



**St. Joseph School**

**520 East Chestnut Street • Olney, IL 62450**

www.stjoeolney.com

email: office@stjoeolney.com

PH 618-395-3081

FX 618-395-8500

Dear Parents/Guardians,

It is our pleasure to welcome you and your child(ren) to the St. Joseph Preschool Program. The St. Joseph program is devoted to providing the best education for your child(ren). We ensure that our learning environment is full of opportunities for growth: spiritual, academic, and emotional.

As you know, children at this age learn by doing. We encourage them to explore and learn through daily activities. Children in our program develop self-esteem, a sense of identity, and gain self-confidence. We provide various sensory activities as well as work on fine and gross motor skills. Early reading, writing, and math skills are also introduced.

Please read the student/parent handbook and discuss with your child. It contains a brief summary of some activities as well as a list of daily activities.

We thank you for sharing your child(ren) with us. We believe it is imperative to communicate and ask that you call or stop in if you ever have questions or concerns.

We look forward to an engaging, exciting school year!

Sincerely,

Valerie McVaigh

Preschool Teacher

vmcvaigh@stjoeolney.com

Darla Cummins

Preschool Teacher

dcummins@stjoeolney.com

Ashley Williams

Preschool Teacher

awilliams@stjoeolney.com

Carol Potter

Principal

Josy Hart

Assistant Principal

## Welcome to St. Joseph Preschool!

We provide a loving environment where your child can grow and become more aware of him/herself and the world. With many activities offered throughout the year, we create a positive self-image as well as expand horizons – physically, mentally, and emotionally. We believe that children learn through exploration as well as through social interaction. Positive self-image is enhanced through drama, music, art, and play! Throughout our program, we also discover God's love for each of us, and as a Christian family, we grow from that love. Bible stories, songs, and prayers will be shared. We use all of these experiences to build a foundation that learning is fun!

### Overview

The preschool program includes the following types of activities:

1. General Preparation Activities/Independence

Washing hands

Tidying and cleaning up

Developing manners

Buttoning and zipping

Putting on shoes

2. Religion

Developing a sense of God

Discovering God's love all around

Shaping attitudes of love and respect for others

Learning how to share

3. Language Arts

Listening skills

Vocabulary development

Sequencing

Encouraging the use of descriptive and rhyming words

Writing one's name

Writing the letters of the alphabet

4. Science

Observing nature

Discussing the environment and living creatures

Understanding seasons

Using the senses

Practicing healthy habits

5. Social Studies

Practicing courtesy and safety

Understanding general community topics

Naming the days of the week, months, and current year

Gaining concepts of yesterday, today, and tomorrow

Understanding the calendar

Learning about other cultures

6. Math Readiness

Recognizing shapes

Recognizing and writing numbers 1 – 10

Counting 1 – 20

Understanding one-to-one correspondence

Sequencing and sorting

7. Reading Readiness

Understanding left to right orientation

Gaining an interest in books

Learning colors

Following directions

Recognizing letter sounds in names

Recognizing letters of the alphabet

8. Motor Skills

Gross motor – running, jumping, balancing, dancing

Fine motor – cutting, pencil grip, finger plays, finger counting

Visual motor – geo-board activities, coloring, puzzles

9. Creative Art

Using art as expression

Introduction to various media – paints, crayons, chalk, clay

Dramatic play

10. Music

Songs for fun and learning

Movement and dance

Unison singing

Learning musical terms (soft/loud, fast/slow, rhythm)

11. Play

Dramatic play/kitchen/dress-up

Sharing

Teamwork

12. Goal Achievement

Learning centers – blocks, play-doh, manipulatives, housekeeping, reading, puzzles, farms, musical instruments, and art media

Table time – group or individual work

## **Admission Policies**

St. Joseph Preschool is open to all children who are 3 or 4 years old by September 1<sup>st</sup> and to children of all faiths and nationalities. Children must be completely potty-trained. If a student requires pull-ups, s/he is not fully potty trained. If a student has 3 accidents within a semester, the school has the right to ask parents to withdraw until the child is ready. If an accident does occur, it will be handled discreetly. Please provide an extra set of clothes to be kept in the preschool room in case of an accident. We ask that all children are developmentally ready and receptive to new experiences.

