



# **St. Gregory Barbarigo Preschool**

## **Parent Handbook**

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[www.stgregoryschool.org](http://www.stgregoryschool.org)

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## Welcome

Thank you for choosing St. Gregory Barbarigo Preschool (SGB) for your child's early education needs. We are looking forward to a new and exciting year. This handbook is designed to help explain our program. We encourage you to read it carefully and keep it for future reference.

## Our History

St. Gregory Barbarigo Preschool, established in 1995, is supported by St. Gregory Barbarigo Catholic Community. The preschool is an important part of St. Gregory's School.

## Our Mission

The mission of St. Gregory Barbarigo School is to advance the educational ministry of the Catholic Church through Christian faith formation, service to the community and world, and a strong tradition of academic excellence provided in a safe and cohesive educational environment.

## Accreditation

St. Gregory Barbarigo Preschool is accredited by NAEYC (National Association for the Education of the Young Child). NAEYC Accreditation of Early Learning Programs provides a transformative quality-improvement system—a rigorous process programs can engage in to meet the highest program standards for quality early learning. NAEYC has set 10 standards (Relationships, Curriculum, Teaching, Assessment of Child Progress, Health, Teachers, Families, Community Relationships, Physical Environment, Leadership and Management) for early childhood. To earn accreditation, programs must meet all 10 standards. All new staff will be required to read the information within the first two (2) weeks of employment. For more information about the NAEYC you can visit [families.naeyc.org](http://families.naeyc.org).

In addition, St. Gregory School is recognized by the Missouri Nonpublic School Accrediting Association.

## Teachers

Your child's teachers are dedicated to St. Gregory Barbarigo and have a passion for teaching and working with young children. We are proud of our teachers and our program and feel we have the very best to offer your child. Our teachers hold Bachelor's and/or Master's degrees as well as participating in ongoing training to maintain the high quality of our program. All of our teachers are certified in CPR and first aid. Our teachers meet weekly and have multiple professional development opportunities throughout the year.

We hope our handbook can help guide you through this preschool year. Be sure to direct any questions you may have to your child's teachers or to the principal. We feel truly blessed to have the opportunity to nurture, love, and teach your individual child.

## **Advisory Committee**

St. Gregory Barbarigo School Advisory Committee is a consultative body to the pastor of the parish and the principal of the school. The committee advises on matters such as planning, policy formulation, finances (including the development, approval and monitoring of a budget), development (including public relations and marketing), and annual evaluation of school goals and plans. The School Advisory consists of six to nine lay members. The pastor and principal are non-voting members. Meetings are held monthly and new members are added to the board in the spring of each school year.

## **Parent Teacher Organization**

The St. Gregory Barbarigo PTO is made up of the parents of students of the school and the faculty and staff. Its purpose is twofold. As a money making organization, the PTO sponsors projects throughout the year to raise funds to help provide equipment, supplies, library books, study trips, and other enrichment activities for the school. The second purpose of the PTO is to provide a liaison between the faculty and parents of the school in order to develop and strengthen the communication between school and the home. All parents are encouraged to attend the general meetings (usually held once in the Spring and again in the Fall) and to participate as volunteers. PTO officers are elected each April. Executive meetings for officers only are held on a monthly basis.

## **Code of Ethical Conduct**

For an updated NAEYC Code of Ethical Conduct please go to [naeyc.org](http://naeyc.org). Copies of the Code of Ethical Conduct are also available in the school office and all staff will receive an updated copy.

## **Nondiscrimination Notice**

St. Gregory Barbarigo admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges and programs and activities accorded to the students of the school.

Our preschool recognizes the special needs of students with disabilities. While St. Gregory Barbarigo School may not be equipped to provide for those needs in all cases, we collaborate with the Maryville Public School System to accommodate as much as possible.

Child enrollment and termination policies protect children's rights as outlined in the Americans with Disabilities Act. Please refer to our St. Gregory Barbarigo School Parent Handbook for more information.

## Class Size

Our teacher-student ratio is one to ten. Classes are composed of two teachers to twenty students, formed according to age.

## Curriculum Information

Our objective is to help each child become an independent, inquisitive, self-confident learner. Our curriculum supports that goal by providing opportunities for students to grow socially, emotionally, physically, and cognitively. We encourage each child to be active, creative, adventurous, investigative, and confident. Our curriculum is also age and developmentally appropriate, split into a two year program. The first year of preschool, your child will be working on social and emotional skills as well as refining their fine and gross motor skills. The second year of preschool is designed to build on all those skills and prepare your child for St. Gregory kindergarten.

