

Archbishop Bergan Catholic PreKindergarten Parent Handbook 2016 -2017

**Archbishop Bergan Catholic Prekindergarten
1515 North Johnson Road
Fremont, NE 68025
402-721-9766 ext. 32**

**Archbishop Bergan Catholic School
exists to instill a passion,
as exemplified by Christ,
for faith, knowledge
and service.**

**The Mission of St. Patrick's Catholic
Christian Community is to
believe, live and proclaim the
Gospel Message of Jesus Christ.**

Student Expectation Statement

The staff at Archbishop Bergan Catholic School exists to assist students in achieving success. The choices made by each student affect everyone's chances at experiencing success. All individuals will be held accountable and disciplined for decision making that may have a detrimental effect on the reputation, character, image, or integrity of St. Patrick's Parish and Archbishop Bergan Catholic School. It is the expectation that students practice sound judgment as not to commit any conduct that may be considered unbecoming of an Archbishop Bergan Catholic School student. The school community expects Archbishop Bergan Catholic School students to make good choices so that we may all experience success together.

PURPOSE OF THE HANDBOOK

The provisions in this handbook are designed to provide parents and students with information and guidance in the procedures and policies of the school. This handbook is for informational purposes only and does not constitute a contractual agreement between Archbishop Bergan Catholic School and any student or any parent/guardian of any student. Archbishop Bergan Catholic School reserves the right to change any of the guidelines set forth in this handbook without notice when, in its sole discretion, Archbishop Bergan Catholic School/Preschool believes it is necessary.

PROFESSIONAL DISCRETION

This handbook provides academic/disciplinary expectations, guidelines and helps to prevent arbitrary decisions. However, the handbook does not attempt to cover all possible circumstances or appropriate solutions; therefore, the Bergan Administration at all times reserves the right to apply professional discretion in dealing with students concerning academics/disciplinary situations, accounting for the nature of the problem, any extenuating circumstances and the intentions of the student and parent(s)/guardian(s) toward acceptable resolutions of the problem. By signing the agreement page, parents and students accept the responsibility to follow and support the policies of the school as outlined in this handbook. We do hope this handbook will be of service to you and enhance the cooperation we trust will exist among all of us.

PHILOSOPHY AND OBJECTIVE

Developing within the philosophy and guidelines of the parish community of St. Patrick, Archbishop Bergan Catholic School exists to assist parents in the students' formation of a faith commitment to the teachings of Jesus Christ. The interaction of parish, parents, school, and community must provide the opportunity for mutual growth.

The immediate purpose of Archbishop Bergan Catholic School is to create an atmosphere in which Christian behavior is experienced through the teachings and lived experiences of the Roman Catholic tradition. The school exists to educate students as Christian individuals with personal dignity and to lead them to a realization of their full potential in view of their specific abilities and needs.

MULTI-CULTURAL EDUCATION

Archbishop Bergan Catholic School, through its religious and other specific multicultural programs, will provide students with knowledge and understanding of other cultures and a respect for people of other cultures.

Program Goals

Our program is based on these principles:

1. We are dedicated to nurturing the growth of every child in a Christ-based atmosphere that honors the worth of children, supports their families, and respects the diversity of all people.
2. We will provide experiences to promote development within the individual child – spiritually, physically, socially, emotionally, and intellectually – while building groundwork for future education and daily life.
3. We will provide opportunities for each child to demonstrate and practice developing self-help skills.
4. We will assist each child in learning to interact in a group by showing respect to others, accepting compromises, taking turns, and recognizing how one's behaviors affect others.
5. We will help each child develop body and muscle control, and an increasing awareness of his/her own needs and feelings and how to express them.
6. We will broaden the child's interest in, experiences with, and awareness of the world around him/her.

Additional goals for your child include:

1. Introduction to basic readiness skills appropriate to the age of your child. These will include color, shape, mathematical concepts, and exposure to letters of the alphabet. We will use all the senses to expose children to the basic readiness skills.
2. Music skills will include the Kindermusik curriculum during their regular class time. We will promote singing and vocal play, movement, musical concepts, and focused listening activities.
3. Science activities will use a hands on discovery approach to their environment.
4. Fine motor skills will include cutting, drawing, gluing, and writing.
5. Large motor skill opportunities will be offered during their free time play on either the outdoor playground or indoor play area.
6. Learning short traditional Catholic prayers, learning to verbally offer prayers, and learning songs that express our Catholic and Christian faith.

