy Family Preschool Handbook



Please note this handbook was prepared in April 2022. Circumstances may arise in which Holy Family School determines that changes are required in these guidelines and procedures. For this reason, Holy Family School reserves the right, at any time, to modify, terminate, rescind, or supplement any or all of the guidelines or procedures contained herein, and to take actions which may be contrary to guidelines and procedures set forth in this handbook.

THE VISION OF HOLY FAMILY CATHOLIC SCHOOL IS TO
EDUCATE EACH CHILD ACADEMICALLY, SPIRITUALLY,
MORALLY, AND SOCIALLY
IN A CHRIST CENTERED ENVIRONMENT



WELCOME TO HOLY FAMILY PRESCHOOL

Our purpose is to provide the highest quality education in a nurturing and stimulating environment. Holy Family Preschool strives to serve the physical, social, emotional and intellectual needs of our preschoolers and their families. Our preschool program is developed to prepare our preschoolers for kindergarten.

Please take the time to read our handbook to help you better understand our program and philosophy. If you have any questions, please feel free to contact the preschool teacher.

Non-Discrimination in Admissions Policy:

No students shall be refused admission to Holy Family School on the basis of race, color, sex, national or ethnic origin. Students of religious denominations, other than Catholic, may be admitted when room is available.
(Peoria Diocese Commission on Education, Policy D-111)

Holy Family School
336 Alice Avenue
Oglesby, IL 61348
Phone: 815-883-8916
Fax: 815-883-8943
E-mail: holyfamilyschool@comcast.net
Website: oglesbyholyfamily.com

Preschool Teacher: Mrs. Stacey Schirz
Preschool Aide: Mrs. Julie Sticka

HOLY FAMILY PRESCHOOL PHILOSOPHY

It is our goal to provide for each child in our care, a loving, Christian learning environment. Our preschool activities are designed to encourage academic, social, emotional, and spiritual growth. We provide a rich variety of hands-on, age-appropriate learning experiences to foster curiosity, exploration, and creativity. Children are introduced to various pre-reading and math readiness skills. Bible lessons, science experiments, large and small motor development, story-time, art, play, and music are all a part of our daily schedule

- Emphasis is placed on social interaction and emotional growth. Children learn to follow directions and take turns. They are given a lot of opportunities to make decisions and encouraged to make good choices.
- Circle time helps children learn how to function in a group setting - there is a time to talk and a time to listen, how to share their ideas, and how to learn from each other.
- Large group, small group, and individual activities provide a variety of experiences to enhance growth and development in all areas
- Daily language and literacy experiences support growth in language development and vocabulary.
- Children are introduced to letters and sounds. They learn there are different letters of the alphabet, they each have a different shape and make different sounds, and when you put them together in different ways, they form words.
- Math skills are developed with hands-on experiences. Children work on counting, sorting, comparing, classifying, and measuring.
- Fine motor skills are strengthened through the use of manipulatives: play dough, creative table play, sensory tub materials, and a variety of art experiences.
- Art is enjoyed as children are exposed to both teacher directed projects and independent exploration of art materials.
- Special daily/weekly themes and seasonal activities provide variety and excitement.
- Individual Portfolios and Assessments collect each child's work and monitor progress.
- Reports will periodically be sent home to inform parents of their child's progress and can be discussed at any time, but most importantly, at parent/teacher conferences.

The goal of Holy Family Preschool is to guide each child in the growth of their total personality. A child's self expression, creativity and analytical thinking are developed through play. Through observations and interventions, the teacher will help each child succeed in areas where they do not excel. Holy Family Preschool strives to aid each child in developing a positive self- image. Our learning curriculum is developed to prepare the child for academics in kindergarten and elementary school.

This program will be a balance of academic and social curriculum -
you cannot have one without the other.



ADMISSION

Eligibility

Holy Family Preschool is offered to children **who are fully potty trained** and are at least three (3) years old by September 1 of the current school year. Students who have reached five (5) years of age by September 1, will not be allowed to enroll into preschool - it is expected they enroll into kindergarten.

Preschool Sessions

For the 2022/2023 school year, Holy Family Preschool offers two (4) different sessions for preschool:

- Monday through Friday, 8:10 a.m. until 2:55 p.m. (5 full days)
- Tuesday through Thursday 8:10 a.m. until 2:55 p.m. (3 full days)
- Monday through Friday, 8:10 a.m. until 11:30 a.m. (5 half days)
- Tuesday through Thursday 8:10 a.m. until 11:30 a.m. (3 half days)

If available, changes in enrollment will be allowed on the first day after Christmas break only, and only one change per student will be allowed.