## Goals

The philosophy of our preschool program is to enhance each child's self-concept and social development. In addition, we want to provide an environment that is rich with learning and academic success while encouraging each child to become enthusiastic and lifelong learners.

We believe it is our purpose to provide the best education to every preschool child at St. Gregory Barbarigo School. We are dedicated to the whole child- emotional, social, physical and academic.

- To encourage independence and self-help skills
- To encourage curiosity within each child
- To provide an atmosphere which models and requires respect for everyone
- To recognize individual as well as group needs
- To provide an accepting environment for all children
- To promote intellectual growth

## Christ Skills

Christ Skills will also be taught in preschool this year with one specific skill being highlighted each month. Christ Skills are moral development skills taught by the teachers of St. Gregory's as directed by the Diocese. These skills help children learn how to get along with others while developing a strong moral foundation.

## Daily Schedule

Our schedule allows ample time for each child to explore and investigate the world around him or her while also incorporating specific curriculum needs. Therefore, we operate on a very flexible daily schedule. We also have an open door policy and look forward to seeing you in the

classroom this year. Please see the school website for your child's daily schedule.

## School Aged Child Care (SACC)

SACC is the School Age Child Care program offered before and after school. It is available from 6:15am to 7:30am and 2:40pm to 5:30pm. A \$25.00 registration fee is required per family before attending. The cost is \$3 per child per hour, you will be billed in 15 minute increments. Starting October 1st, new rates for SACC will go into effect. This fee also covers an afternoon snack. Morning SACC will be billed on the half hour.

## Behavior Guidance

Our methods of discipline (not punishment) are enforced for the safety of all children. We nurture a positive, supportive environment that is both developmentally appropriate and educational for every child. We believe that it is our responsibility to develop in each child a love for themselves and a love for others.

We use the following plan in conjunction with Christ Skills that encourages children to work out problems independently and in his or her own words.

Teachers will:

1. Observe and analyze situation to assess the function of the behavior
2. Talk with child(ren) to acknowledge their feelings and remind him/her of the expectations
3. Support the child in using appropriate problem solving strategies and positive behavior support strategies
4. If needed, the child will be removed from the situation and redirected to a new activity, or the child will be asked to sit on a chair (safe space), to give him/her a chance to pull himself together and/or to talk with the teacher about the consequences of his/her actions
5. If needed, speak with the Principal
6. If needed, work with families and professionals to develop and individualized plan to address the behavior

We remind, encourage and respect each child while working with them on an individual basis. Physical punishment, psychological abuse, or coercion are never tolerated when disciplining a child. Hitting, shaming, or rough handling are not permitted. Our preschool follows all policies given by the Kansas City/St. Joseph Diocese and in compliance with federal and state civil rights laws as outlined in our St. Gregory School Parent handbook.

The withholding of food is never used as a form of punishment at St. Gregory Preschool. If you have any questions throughout the school year, please talk to your child's teacher. If there is a need for a conference, you will be contacted by the teachers or principal.

## **Procedure to follow with persistent challenging behavior**

Our goal is to eliminate the use of suspension, expulsion, and other exclusionary measures. After the discipline process as listed above has been expended, St. Gregory Preschool follows the procedures for expulsion of a student from a school or center as outlined by the Diocese and listed in the St. Gregory School Parent Handbook. One of the following criteria must be met:

1. Determine other avenues of remediation of the unacceptable behavior have been exhausted.
2. The moral and or physical well being of the student and/or school community is at risk.
3. The student in question exhibits prolonged and open disregard for school policy, personnel, fellow students and/or property.
4. Final determination of expulsion rests with the Principal, in which case the family will be offered assistance in accessing services and an alternative placement.

## **Policy Changes**

The principal, pastor and school advisory board retain the right to amend any policies for just cause and parents/guardians will be given prompt notification of changes that are made.

## **Enrollment & Tuition**

### **Enrollment & Registration**

In the spring, an enrollment night will take place. All children must be enrolled as an August start date, prior to the beginning of the school year, unless a vacancy exists. During enrollment, you will be asked to provide immunization records, family information, emergency contact information and various other documents. These documents must be returned before your child may begin school. There is a \$50.00 non-refundable enrollment fee.