Archbishop Bergan PreKindergarten Sample Daily Schedule

Morning Sessions

8:05	Arrival, welcome students, attendance, opportunity to visit with classmates until all children have arrived, reading books
8:10 – 8:30	Circle time, calendar, weather, songs, stories
8:30 – 9:30	Group activity time (science, art, and math activities) Work and play time (may choose various areas throughout the room and participate in those activities)
9:30 – 9:45	Clean up supplies used in room, wash hands, story time, discussion about the day's activities
10:00 – 10:20	Snack time
10:20 – 11:00	Outdoor or indoor large motor skill activities
11:00	Dismissal
11:00 – 11:25	Lunch (if applicable)
11:25	Board bus (if applicable)

Afternoon Sessions

12:20 –	Arrival, welcome students, attendance, opportunities to visit with classmates until all students have arrived, reading books
12:25 – 12:45	Circle time, calendar, weather, songs, stories
12:45 - 2:00	Group activity time (science, art, and math activities) work and play time (may choose various areas throughout the room and participate in those activities)
2:00 - 2:25	Clean up supplies used in room, wash hands, story time, discussion about the day's activities
2:25 - 2:45	Snack time
2:45 - 3:20	Outdoor or indoor large motor skill activities
3:20	Dismissal

Orientation

A Back to School Night for parents and students will be held in August. You will have an opportunity to meet the teachers and other classmates. Information and materials about the upcoming year will be handed out and you will be given an opportunity to complete and return any necessary forms required by the state department and the school.

First Day of School

Classes begin Tuesday, August 16, 2016. The only supply required for your child will be a backpack which is large enough to hold notes and class work (about 9 inches by 15 inches). We ask that your child bring a backpack to school every day. Backpacks are checked each day at school for special notes from parents.

Arrival and Dismissal

We have arranged for a loading area in front of the school. This space is reserved for dropping off and picking up your child. In the interest of safety, please put your vehicle into Park until all children are safely in or out of your car and the doors are closed. Please pull up to the curb so you do not block the driveway in front of the school. This procedure will also be used at dismissal time.

Morning Session – Children should arrive at school between 8:00 and 8:05 A.M. The teachers will start dismissing children at 11:00 A.M.

Afternoon Session – Children should arrive at school between 12:15 and 12:20 P.M. Class will be dismissed at 3:20 P.M.

Please be as punctual as possible with your child's arrival and dismissal. Prompt arrival allows you and your child to be relaxed. Your child's transition from home to school is facilitated by allowing him to start the day when the other children start and not arriving after the others are involved with their school activities. Prompt retrieval of your child is very important to help build trust in your child. Children fear abandonment when all the other children are picked up and they do not see their parent or person responsible who will be responsible for them. The time before and after each school session is devoted to planning, preparation, and evaluation.

Carpools

It is requested that each carpool give us the list of names of the children composing their group. If at any time your carpool changes, please let us know. Parents are also requested to send in writing of any dismissal changes. If your child is to go home with someone other than their usual arrangement, we must have a written note stating the change. Please do not give verbal exchanges when you drop your child off at school. We will release children only to the authorized persons indicated on the Children's Record form provided by Nebraska Health and Human Services System unless other arrangements have been made by a written note.

Dress

Uniforms are not required for Pre-Kindergarten students.

When dressing your child, keep in mind that they will be running, skipping, painting, and participating in other potentially messy activities. Learning can be messy and children need to feel free to explore with dirt, water, and paints. We will provide aprons when children are painting to protect their clothing. Clothes should be comfortable, durable, and washable. The same goes for shoes. Rubber sole shoes are best with closed toe and heel. We strongly recommend a comfortable pair of non-marking tennis shoes.

During cold weather, in addition to a winter coat or jacket, the following clothing is recommended for protection from the cold in snowy weather to safeguard the health of the children: hats/scarves – mittens/gloves – boots. Items should be labeled in order to help avoid mix-ups. Boots and snow pants should be sent with your child to play in the snow.

Misplaced clothing may be located in the lost and found box in the classroom or school office.

Parent Teacher Conferences

Orientation day will provide an initial opportunity for the parent(s), the child and the teacher to become acquainted. Two additional conferences will also be scheduled throughout the year. Please check the attached calendar for those dates. A conference time will not be pre-arranged by the teacher. If you would like to visit with the teacher, you must call the school to arrange a time convenient for you. Notices will be sent out via the school newsletter as conference time approaches. If either a parent or the staff feels a conference is necessary at any other time, an appointment may be made with the teacher. It is the school's policy not to discuss children or their behavior in front of any other children.