## **Nondiscrimination Policy**

St. Joseph Preschool does not discriminate based on race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

## **Health and Safety Policy**

St. Joseph Preschool protects the health of each child as well as the health of the entire student body. The school follows the mandates of the State of Illinois and thus requires:

- Registration/Information Forms
- Emergency Contact Form
- Certified Birth Certificate
- Completed Physical Examination
- Current Immunization Record
  - o including chicken pox vaccination, lead screening, and TB test
- Medical Insurance Form
- Other Pertinent School-Related Documents

## **Wellness Policy**

St. Joseph School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The school environment promotes health and wellness through nutrition education, regular physical activity,

healthy school meals, and other school-based activities designed to promote student wellness. (Policy 5141) The wellness plan is available in the school office.

### **Insurance**

The current policy of the Diocese of Belleville states that all children enrolled in school must be insured. The medical insurance may be with a private carrier or group. Certificate of insurance forms must be completed.

### **Tuition**

A non-refundable fee of \$100 (full day) or \$50 (half day) is due at the time you initially register your child. Tuition must be paid monthly in 10 equal installments. Families are required to enroll in auto withdrawal unless paying in full.

2 half days: \$1,180/year

2 full days: \$2,300/year

3 half days: \$1,760/year

3 full days: \$3,450/year

5 half days: \$2,940/year

5 full days: \$4,610/year

### **Hot Lunch**

A hot lunch is available for students each full school day. The cost is typically \$3.00. Students who bring lunch may purchase a carton of milk or juice (\$.50). Half-day students may stay for lunch and be picked up at noon if they choose to join us for lunch.

Lunch Payment: St. Joseph School utilizes a lunch tracking system within FACTS, which allows parents to check balances in the family account. The program streamlines the administration of the Hot Lunch Program and allows for more reliable and efficient reporting to parents, State, and Federal agencies. Each family has an account in which they can deposit money. When your student(s) take(s) a lunch, the money is deducted from your account. Because we take part in the Federal Hot Lunch system, we maintain a separate account for this program. Checks for Hot Lunch must be separate from those for tuition.

On a quarterly basis, every family will receive a balance statement that reports the actual balance of the family account for your information.

Free and Reduced Price Meals: In July, all parents receive the link to the application for free and reduced priced meals. We encourage parents to apply if they believe they may qualify. The information provided is confidential, and we take great care to guard that confidentiality. Qualification for free or reduced lunch also provides the school with additional resources, such as Federal Title money, communications reimbursement, and food commodities.

### **Daily Activities**

#### **Early Arrival (7:30 – 7:45 a.m. in the courtyard or St. Joseph Gymnasium)**

Students who arrive before 7:45 a.m. stay in the courtyard or go to the cafeteria for supervision. Children proceed to class at 7:45 a.m. It is imperative that parents do not drop off in the classroom prior to 7:45 a.m. as the teachers are preparing for the day.

#### **Classroom Arrival (7:45 – 7:50 a.m.)**

Parents drop off their preschooler at the door of the classroom. Parents indicate whether a student is staying for lunch, brought lunch, or will purchase the hot lunch available in the cafeteria.

Each child is greeted. Self-help skills are encouraged, such as taking off jackets, tying shoes, handing in folders, and putting away backpacks. \*Please see pages 7 and 8 for specific drop-off and pick-up information.

#### **Circle Time**

Morning exercises, pledge, calendar, morning prayer, weather check, and songs.

#### **Writing Time**

Each week focuses on a different letter – teachers use whole class as well as small group instruction.

#### **Snack/Restroom**

Children bring and share healthy snacks. A calendar is provided with the snack helper schedule.