Registration

Preschool registration opens in April, and will remain open until classes reach student capacity. Families who return a registration form, along with a registration fee will be enrolled into preschool. Registration is on a first come/first serve basis, with early enrollment offered to current Holy Family School families and Holy Family parishioners.

ABSENCES

Absences

Absences must be called in to the school office (815-883-8916) by 8:10 a.m. If your child is absent, they may not attend any special programs, parties, or activities scheduled at the school for that day. You may leave a voicemail if there is no answer.

If a preschooler is absent and the absence has not been called in to the school by 8:30 a.m., the school will contact the parents or other emergency contacts to verify the absence. Excessive unexcused absences may be cause for withdrawal of a preschooler.

To help protect your own child's health and to minimize the possibility of contagion at school, please keep your child at home if you observe any of the following symptoms:

- Nasal discharge that is green or yellow
- Complaints of ear pain
- Productive cough
- Severe sore throat
- Eyes that are pink, burning or itching or producing discharge
- Diarrhea or vomiting
- Temperature above 100.4°

If these symptoms of possibly contagious conditions are observed during the school day, you will be called to pick up your child immediately.

Preschoolers must be fever-free for 24 hours before returning to preschool.

ARRIVAL/DISMISSAL

Drop Off/Pickup Form

A Drop Off/Pickup form will be given to the parents on the first day of preschool, which should be completed and returned. It is the responsibility of the parents to bring or pick up their children from preschool. You must notify the school if someone other than those listed on your pickup/dropoff form will be picking up your child; you may call the school office or send a written note to the preschool teacher.

Drop Off

Parents should send their preschoolers to school **no earlier than 8:00 a.m.** Staff supervision of the students begins at 8:00 a.m. Any preschoolers dropped off before 8:00 a.m. will be placed in before school care and the parents will be billed accordingly. Parents should drop off their children on time (by 8:10 a.m.) so they are not tardy and we can begin the preschool day on time and ready for our activities.

Pick Up

Preschoolers attending half day preschool will be dismissed at 11:30 a.m.

Preschoolers attending full day preschool will be dismissed at 2:55 p.m.

For safety and a smooth dismissal, parents should remain in their vehicles when picking up their children. If you must come into the school building during dismissal time to visit the school office, please park your vehicle in the south parking lot. Parents should be on time when picking up their preschooler. Parents or another emergency contact will be called if a preschooler is not picked up on time. Chronic tardiness in picking up your child may result in withdrawal of your child.

If a half day preschooler is not picked up by 11:30 a.m., the parents will be charged a \$3.00 late fee. If a full day preschooler is not picked up by 3:05 p.m., the student will be placed in after school care, and the parents will be billed accordingly.

Traffic Rules

1. Children may only cross at the crosswalks in front of the school and at the corner of Alice and Jordan Streets. There will be a teacher on duty to help the children cross after school. Please remind your children **NOT** to run between parked cars!
2. Please drop off and pick up your children **AT THE CURB ONLY**. Do not double park – it is dangerous and you may be blocking someone who needs to leave.
3. Under no circumstances should you park and exit your vehicle on Alice Avenue, even to take your child out of a car seat, please pull to the south parking lot. Alice Avenue is a one way street – running south to north. Avenue should be used for “drop & drive” **ONLY** and traffic should keep flowing. If you are getting out of your car to walk your child in, or to visit the school, please park in the south parking lot.
4. Do not stop or park in the yellow zone in front of the school. This space is reserved for the bus.
5. Bike riders must walk their bikes from the corners and park the bikes in the bike racks.
6. Please pick up your children on time. We cannot allow children to linger on the school grounds after hours.
7. Students and parents are to show respect, obedience, and courtesy to the supervisors at all times.



If someone else will be picking up your children, please inform them of our traffic rules.

We ask that you drive slowly and proceed cautiously at all times.

CLASSROOM

Clothing

Please dress your child for school activities; we exercise, play, and paint every day. Children should wear comfortable clothing and shoes. Please tag all sweaters and jackets worn to school with your child's name. Hats may not be worn during class time. Please keep an extra set of clothing in your child's backpack in a zip-lock bag labeled with your child's name.