### **Fees and Payments**

Fees are charged monthly and statements are mailed out from SMART Tuition. SMART Tuition is the tuition management company St. Gregory utilizes for billing and payment. Payments can be mailed to SMART Tuition or dropped off in the school office. All fee and payment policies are followed as listed in the St. Gregory Barbarigo School Parent Handbook.

Monthly tuition rates are available for viewing on the SGB website.

## Absences & Tuition/Refunds

A spot in the class is reserved for your child. Therefore, even if your child is absent from preschool *for any reason* (including family vacation or illness), tuition will still be due. If SGB needs to close for health reasons or other unforeseen events, SGB will switch to virtual learning. Tuition will still be due.

## Vacation, Attendance, and Absence Policy

If your child is going to be absent for any reason, please contact your child's teachers. Since our tuition is based on a ten-month period, we do not offer a reduction in tuition for days absent.

## Tax Information

Taxpayers wishing to claim either the Child Care Tax Credit or the Dependent Care exclusion can access a statement of tuition paid in the tax year using Smart Tuition. You may also access a monthly tuition receipt if you have a Flexible Spending Account. SGB is a tax-exempt, not for profit entity.

## Grievance Procedure

In ordinary circumstances, the subject of the grievance should first meet in person, with the aggrieved person or group. If this meeting fails to resolve the conflict, the next higher level of authority (i.e., teacher, Principal or Director, Pastor/Pastoral Administrator) should meet personally with the aggrieved person or group. If the local process fails to achieve agreement or satisfaction, the grievance should be referred to the Diocesan Superintendent of Schools or the appropriate Associate Superintendent of Schools.

## Scholarship Policy/Financial Aid

Tuition assistance is not available for our preschool program.

## Forms

SGB is required to maintain a file on all registered children. Parents are responsible for completing and returning all of the following forms before their child's first day of class:

- Enrollment Form
- Family Information
- Health Record
- Release Permission
- Photo Release
- Consent to Transport
- SACC (optional)
- PTO Volunteer List
- Christmas Wish List



# Health Information

## Health Records

All children are required to have a completed health record form on file in the school office. Your child's file is kept in a file cabinet in the SGB office. This office is locked unless school staff are present. Your child's file is considered confidential and only a limited number of individuals have access to view it. Parents may request to view their child's file at any time. Please contact the classroom teacher or the principal to make arrangements to view the file.

The principal and school nurse will have access to review the file so that medical and family information is correct and up to date. Teachers have access to review files to see what individual/special needs your child has. This information will help with planning and goal setting for your child. The school nurse will view records to check that immunizations are up to date.

When the program is being reviewed for relicensing, the licensing representative has access to the files that are required by the state. These forms would include but are not limited to: child enrollment, health record forms, and special instruction plans for allergies if one is appropriate.

## Illness

We value your child's health and believe the best place for a child to be who is ill is at home. If your child becomes ill during school or at SACC, we will make them as comfortable as possible until he or she can be picked up. If a child has a fever of 100 or above, our state guidelines require the child be sent home and the child may return when he or she has been fever free for 24 hours (unless advised by the local health department), without fever reducing medication. If a child vomits or has diarrhea they must also be symptom free for 24 hours before returning to preschool. This helps us to better reduce the spread of germs that may lead to illness.

## Medications

Non-prescription medication may not be dispensed by the school or center without written authorization of a student's physician and parent/guardian. This permission may be per event or annually.

Prescription medication may only be dispensed if:

1. It is not the first dose.
2. The medication is in the original prescription container.
3. Written authorization from the parent or guardian is on file.

All medication is stored out of the reach of children and in a locked container in the nurse's office where it is administered. Refrigeration is available for medications that require it. To ensure adequate supervision and the safety of all children, nebulizer treatments will not be given at school unless the school nurse is available to administer the treatment. Parents will need to make arrangements to provide these types of treatments during the school day.

## **Communicable Disease Policy**

When a child has been exposed to a communicable disease, parents are asked to report this to the child's teachers. If a child contracts a communicable disease, parents must keep the child home for the appropriate exclusion period and must report the disease to the program. For more information on communicable diseases, you may visit the Missouri Department of Health website.

## **Health Screenings**

Students will all have the opportunity to participate in yearly vision and hearing screenings. Vision screening is conducted by the school nurse as well as through Kids Sight. Hearing screenings are conducted by our school nurse. Parents will be notified in advance and given the opportunity to opt out.