#### **Religion**

Every day, we discuss the Bible, sing songs, and pray.

## **Music and Art**

Children learn musical terms, learn new songs, try different instruments, and dance. Students complete 1 or 2 art projects related to the topic of the week.

## **Library**

The class has weekly library time. Each child is allowed to check out one book. The child should read with the parent and return the library the following week. The book bag includes a reading log to complete.

## **Center Time**

A variety of centers are available to learn concepts. Students rotate through centers during the week.

## **Mystery/Number Bag**

Mystery/Number bag is assigned on a monthly calendar. Students bring a favorite toy or item to share with the class.

## **Wrap-Up/Departure (10:55 – 11 a.m.)**

The morning closes with a story or song, a review of the day, and a reminder of God's love for us. Those children not staying for lunch are dismissed at 11 a.m. Students who stay for lunch go to the cafeteria with the class.

## **Lunch (11:15 a.m. – 12:00 p.m.)**

Students who stay for lunch eat and have additional recess time. Pick-up for half-day students is **at noon** on the playground when weather permits.

## **Full Day Students**

Students have a mandatory rest break and a variety of activities for the afternoon including snack, story time, centers, and physical education.

## **General Information**

### **Calendar**

The preschool calendar typically follows the calendar for our K-8 students. We will notify parents of any differences annually.



## **School Closing**

Information on school closing due to weather is broadcast on Radio Station WVLN/WSEI. The school also sends an email and a phone alert through the Facts Management System.

## **Attendance Policy**

Regular attendance is important and expected. A typical school day is filled with learning! We ask that you notify the school if a child has any exposure to contagious diseases outside the school (chicken pox, measles, etc.).

**Please do not send your child to school if s/he has any of the following symptoms:**

Sore throat	Pink eye	Earache
Rash	Swollen Glands	Diarrhea
Chicken Pox	Cold	Vomiting within 24 hours
Head Lice *	Skin Sores	Respiratory infection
Measles	Mumps	Fever within last 24 hours

\*A permission to return slip from a doctor or the health department must be presented before the child can return to the classroom for any illness beyond those in typically developing children.

If your child is absent, **please notify the school before 8:00 a.m.** (395-3081). This ensures that all children are safe.

## **Illness or Injury**

When a child needs immediate emergency medical attention, the following steps are taken:

1. The parent/guardian is contacted.
2. If the parent/guardian cannot be reached, the child is transported to Carle Richland Memorial Hospital, and the child's doctor is contacted (if possible).

## **Medication**

In keeping with state and federal laws, no school personnel, salaried or volunteer, are permitted to administer medication to any student. Only immediate and necessary first-aid measures will be administered, and a parent will be notified of any action taken. All medication to be taken by a student must be accompanied with the Medicine Consent Form (see back of handbook or school website) with explicit instructions and permission for the student to administer his/her

own medicine. Medicine must be in its original container and marked with the student's name. All medications must be kept in the school office and administered under a teacher's or other staff member's supervision.

### **Pick-Up and Drop-Off**

Early Drop-Off: Students who must arrive between 7:30 and 7:45 a.m. go directly to the courtyard or gymnasium, where the school offers supervision. Preschool students are escorted to their classroom.

For everyone's safety, we ask that parents take children to the courtyard or the classroom directly. We believe that preschool students need adult supervision and cannot be dropped off at the curb (unless accompanied by a responsible, older sibling).

Classroom Drop-Off: Students who arrive between 7:45 a.m. and 7:50 a.m. can be taken directly to the classroom. We ask that you enter through the **outside classroom door** (McVaigh) or through the **office entry door** (Cummins & Williams). Those doors are unlocked from 7:45 – 7:50 a.m. each morning. Parents or guardians sign in and indicate whether the student is staying for lunch, brought his/her lunch, or is purchasing the school's hot lunch. Please do not take your child into the classroom. A quick, loving good-bye is best for all children.