Show and Tell

Please watch the school activity calendar which is sent home every month. Children may bring items to school that relate to our unit or theme for the week. We do not have a specific time set aside for show and tell each day, but will incorporate related items into our daily activities. This special time promotes language development, helps to expand vocabulary and encourages social interactions among the children. Students should not bring items that are valuable or breakable. The child's excitement and anticipation of sharing something with other children can soon turn to disappointment if parts of that item are lost or broken. "Live" show and tell items should be prearranged with the preschool staff. The staff will do their best at making sure all items are sent back home at the end of the day. Sometimes, when toys are brought to school, they are played with by the students and inadvertently put away with the school supplies by mistake. Please label all items sent to school so they may be returned to their correct homes. We also stress non-violent toys and clothing items while at school. This includes all costumes and accessories.

Health Policies

Health records are mandated by the State Department and will be kept for every child. The Child's Record form from Nebraska Health and Human Services System must be completed before your child attends preschool. A current immunization record must be turned in by the time your child attends school. An up-to-date immunization record is required. Archbishop Bergan Catholic School adheres to Nebraska state law. Children are required to be protected by immunization against the following diseases in order to attend school:

1. Diphtheria, tetanus, and pertussis
2. Polio
3. Measles, mumps, and rubella
4. Hepatitis B
5. Varicella (chicken pox)

Parents or guardians must present one of the three documents to the school to verify immunization status:

- a. An immunization record showing that the child is protected by age appropriate immunization.
- b. A statement signed by a physician that the required immunization would be injurious to the student or a member of the student's family or household.

c. An affidavit signed by a legally authorized representative stating that the immunization conflicts with the tenets and practices of a recognized religious denomination of which the student is a member.

If your child is ill, for the safety and health of the other children and staff, please keep him or her home. Some examples of when to keep a child home include:

Fever

Signs/symptoms of possible severe illness

Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, or wheezing should be evaluated by your health care provider to rule out severe illness.

Diarrhea, vomiting or nausea

Until diarrhea stops (diarrhea is defined as an increased number of stools compared with a person's normal pattern along with decreased stool form and/or watery, bloody or mucus containing stools)

Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours)

Rashes or skin eruptions

Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (chickenpox, measles, roseola, rubella, shingles, and strep throat)

Eye drainage

Until 24 hours after treatment has started when thick mucus or pus drainage is present (conjunctivitis).

For the mildly ill child, exclude if the child is unable to participate in normal activities or if the child needs more care than can be provided at school.

If a child becomes ill at school, the child will be isolated from the other children in a separate area of the school. A staff member will remain with the child, monitoring and comforting the child. The child's parents/guardians or designated alternate will be contacted to pick up the child immediately. If the staff deems it necessary, the child's health care source may be contacted. For emergency medical conditions, 911 will be called.

The PreKindergarten classroom will not administer any type of medication, including prescriptions and over the counter medications. The exceptions would be medications used for asthma (inhalers) or severe allergy reactions. If your child needs medication during the day, the parents and/or guardians must make arrangements to come to school and administer the medication. Do not send medication with your child to school.

Absences

You should send your child to school regularly and promptly. Regular attendance is best for your child and the continuity of the class. If your child will be absent on a school day, please call the school (721-9766 ext 32) before class begins. If you get voicemail, you may leave a message. Be sure to state your child's name and the date.

Field Trips

A field trip organized by the school is a learning experience for the child and is quite different from a trip with a family. We will take several field trips during the school year and may call on parents to accompany the children or help by driving their vehicle.

If you accompany the class on a field trip, please remember that your attention should be on the preschool children. If you will be providing transportation for the children, you will be responsible for the children in your group. Children will always be seat belted and the car doors will be locked. Every child under the age of six is required by state law to be in a car/booster seat if they are in a car, bus, van, or pickup. Each family will be responsible for providing an appropriate car or booster seat for their child for each field trip.

Snacks

A snack will be a part of the child's regular day. Each child will be assigned days throughout the school year to provide snacks for the entire class. We will also pick a date for your child to bring snacks on or near your child's birthday. If your child's birthday is during the summer months, we will celebrate that birthday during the school year. Invitations for a student's birthday party may be distributed at school provided that each child in class receives an invite.