## **Safety & Accidents**

Children's safety is the highest priority for our preschool. The policies in this handbook are designed to keep your child safe and to maintain a secure environment for all children at St. Gregory Barbarigo Preschool.

Should a student suffer a minor injury or illness while at St. Gregory, first aid is given. In the event of a more serious illness or injury, the Principal or his/her delegate shall use the emergency file to notify the parent or guardian, as listed in the Emergency Student File, for specific instructions on how to proceed in the treatment of the illness or injury.

## **Snack Policy**

A nutritious snack and milk will be provided each day. Parents will be assigned days to bring prepackaged snacks for the preschool classroom approximately once a month. Classroom teachers will provide a list of healthy suggestions.

## **Birthday Treat Policy**

Birthdays are a very special time in a child's life and we enjoy celebrating with each child! If you choose to bring a birthday treat to share, please make prior arrangements with your child's teachers. Due to health and safety standards, all treats must be prepackaged or store bought.

Birthday invitations may not be given out at school.

## Healthy Breakfast

Eating a healthy breakfast each day is an essential requirement for optimum brain development and learning for children, especially preschoolers. Please allow enough time in the morning for your child to get a great start to their day by eating a healthy breakfast. Due to health and sanitation issues, do not send breakfast with your child to eat in the preschool classroom. On the occasion that your child does need to bring their breakfast to school with them, a parent will need to sit with your child in the Leitner room while they finish eating. Thank you for abiding by this policy to insure the health and preserve a sanitary classroom environment for the well being of all of our children.

## Lunch

Our preschoolers eat lunch in the classrooms everyday. We offer a hot lunch program at an additional cost. You can put money in your lunch account through the school office, or you may leave lunch money in a sealed envelope with the preschool teachers. A notification will be sent to you via email when you need to add money to your child's lunch account.

A cold lunch may be brought from home. A cold pack must be provided because lunches are not refrigerated. We encourage children to eat healthy and pack healthy lunches. Our curriculum includes lessons on healthy eating habits and we encourage you to send items from all food groups.

Guests are always welcome to join us for lunch. Please let your child's teacher know in the morning at drop off if you will be eating hot lunch and stop by the office to pay Shelly. We ask that you do not bring in any fast foods or soda pop as we are trying to model a healthy eating lifestyle.

## Rest Time

Rest time is a scheduled part of the daily schedule for all students. The children must rest quietly during rest time each day, giving their brain "down time" which is necessary for their brain development. Each child will be provided with a cot and a quiet, soothing environment. A story is read at the beginning of rest each day, then restful music is played. We ask that you send a nap mat from home each Monday and they will be kept at school during the week. We send home nap mats home each Friday for them to be washed and returned the following Monday. Please be sure your child's nap mat is labeled.

## Transition to School

Transitions vary with each child, and we understand feelings of apprehension in a new situation. Sometimes children have a hard time separating upon arrival. This is typical behavior which, over time, should decrease as children become more secure in their new environment. The teachers will be glad to help with the separation; however please let us know what you feel

comfortable with. We encourage you to allow plenty of time for dropoff and help your child get started with their morning routine. Please say “goodbye” to your child and be sure they know you are leaving. Usually, children calm down and begin their day soon after you leave. If after about two weeks the child is still having trouble separating, we will reassess what may be best for the child.

## **Toilet Training**

Our preschool is designed to accommodate children who are already potty trained, therefore each child must be potty-trained by the time he or she begins the school year. We strive to build independence in your child, so your child should be self-sufficient in the restroom. However, we do realize that many preschoolers are newly trained and accidents occur. An occasional accident is no need for concern. We will offer the child a change of clothes and can assist the child with changing if needed.

If a child continues to have accidents on a regular basis, we may need to arrange a conference with the parents, teachers and principal. Please send an extra set of clothes in a plastic zipper bag with your child’s name for any accidents that may occur (this also accounts for any painting/spillage accidents). Please replace them if they are used.

## **Personal Hygiene**

Your child is encouraged to develop independent habits for personal hygiene such as washing hands when arriving at school, before eating, and after using the bathroom. We try to help children gain an appreciation and a feeling of responsibility for personal cleanliness and neatness.

Adults are required to wash or sanitize their hands before and after feeding/serving a child, after handling garbage, and after cleaning.

## **Sunscreen**

Parents should apply sunscreen before sending their child to school.

## **Safety Information**

### **Safety**

We inspect our school area and playground to make sure all areas are free of hazards and safe for children.