Discipline

Discipline in preschool is a teaching opportunity. Emphasis is placed on being positive. When a problem arises, the child is encouraged under the teacher's guidelines to work it out by him/herself. Misbehavior will be discussed with the parent to enlist their cooperation and support. The child is encouraged to talk about his/her feelings and to realize that all people have feelings.

Holy Family Preschool staff will use developmentally appropriate positive methods of discipline which encourage self-control, self-direction, self-esteem, and cooperation. Staff will first attempt to re-direct students, distract students, and provide alternative activities for children. Preschool staff **will not** use corporal punishment, restriction of movement, emotional punishment, deprivation of snack or bathroom privileges or confinement. Developmentally appropriate discipline and/or restraint may be used when reasonably necessary to prevent a child from harming themselves or to prevent a child from harming other persons or property

Hygiene

Students must be clean and neat upon entering the preschool building. Chewing gum is not allowed during the school day.

Parent/Teacher Conferences

Parent/teacher conferences play a very important role in a student's development and academic success. Teachers and parents often see different aspects of a student's personality; by maintaining an open dialogue, and comparing notes on the student's achievements and behaviors, these perspectives can be useful for both the teacher and the parents. Formal parent/teacher conferences will be held twice a year, at the end of the first and third quarters. Should you have any concerns throughout the school year, please contact the preschool teacher.

Resting/Napping

There will be a daily resting period. Rest time will begin following lunch after story time.

Snack Time

Parents should pack a healthy snack for their preschooler each day. Please send a water bottle to school with your child.

Take Home Folders

Your preschooler will be issued a folder, which will be used as an important method of communication. This folder will be placed in their book bags and returned daily. The left pocket of the folder will be labeled "Left At Home" for papers that do not need to be returned. The right pocket will be labeled "Right Back to School" for papers that need to be reviewed/completed and returned to school.

PLEASE CHECK YOUR FOLDER DAILY – it is our way to communicate.

Toys

Please refrain from allowing your child to bring toys or any other personal items to school, this includes stuffed animals and blankets. The only time a child should bring toys to school is for their assigned show & tell day.

EMERGENCY INFORMATION

Emergency Closings/Early Dismissal

On days when unusual weather conditions exist, please do not call the school to find out if school will be closed. Official announcements regarding Holy Family School closings during inclement weather will be broadcast on radio stations.

Only in extreme situations will school be dismissed before the regular dismissal time. If weather is inclement, please tune to the above radio stations for closing information. Parents can greatly assist the school in managing a severe weather situation by observing the following:

- Please do not call the school office for information regarding early dismissal, etc. Tune into the radio stations listed above for current information. The school phone lines need to be kept open for any communication which is necessary for the safety of the children.
- If an emergency call to the school is necessary, please keep the call as brief as possible to keep the phone lines free.
- Every attempt will be made to insure that all students have proper transportation home, or to an approved location.
- When severe weather is in the forecast, send your child to school adequately clothed.

Because conditions may vary depending on location, parents are free to pick up their children if school is not cancelled, but conditions in their area necessitate early dismissal. If school is cancelled due to bad weather, all evening events are automatically cancelled, including sporting events and practices.

Emergency Forms

Emergency forms for each preschooler will be kept on file with the school office. Please contact the school with updates and changes.

Text Alert System

At times throughout the school year, the Principal will send out a text message to families through our Text Alert system. This system allows us to send messages to the entire school body or to a select group affected by the announcement, such as a class or a sports team. This system will also be implemented in the case of school closings due to inclement weather. You will be asked to provide a cell phone number we can forward text alerts to on your child's emergency form.

EXTENDED CARE

<u>Hours:</u>	Before school:	7:15 a.m. until 8:00 a.m.
	After school:	2:55 p.m. until 5:00 p.m.

Per Day Fee Schedule: \$3.00 per child - morning session (maximum \$6.00 per family)
\$7.00 per child - afternoon session (maximum \$14.00 per family)

- Extended Care fees will be invoiced on your FACTS account on a weekly basis, you can log into your FACTS to check your fees.
- Students dropped off before 8:00 a.m., will be placed in before school care and the parents will be billed accordingly.
- Food is not allowed in before care. If your child will be attending after school care, please send a snack/drink.

FUNDRAISING

Football Mania

When registering their children at Holy Family School, parents take on the Responsibility of participating in the Football Mania Fundraising program, which is Holy Family School's major fundraiser for the 2022/2023 school year.