The staff will make note of any children who may have food allergies. An alternative snack should be provided for your child. The State Department of Health and Human Services requires that nutritious snacks are provided. Please try to avoid snacks with low nutritional value. We want to support healthy eating habits.

Snack time is a valuable part of our curriculum. We encourage cleanliness so hands are washed before and after eating. We give thanks to God by saying a blessing. Self-control is promoted by waiting until all are seated and the blessing has been said. We practice good manners by learning how to ask politely. The children are taught responsibility by cleaning up spills and cleaning up when finished eating. New tastes are acquired by exploring new foods brought to school by their classmates. Much conversation takes place with everyone to promote language development.

Listed below are a few snack ideas:

fresh fruit or vegetables	popcorn mixtures
cheese and crackers	ice cream cups
salami, cheese, and crackers	brownies
cereal and milk	pretzels
popcorn	Chex cereal mix
cookies	canned or dried fruit
pudding cups	trail mix
veggies and dip	sandwiches
tortillas with filling	graham crackers
(cream cheese, deli meat, cheese,	dry cereal
cinnamon sugar, raisins)	fruit cups

Water is provided unless you choose to bring another drink. 100% fruit juices and milk are recommended drink alternatives.

Birthdays

Children's birthdays are very special. The school has a special way to celebrate your child's birthday so all the children are included. We also ask that you do not pass out private party invitations at school unless all the children in the class are invited to your child's birthday party.

Severe Weather and Safety Drills

Weather closings are the same as the Fremont Public and Archbishop Bergan Schools. When these schools have an early dismissal due to bad weather, we will not have afternoon preschool. Closings will be announced on the local radio stations KHUB 1340 AM and 105.5 FM and TV channels 3, 6 and/or 7 for the closing of school, a late start or an early dismissal. Families are encouraged to register on School Beacon to personally receive alerts.

<http://schoolbeacon.com/users/login/11>

Please feel free to make your own decision if you feel the weather and/or roads are not safe and wish to keep your child at home. We ask that you notify the school if you choose to keep your child at home so we know that you are safe.

EMERGENCY INSTRUCTIONS

A. Fire Drill Instructions

1. Routes are posted in the individual classrooms.
2. Close the windows and walk quietly to your assigned exit.
3. The last one out of the room will close the door.
4. Everyone must leave the building during the drill.

B. Tornado Drill

The tornado alarm will be an announcement over the P.A. System. When the alarm is sounded, students are to walk quietly to the designated shelter. In the elementary school, PreKindergarten and Kindergarten classes go to the K-2 girls' restroom. 1st and 2nd grade go to the K-2 boys' restroom. 3rd and 4th grade go to the 3-6 girls restroom. 5th and 6th grade go to the 3-6 boys restroom. Preschool will go to their restroom. Music, PE, Art and Library will take the students they have to their wing and the classroom teacher will meet them and go to the restroom for their class.

C. Building Evacuation

In the event of an emergency, which requires evacuation, the students will be accompanied to St. Patrick's Church across the street from the elementary school where parents may be reunited with their children.

SAFETY

ARTICLE 12. Dioceses will establish safe environment programs. They will cooperate with parents, civil authorities, educators, and community organizations to provide education and training for children, youth, parents, ministers, educators, and others about ways to make and maintain a safe environment for children. Dioceses will make clear to clergy and all members of the community the standards of conduct for clergy and other persons in positions of trust with regard to sexual abuse.

ARTICLE 13. Dioceses will evaluate the background of all diocesan/eparchial and parish personnel who have regular contact with minors. Specifically, they will utilize the resources of law enforcement and other community agencies.

Visitation and Vacation Days

Parents are welcome to visit the classroom at any time with prior approval from the director if you plan to stay during class time. Visitors must check in at the elementary school office and obtain a visitor's pass. Visitors must remain in the preschool area. On occasion of an adult relative or friend wishing to visit the preschool, please make arrangements with the director. School age children are not allowed to visit the preschool unless they attend with an adult according to state regulations. Everyone, with the exception of staff and students, who comes to the school during school hours, must check in at the school office and receive a visitor's pass. This is done to ensure the safety of all students and staff. Visitors, including parents/guardians, should enter and exit the main entrance.