## Outdoor Play

SGB believes that it is important for the children to play outdoors daily, weather permitting. We will be going outside every day possible. Be sure to send your child in play clothes, appropriate shoes, and a warm jacket, hat, and mittens when needed.

## Physical Activity

Students will receive at least 60 minutes of large motor movement each day. Movement will be a combination of teacher directed and self directed activities. Teachers will encourage physical activity throughout the day. When planning activities, teachers will try to minimize sitting time to less than 15 minutes at one time.

## Accidental Injury

Minor bumps and scrapes are an everyday part of your child exploring and learning through experience. If your child is injured in our care, our first step is to administer first aid. The most common treatment given is ice on bumps and soap and water cleansing and a bandage on a minor wound. In case of serious accidental injury, we will make an immediate attempt to contact a parent or guardian; attempt to contact the child's physician or attempt to contact you through the emergency numbers you have listed. Depending on the injury, we will contact you by phone, note or in person. If necessary, we will also call an ambulance to take the child to the emergency center at the Mosaic Hospital. Until the arrival of a parent, physician, or ambulance, the principal or teacher will accompany the child to the medical facility. All teachers are certified in First Aid and CPR.

## Security

SGB takes security very seriously. All staff members wear SGB ID's. Children are released only to adults given written authorization or as designated in your child's Release Permission Form. The preschool doors will be locked during school hours for our students' safety. Teachers and Staff are the only people authorized to have keys in order to have access to the school. During school hours, you can enter the building by buzzing in through the front doors (located off of Davis Street).

## General Safety Practices

- Children are supervised at all times and appropriate child: staff ratios are maintained
- Background screenings are conducted, and all teachers and volunteers undergo Virtus training
- Teachers are required to have a health form on file that is updated yearly
- All staff members are mandated reporters of any suspicion of child abuse/neglect
- Release Permission forms are on file and in the emergency directory
- If we are not familiar with the authorized pick-up person we will ask to see identification

and will match the person's ID with the information provided by the parents

- Each room is equipped with a first-aid kit and emergency kit
- Teachers take roll and monitor the number of children in their care.
- Teachers move throughout the playground to ensure adequate supervision
- Teachers are First Aid and CPR trained
- Gloves are worn when serving food
- Cleaning supplies are stored out of children's reach.
- Teachers follow universal precautions for blood-related accidents and incidents.
- Choke tubes available to test if toys are too small.
- Latex "free" gloves are available in each room for emergencies.
- Toys are checked frequently and broken toys are discarded.
- Health and safety information incorporated into the curriculum and taught to the children on a regular basis.

## **Emergency Procedures**

Our teachers and students will practice fire, tornado, and lockdown drills as administered by our school office. In the event of an actual emergency, any announcements will be made as listed below in regards to emergency closings. Emergency supplies are kept on site. Please see the crisis response manual for more information (available in the school office).

## **Closings**

### **Emergency School Closings**

In the event of an emergency or inclement weather, closing of the school will most often follow Maryville R-II District. Announcements will be made on the radio and television stations of Maryville, St. Joseph no later than 6am. A text caster and email will also be used to notify parents of any unscheduled school closing or early release during the day.

## **Procedures**

### **Child Abuse/Neglect**

Schools are required by Missouri law to report any actual and/or suspected instances of physical abuse, neglect, sexual abuse, physical maltreatment, and threatened injuries to the Division of Family Services, as stated in the Diocesan Administrative Manual. All faculty and staff are mandated reporters.

## Virtus Training

All St. Gregory Barbarigo parents who wish to volunteer, help with classroom holiday parties, or drive for study trips MUST have taken Virtus Training.

The Diocese of Kansas City-St. Joseph requires all clergy, parish and school employees and all volunteers in children's programs (SOR teachers, Youth Ministers, Confirmation leaders, school and childcare volunteers, coaches, chaperones) to take this workshop to help raise awareness about child sexual abuse and create safer environments for all of our children, but all persons interested in making our world safer for children are welcome and encouraged to attend.

Virtus Training (Protecting God's Children) is intended to raise awareness of child sexual abuse. Adults who attend the 2½ hour session will come away with practical information about the warning signs of child abuse, ways to prevent abuse, strategies for handling suspicions of abuse, and ways to respond.

If you would like to attend our session, or another one offered in the diocese, please pre-register online at [www.virtus.org](http://www.virtus.org). Click on Registration at the left, select the Diocese of Kansas City-St. Joseph, MO and follow the requests for information that follow.