Families who have preschool students enrolled in full day preschool are required to sell forty-five (45). Families who have preschool students enrolled in half day preschool are required to sell twenty-five (25) football mania tickets at \$20 each. All ticket stubs and monies must be turned in to Holy Family School by August 31, 2022.

If families have outstanding football mania money due by the end of the first quarter of the school year and have made no attempt to pay their balance, their children will be withdrawn from Holy Family School on the first day of the second quarter of the school year. A \$50 per month late fee will be assessed to the football mania balances after the final turn-in date.

Spring Fever Raffle

Spring Fever is the school's annual cash raffle. Each family is required to sell five (5) raffle tickets at a cost of \$10 each. Each family is responsible to returning their sold ticket stubs by the specified due date. Outstanding ticket stubs not returned by the specified due date will be invoiced on the FACTS payment system. Families may sell more tickets if they are able to do so.

HEALTH



Health Physicals

Each preschooler shall have a health examination within one (1) year prior to entering preschool.

Immunizations Required

Each student shall receive such immunizations against preventable communicable diseases as are required by the Illinois School Code and the Communicable Disease Prevention Act, at the time those immunizations are required to be received, unless one of the exceptions listed below is satisfied.

Proof of Health Exam and Immunizations Required

A child's parent/legal guardian must supply proof of both the health exam and the required immunizations no later than the first day of school.

Non-Compliance with this Policy

Failure to provide proof of required health exams and immunizations by October 15, shall result in the child being excluded from school until the parent/legal guardian presents proof of the exams and immunizations. The parent/legal guardian is deemed in violation of the Illinois School Code during the period of non-compliance.

Objections to Examinations and/or Immunizations

A parent/legal guardian who objects to his/her child being examined and/or immunized is eligible to be exempt from exams and/or immunizations only as follows:

- **Medical Objection.** Any medication objection to an immunization must be presented by a physician, licensed to practice medicine in all its branches, indicating the reasons, and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record. Should the condition of the child later permit immunization, this requirement will then have to be met.
- **Religious Objection.** An objection based on religious grounds shall be presented to the school by the parent/legal guardian in writing signed by the parent/legal guardian, detailing the grounds for the objection. The objection must set forth the specific religious belief that conflicts with the examination and/or immunization. General philosophical or moral reluctance to allow examinations, immunizations, and/or screening shall not provide a sufficient basis for a religious exception to the requirement of exams and/or immunizations. Each objection will be addressed on a case by case basis. Holy Family School will forward all religious objections to the Diocese of Peoria for determination as to whether the written statement constitutes a valid religious objection.

Asthma Medication

As required by State law, students may self carry and self-administer drugs for the treatment of asthma, diabetes, epilepsy, or serious allergies, provided that the parent has submitted their consent in writing, as well as a written authorization from the student's physician. The authorization from the student's physician shall include the student's name, the name and purpose of the medication and/or epinephrine auto-injector, the prescribed dosage, and the time or circumstances under which the medication or epinephrine auto-injector is to be used. The school reserves the right to restrict the self carry and self administration of medication for asthma, diabetes or serious allergies to certain grade levels and/or ages of students.

Head Lice

Parents should regularly check their child's head for evidence of head lice, and if discovered, should notify the school and use a prescribed product to treat them, and not a home remedy. Head lice cannot fly or jump, and do not transmit disease or illness. Research has shown that transmission in schools is extremely rare. Prolonged direct head to head contact or sharing of personal items, such as hats, combs, pillows, etc., is typical for transmission. Students suspected of having head lice, will be sent to the office for evaluation and the following steps will be followed:

1. A thorough inspection for live lice and nits will be completed.
2. If live crawling lice are noted, the parent/guardian will be notified immediately. Parents may pick up student at that time to begin treatment or they can go home at the end of the day.
3. Once appropriate treatment has been started with a product specifically made to treat lice, and hair has been mechanically combed to remove lice and the majority of the nits, your child can return to school.
4. Children who have had head lice will be re-screened before they are allowed to return to the classroom. If live lice are still present upon examination for return, the child will be sent home at that time for thorough removal. Students who have had head lice will be automatically re-screened in 7-10 days for the return of head lice.
5. To prevent re-infestation, your child should be re-treated in 7-10 days.
6. Any child found to have recurrent or untreated head lice or excessive nits, may be excluded from the classroom until treatment is complete.