Half-Day Pick-Up (before lunch): Students who are not staying for lunch can be picked up at the office door. The adult picking up should make contact with one of the classroom teachers or aides to ensure the safety of the students.

Half-Day Pick-Up (after lunch): Students who stay for lunch also have an additional recess. Students must be picked up at noon. On most days, students can be picked up on the playground. On days with poor weather conditions, students may be picked up in the classroom. We ask that you notify the teacher when picking up from either of those locations.

If someone other than those designated on the pick-up authorization is picking up a child, we require that the parent phone the school, talk with the teacher, or send a signed note. Otherwise, we cannot release the student to the unauthorized adult.

### **Parking**

Though it is tempting to park on adjacent streets, we ask that all parents use the St. Joseph parking lot located on the northeast corner of Chestnut and Elliott or the lot adjacent to the office. The parking lot on the corner of Chestnut and Elliott has a crossing guard each morning and provides for a safe crossing. With over 50 preschool students this year and the need for staff parking, the lot next to the office will be extremely congested. Please be extra cautious (drive slowly, park carefully) if you choose to use the office lot.

## **Dress Policy**

Please dress your child(ren) in comfortable clothing. Shorts, jeans, slacks, athletic clothing, t-shirts, and sweatshirts are all acceptable. If your child cannot snap or button, we ask that you use elastic waists. Please make sure clothing is loose enough for your child to take care of him/herself in the bathroom. Any clothing that is uncomfortable or causes a student to be distracted (straps that are too loose or slide off arms, skirts that are too short, etc.) takes away from his/her learning time. Children should also wear comfortable shoes, and all shoes must have a back-strap (no flip-flops) for their safety on the playground. Slick, dressy shoes are not appropriate for the types of activities in preschool. Children use paint, markers, glue and other craft materials, so we ask that you not send students in “Sunday best”. We do use washable materials the majority of the time.

## **Snacks – Please refer to information from each teacher regarding snacks for 2023-24**

By providing a nutritious snack at preschool, we set the stage for a social atmosphere in which the children learn the importance of healthy food habits. We ask that snacks are pre-packaged or store-bought. We appreciate it when fruits or vegetables are washed in advance. We ask that each of our preschoolers take turns throughout the year sharing nutritional snacks with the class. Each classroom teacher will communicate with families about a snack schedule.

Snack Ideas: raw vegetables (with or without dip), fruits, grains (bagels, pretzels, bread with jelly, crackers, muffins, cereal/granola bars, cereal), and dairy items (milk, yogurt, ice cream, pudding, and cheese).

Due to nut allergies, we ask that snacks are nut-free.

On occasion, we cook according to a theme. The teacher may ask the snack helper’s family to bring specific items for the lesson.

## **Birthdays**

Birthdays are recognized in a special way. Children are assigned the snack on or near their birthdays. Summer birthdays may be recognized on the half-birthday or in the final month of school. Your child will have a crown and is the snack helper for the day on his/her special day. We request that parents avoid cupcakes with dark frosting as they stain clothes, carpet and kids.

## **Family Events**

Several times during the school year, parents, grandparents and/or family members are invited to attend school events. Information is always sent home in advance for special events. Special events are posted on the school calendar within our website ([www.stjoelney.com](http://www.stjoelney.com)).

## **Parent Helpers/Volunteers**

The school has a variety of ways to participate and/or volunteer: guest reader, field trip chaperone, sharing a skill/talent, helping the teacher with supplies, sewing, copy volunteer, room parent, and PTO committee. If you are interested in volunteering, please let the classroom teacher know and/or complete the survey sent to all families.

## **Child Protection Policy**

As a Diocesan school, St. Joseph follows the child protection policies set forth by the Belleville Diocese. To volunteer 8 hours during a school year or to serve as a field trip chaperone, a parent must be in compliance with child protection policy. The first step in becoming a school volunteer or field trip chaperone is to take the Initial Child Protection Class online. Contact the school office for information regarding this important class.