## Parent Supervision and Parking

Children are expected to be with parents/caregivers prior to drop off and after pickup. We want to ensure safe entry and exit from the building for everyone. Children are to be supervised at all times in the building or outside. If you are waiting for class to begin or are visiting with other parents, children are to be within your sight.

We expect our parents and children to demonstrate safe behaviors in the parking lot. Drop-off and pick-up times can be very hectic, making the parking lot a dangerous situation. Children should not be allowed to run in the parking lot and they should be accompanied by an adult at all times. SGB discourages idling vehicles at dropoff/pickup. Please turn your vehicle off during these times.

## Arrival & Dismissal

Our preschool drop off begins at 7:30am for those parents who do not use SACC for their preschooler. Please make every effort to have your preschooler here on time. **Our Preschool Day begins at 7:45am.** We must send in our lunch count by 8:00am, and most of our school assemblies begin at 7:50am. In the morning, our outside doors will be locked at 8:00am. There is a doorbell located on the pillar that can be used to notify the teachers of your arrival.

It is very important for the safety of our program that each child is signed in and out everyday. There is a binder located on the table in the hallway near the front doors. You will also need to sign the lunch count sheet for your child indicating if they are eating hot or cold lunch.

During arrival it is very important to set up a routine that your family can follow every day. This provides your child with a sense of structure and security. If there is anything going on that might affect your child's behavior, please share that information at dropoff. We ask that you assist your child in putting all of their belongings (backpack, hat, coat, gloves) in the locker with their name and give any important items (lunch money, medicine, papers) from the backpack directly to the teacher. Preschool teachers do not go through backpacks.

When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". If your child is having difficulty separating, signal a teacher for assistance. Feel free to check in with us later if your child was upset when you left, and we will let you know how he or she is doing.

When you up your child, please be sure a teacher sees you and your child leave. If another person will be picking up your child, please notify us in advance. We will release a child to an adult if they are authorized on the consent form, which is filled out during registration and is handled through the school office. If someone will be picking up the child who is not listed on the consent form, please notify us in writing prior to that date. Be sure to check your preschooler's cubby each night and take the items home. The front doors will remain locked during the day and then be unlocked at 2:30 for pick up time.

## [More for Parents to Know](#)

### **Falcon Faith Families**

Here at St. Gregory we strive to nurture a family environment and also enrich our faith by participating in Falcon Faith Families. The faith family groups are made up of students from preschool through 8th grade and consist of 10-12 students in all. They meet for various activities throughout the year as well as attend Mass together. This program provides endless advantages and opportunities to all of our students at St. Gregory. Your preschooler will get to know and become comfortable with the older kids and other teachers throughout the school as well as have an opportunity to enrich and develop their faith.

On Mass days and Falcon Faith Family meeting days, we ask you to have your child at school by 7:30 and to also follow the school dress code for Mass.

### **Children with Special Needs**

SGB does enroll children with special needs (a generally recognized and persistent physical, mental, or emotional disability) whenever feasible for the child and the school. In these cases, an appropriate statement from the child's physician or professional referring agency must be submitted. If a child currently enrolled develops signs of special needs, school staff will recommend available resources to parents for the diagnosis of the condition. SGB will work with the parent to implement therapies to the best of our abilities. In the unlikely event that SGB can



no longer adequately meet the individual needs of the child; the principal will set a meeting with parents and will offer information about alternative resources.

## Dress Code

In preschool, we get involved in the world around us! We explore and can get messy! Please send your child in clothes that are appropriate with the season and also go along with the school dress code, which is outlined in the St. Gregory School Parent Handbook.

Shorts are permitted until the weather gets cooler. A notification will be sent home when shorts are no longer appropriate in the Fall, as well as when they are appropriate again in the Spring. During colder weather, please send a jacket or heavy coat with your child each day and be sure he or she is dressed warmly. We play outside everyday if the weather permits. Our playground has small rocks, which at times may hold moisture and dirt. Please remember this when dressing your child for the day. Sandals are difficult to play in and can be bothersome with the small rocks. Please send your child in tennis shoes or boots each day. ***Flip flops are not allowed to be worn at St. Gregory Preschool.*** This is to ensure your child's safety.