Medication

All medications should be administered by the parents outside of school hours. If necessary, parents may come during school hours to administer medication to their child. If determined by a doctor that it is necessary for a child to receive medication during school hours, and parents wish school personnel to **supervise** the child taking the medication, the following rules must be followed:

- 1) Children may not carry or use medication themselves during the school day, including aspirin and/or cough drops. This excludes the use of asthma medication; see procedures for asthma medication below.
- 2) A signed consent from the parent authorizing the supervision of the use of medication must be on file in the school office, in addition to the doctor's prescription instructions. School personnel will **not administer medication**, but will only **supervise** the students administering their own medication.
- 3) All consent forms must be renewed annually. Forms are available at the school office.
- 4) All medication must be brought to school in its original packaging.
- 5) **Over the counter drugs are not to be administered at school, unless prescribed by a doctor. This includes cough medicine and/or aspirin.**
- 6) The school will provide safe storage for all medication and will keep a basic record of any drug a child takes.

HOT LUNCH

Preschoolers who attend full day preschool will have the option to order hot lunch or they may bring a sack lunch. Lunch order forms are sent home monthly – please return your order form by the due date indicated on the form. Our hot lunch program is catered by HyVee Foods, and is served by lunch volunteers. Hot lunch cost for the 2022/2023 school year will be “TBD” per day. If a preschooler is absent on a day they ordered hot lunch, a lunch credit will be issued **ONLY IF THE ABSENCE IS CALLED INTO THE SCHOOL OFFICE BY 8:10 a.m.** The school will provide a cold lunch if a student does not have a lunch, and the parents will be charged of fee of “TBD” per lunch. Parents are NOT permitted to bring in “fast food” lunches (ie: McDonald's, Subway, etc.) or other hot meals for their children at lunch time. Soda is not allowed to be brought in for lunch.

PROMOTION

Preschoolers who have reached five (5) years of age by September 1, will not be allowed to enroll into preschool. It is expected that they enroll into kindergarten.

SCHOOL PICTURES

School pictures will be taken in October. All preschoolers will have their picture taken for the class composite and yearbook. Picture packages are available for purchase if the parents wish to do so.

TUITION

2022/2023 Tuition for preschool is as follows:

- 5 full days - \$3,900 per student/per school year
 - 3 full days - \$2,900 per student/per school year
 - 5 half days - \$2,900 per student/per school year
 - 3 half days - \$2,300 per student/per school year
- Registration Fee of \$350 per student is due at the time of registration. Registration fee includes classroom materials and supplies, technology and snack milk. Registration fee is non-refundable.

FACTS

All tuition payments will be collected using the FACTS system. To set up your FACTS account, please go to the school website (oglesbyhollyfamily.com) and click on the FACTS link on the home page. You will need to set up a user name, password, and select your payment option.

Non-Payment of Tuition

Holy Family School requires payment of tuition and other fees for children to attend school. If these payments are not made, the following procedures will be followed:

- 1.) Should an automatic bank payment or credit card payment be returned, a \$30 FACTS Returned Payment Fee will be automatically assessed to your account. This is in addition to any penalty your bank may assess. You will be notified by FACTS of the returned payment. For payments scheduled on the 5th of the month, the re-attempt will occur on the 20th; for payments scheduled on the 20th, the re-attempt will occur on the 5th of the following month.
- 2.) If after the third attempt to collect payment fails, your tuition account will be considered delinquent. The Pastor of Holy Family School, through the Administration and School Commission, reserved the right to impose any or all of the following penalties: removing the students from Holy Family School; withholding student report cards; and, not allowing students to register for the next school year at Holy Family School.

*There will be a \$25 returned check fee for all checks that do not clear the bank.
All tuition payments are non-refundable*

VOLUNTEERS /BACKGROUND CHECKS

The preschool teacher will ask for parent help in her classroom from time to time. All volunteers must complete the following three (3) requirements in order to volunteer at or chaperone any school sponsored event. (1) DCFS CANTS background check, (2) S2 Background Check, and (2) complete Safe Environment training videos.

Background check information is available in the school office. If any of the background checks are returned with negative results, the results will be forwarded to the Diocese of Peoria for approval or denial.

Parents not completing these three requirements will not be allowed to volunteer in any capacity.

WITHDRAWAL

Please notify the school office if you plan to withdraw your preschooler as soon as possible. It is important that we have time to fill vacancies from our waiting list.