PreKindergarten Enrollment Policies

Children who are four and five years of age by July 31, 2016, may be enrolled in the Archbishop Bergan Catholic Prekindergarten class which is open to all children whose parents are interested in a Christ-centered education for their children. Children must be toilet trained to enter the program. You may enroll your child at any time during the school year if openings are available. Enrollment will be considered definite only when the application sheet and a non-refundable \$30.00 registration fee are received and accepted by the school. Payment of these fees will ensure your child's placement in the program for the current school year. These fees are non-refundable unless the child moves from the district or is enrolled in Kindergarten. If children are enrolled in the program after August 1st, additional charges may apply for materials.

Tuition

Families have the option to pay tuition in full (option 1); semiannually (option 2); or pay monthly (option 3). If you choose to pay monthly tuition, you will need to sign up with the FACTS program. FACTS will directly withdraw a monthly payment from your checking or savings account on the 5th or 20th of the month, whichever you choose. This payment will begin in August and end in May. Your account will be able to be viewed online throughout the year. Tuition payments are due each month whether your child attends their scheduled days or not. When you register your child, we must assume it is for the entire school year. The school allows no credit for missed days because of travel, normal childhood illnesses, or weather related closings.

Families may request to set up payment plans. Please see Brook Zakovec in the Parish Office if you wish to make payment plans. Her work number is 721-6611.

Please mail your tuition payment to the following address: **422 East 4th Street, Fremont, NE 68025**. Returned check fees are the responsibility of the parents and/or guardians.

Directory

The principal is the only school official who can authorize release of directory information to outside parties. Student and parent names, addresses and phone numbers are printed in the preschool directory. Parents who do not wish their directory information published must notify the preschool director in writing prior to the beginning of the school year.

RELEASE OF LIABILITY

The undersigned hereby releases St. Patrick's Catholic Parish and Archbishop Bergan Catholic School located in Fremont, Nebraska and its employees and representatives from any and all liability arising from any injury, loss or damage of any nature that may be sustained by the undersigned or by the participant, while participating in any school activity, including athletic events and cheerleading, which is sponsored St. Patrick's Catholic Parish and/or Archbishop Bergan Catholic School to include transportation to and from said activity whether or not said transportation is provided by the parish or school.

The undersigned acknowledge that they are aware that there are risks of injury, damage or loss and dangers inherent in participating in various school activities including but not limited to, cheerleading, athletic events and transportation to and from said activities, which dangers and risks include the conduct of other participants and spectators, unknown defects in the condition of equipment which may be used during said activity and other risks and dangers, all of which could lead to injury or damage to person and property.

The undersigned hereby voluntarily assume all risk of loss, damage or injury to the undersigned or to the named participant for whose benefit this release is signed.

This release is binding upon the heirs, next of kin, personal representatives and assigns of each of the undersigned. In signing the foregoing release, the undersigned hereby represents that he/she read this release, signs it voluntarily, that he/she is an adult and is a parent or guardian of the minor child participant, named below, who is participating in said activity.

(Name of Participant)

Signature of Parent or Guardian of the Participant

(Date)

Permission to Post to the Internet

It may happen that through the course of the school year, through a school project, activity, or special honor, that your child may be given the opportunity to have his/her name, school work, or picture posted on the school's or classroom teacher's web page. The school requires a signed release before we can post a student's name, work or photograph on the Internet.

Please check YES or NO and sign where indicated. Thank you.

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Yes, you may post my child's name, work and/or photograph on the school or classroom teacher's web page.

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No, do not post my child's name, work and/or photograph on the school's or classroom teacher's web page.

Student Name

Signature of Parent or Guardian

Date

If you have any questions or concerns please contact Principal Dan Koenig, at 721-9683.

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Permission for School Travel

Through the course of the school year, through a school project, activity, Mass/Retreat, etc. your child will be leaving the school building to travel to another location. The school requires a signature in order for your child to attend these school activities. Please complete the following:

My child, _____, has my permission to accompany Archbishop Bergan teacher/staff members on any/all school related field trips or activities during the 2016-2017 school year.

Signature of Parent or Guardian

Date

Archbishop Bergan Catholic School Parent Handbook Verification

My child, _____, will be attending PreKindergarten at Archbishop Bergan Catholic School. I hereby acknowledge having access to a copy of the school's 2016-2017 Prekindergarten Handbook. I understand it is my responsibility to know the rules and regulations as they affect my child in school.

Parent Signature _____ Date _____

I also give my permission for the school to release the above student's name in a mailing list to organizations identified as non-profit, governmental, and local merchants. Each organization is required to sign an agreement stating that they will not share or sell any mailing list acquired from Archbishop Bergan Catholic School.

Parent Signature _____ Date _____