## Sharing Time

Bringing a toy or object from home often helps to bridge the gap between home and school and also facilitates language development. Each teacher sets her own days for sharing and will give this information to you. If your child chooses to share a favorite toy or valuable object, we ask parents to bring it in, allow your child to share it with the class, and then take it home with you. This will assure us the object will not be broken or abused. Guns and other war toys are not allowed in our school.

## Holidays

Days that SGB is not in session are indicated on the school calendar.

## Family and Home Preferences

Children learn and have more success in school when early education teachers build strong relationships with families. SGB recognizes the importance of building strong partnerships and will focus on strengthening, assisting, empowering and supporting families. Family involvement and parent teacher relationships is part of what makes our program strong. Families are welcome and encouraged to come into preschool to share what they do and love with our students. This is a wonderful opportunity for our program to introduce new experiences, cultures, vocabulary and knowledge, while allowing us all to honor the diversity of our families.

Teachers will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure and information families wish to share about their socio-economic, linguistic, racial, religious and cultural backgrounds.

It is important to SGB that all families are given the opportunity to fully understand, interpret, and become involved with their child's assessment and goals. SGB will work with the family to provide an interpreter for any family that makes a request.

## Visitation and Volunteers

St. Gregory Preschool welcomes visitors and volunteers! Both visitors and volunteers are expected to sign in and wear a name badge while in our building. Please sign in at the school office upon any visit.

We feel that the role parents play is vital, and family involvement is one of the pieces that makes our program strong. Family members are invited and encouraged to share their time, talents, and treasures with the class. We appreciate and look forward to the opportunity to learn from and work with our diverse families. During these visits, teachers and/or staff will always be present.

## Field Trips

Although we do not generally travel in vehicles, we do try to go on at least one trip during the year. When/if a trip is planned off campus, parent drivers will be requested and permission slips will be sent home. Teacher-child ratio is adjusted for field trips to ensure that there is a higher ratio of adults to children. All volunteers must have completed the Virtus training class prior to any events. Drivers for field trips must provide proof of vehicle insurance and a copy of their drivers license before they may transport children.

## Communications

### Contacting Us

We hope to keep the connection between home and school a positive and easily accessible one for you and your child. We strive to keep you informed with weekly newsletters. This will list upcoming school events, what we're learning, and other important information.

We can best be reached via email at:

**Kelli Bostwick-** [kbostwick@stgregorysschool.org](mailto:kbostwick@stgregorysschool.org)

**Rachel Hall -** [rhall@stgregorysschool.org](mailto:rhall@stgregorysschool.org)

**Ashley Barber-** [abarber@stgregorysschool.org](mailto:abarber@stgregorysschool.org)

**Emily Oliver-** [eoliver@stgregorysschool.org](mailto:eoliver@stgregorysschool.org)

Principal, Karma Coleman - [kcoleman@stgregorysschool.org](mailto:kcoleman@stgregorysschool.org)

Secretary, Kelly Quinlin - [kellyq@stgregorysschool.org](mailto:kellyq@stgregorysschool.org)

## Parent-Teacher Conferences & Assessments

Conferences will be offered twice during the year. You will have the opportunity to discuss your child's adjustment to preschool, ask questions, view your child's progress, and set goals for your child.

Assessments are done by teachers in a developmentally appropriate style, both individually and in group settings. Information gathered is used to individualize learning plans. Each child's development is unique and this is something that we recognize and embrace. We use a developmental continuum to show your child's growth throughout the year. We incorporate goal setting and portfolios in addition to each child's continuum. The information gathered from assessments is also used to guide planning for overall program improvements.

## Confidentiality

All information obtained regarding any family/child(ren) is considered confidential. All parents/guardians may gain access to their child's information by either asking the teacher or principal. All information compiled during screenings and assessment will be used to promote the healthy developmental growth of the child. No information can be shared with an outside agency without written consent from the legal guardian.

## Website – [www.stgregorysschool.org](http://www.stgregorysschool.org)

## Social Media and News

We are always eager to share the many great things we do at our school! We have a school website: [www.stgregorysschool.org](http://www.stgregorysschool.org). This is where you may find anything you should need to know about our school and current happenings. We also have a school FaceBook page: St. Gregory Barbarigo Catholic School/[@StGregorysMaryville](https://www.facebook.com/StGregorysMaryville), where we enjoy sharing pictures and posts about our great school!

**\*\*Given the nature of an ever-changing quality early childhood program, this handbook is a "living" document. You will be notified of formal policy changes during the year via a written policy notice through email. In addition, the handbook will be updated as needed.**