## **Field Trips**

When a field trip is planned, parents are notified, and a permission slip is provided. Children cannot attend a field trip without signed permission. When parents are encouraged to chaperone, they must be in compliance with our child protection policies. Please ask at the office for all relevant forms and requirements.

## **Progress Reports/Conferences**

Parent-Teacher Conferences are scheduled in November and February (optional). Should you need additional conferences, please contact your child's teacher to schedule. Progress reports are reviewed with parents in the fall and sent home at the end of the school year.

## **Classroom Management**

The preschool behavior plan is age appropriate and developmentally responsive. Each classroom teacher will communicate with families regarding management plans in place for the students.

## **Policies**

St. Joseph School follows all of the policies of the Diocese of Belleville.

The principal and pastor reserve the right to amend the handbook throughout the school year.

## **MEDICATION PROCEDURE**

In order to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses, we must have a written order for prescription and non-prescription medications from the child's licensed prescriber, and a written request from the parent/guardian requesting the medication be given during school hours.

Only those medications that are necessary to maintain the child in school and must be given during school hours shall be dispensed. The form for the written order must be obtained from the child's school; it must be completed by the child's licensed prescriber, and the parent/guardian must complete the parent/guardian section.

Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications.

It is the parent/guardian's responsibility to assure that the licensed prescriber order, parent/guardian written request, and medication are brought to the school.

Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and the child's name affixed to the container.

The medication shall be left in a school office, where it will be kept in a locked drawer or cabinet. Medications requiring refrigeration shall be refrigerated in a secure area.

Designated school staff may supervise the self-administration of medication, or have the parent/guardian come to the school to administer medication.

When a medication is given at school, it shall be documented by the school administrator or his/her school designee.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, it will be disposed of.

### **Code of Conduct:**

<https://www.diobelle.org/education/catholic-schools/policies-regulations/1828-regulation-4116-teachers-responsibilities-duties-code-of-ethics>

**Faith's Law** <https://www.isbe.net/faithslaw>

**PERMIT TO GIVE MEDICATION IN SCHOOL** In order to comply with the guidelines recommended by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses for administering medication in school, we need the following information from the licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours. The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration for those children who require them.

A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. (Orders should be renewed annually for long-term medications and any changes should be reported in writing) The order includes:

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Licensed Prescriber \_\_\_\_\_

Prescriber's Phone No. \_\_\_\_\_ Emergency No. \_\_\_\_\_

Name of Medication \_\_\_\_\_ Dosage \_\_\_\_\_

Route of administration \_\_\_\_\_ Frequency of administration \_\_\_\_\_

Date of prescription \_\_\_\_\_ Date of order \_\_\_\_\_

Discontinuation Date \_\_\_\_\_ Diagnosis \_\_\_\_\_

Intended effect of Medication \_\_\_\_\_

Other medication child is receiving \_\_\_\_\_

Time interval for re-evaluation \_\_\_\_\_

Possible adverse effects of this medication \_\_\_\_\_

\_\_\_\_\_  
(Physician's Signature)

TO PARENT OR GUARDIAN:

Please sign below to request the above medication be dispensed at school. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician, and non-prescription medication ordered by the physician shall be brought with the manufacturer's original label and the child's name affixed to the container. Only those medications which are necessary to maintain the child in school or must be given during school hours shall be dispensed. If you have any questions, please call the school office.

Date \_\_\_\_\_ (parent signature)

Phone No. \_\_\_\_\_ Emergency Phone No. \_\_\_\_\_

## ASBESTOS

St. Joseph School, Diocese of Belleville

NOTICE TO: Students, Parents, Employees and General Public

Asbestos management plans for St. Joseph School are located in the School Office, 520 E Chestnut St., Olney, IL

August 2023

TO ALL PARENTS, GUARDIANS, FACULTY AND STAFF:

As you may be aware, the U.S. Environmental Protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings, and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility annually.

An inspection was performed at Saint Joseph School in compliance with these regulations. Furthermore, a site specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Principal.