



**St. Bernadette School**

**Early Childhood Center (ECC)**

**Parent/Student Handbook**

**266 Main Street  
Northborough  
MA 01532**

**Phone: (508) 351-9905.**

**Early Childhood Center (ECC): (508) 393-5630.**

**School Health Office: (508) 351-2945.**



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## **Mission Statement:**

The mission of Saint Bernadette School is deeply rooted in firm Catholic beliefs and traditions. We are committed to providing a high-quality education that develops the intellect, inspires the spirit, and guides students to do what is right and just. In partnership with the Church and family, we encourage our students to exemplify Christian values and to become life-long learners.

## **Non-Discrimination Policy:**

The Saint Bernadette Early Childhood Center (ECC) is available for potty-trained children ages 3 years old as of August 31<sup>st</sup> through Kindergarten. Admission is based on the availability of space, with consideration given to our order of acceptance policy noted below\*. Students will be conditionally accepted into Kindergarten with full acceptance contingent upon displayed readiness on a Kindergarten screening. St. Bernadette School admits students of any race, color, religion and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, religion or ethnic origin in the administration of its educational policies, admissions policies, athletics, or other school administered programs.

## **Order of Acceptance Policy**

Siblings

Members of Saint Bernadette Parish

Members of other parishes

Non-Catholic Students

## **Goals**

The St. Bernadette Early Childhood Center provides an environment rich in opportunity for children to explore and develop cognitively, academically, morally, socially, physically and creatively. Children develop through a balance of self-directed and teacher-directed activities. Opportunities for solitary, as well as group activities, are provided.

## **St. Bernadette Early Childhood Center (ECC)**

### ***Important Phone Numbers***

Main Building School	508-351-9905
Early Childhood Center (ECC)	508-393-5630
School Health Office	508-351-2945

### ***The Staff***

Pastor:	Fr. Stephen Gemme
Principal:	Mrs. Deborah O'Neil
Asst. Principal:	Mrs. Julianne Morin
Pre-K 3:	Mrs. Brenda Nickerson Mrs. Sue Coffey
Pre-K 4:	Mrs. Karen Epstein Mrs. Tracy Leblanc
Transitions :	Mrs. Deborah Burke Mrs. Mary Weaver
KNA:	Mrs. Annette Dalbec, Teacher Mrs. Carolyn Marinelli, Classroom Aide
KNB:	Mrs. Jennifer Jordan, Teacher Mrs. Elizabeth Deastlov, Classroom Aide
KNC:	Mrs. Josie Fox, Teacher Ms. Katie Raffa, Classroom Aide
Extended Day Coordinator:	Ms. Lori Howard

## **General Information**

Parents interested in the program should contact the School's Main Office at 508-351-9905 to set up an appointment to tour and visit the specific grade level you are considering.

### ***Admission Policies:***

The school for a fee of \$50.00, which is deducted from the non-refundable Registration Fee, screens new students seeking admission to St. Bernadette School. The balance of the non-refundable Registration Fee, in the amount of \$225.00 is due upon registration acceptance. There is a non-refundable Registration Fee of \$275.00 for all returning students due at time of re-registration.

New students are required to submit the following paperwork upon acceptance:

- Verification of active parish affiliation/stewardship  
+ Use of weekly envelopes or automatic deposit
- Health Records
- Birth Certificate (original)
- Baptismal Certificate (Catholic applicants only)
- Report Cards (if applicable)
- Standardized Test Results
- Record of IEP or 504 Plan

### ***Toileting and Diapering Policy:***

Children enrolled in the Early Childhood Center must be toilet trained. Parents are asked to provide an extra set of clothing in the event of an accident.

### ***Tuition:***

Tuition for Preschool, Elementary School and Extended Day is a flat fee for the entire school year. There is no vacation or sick time credit. If a student is ill or on vacation, outside of scheduled school vacations, the parents are still responsible for the entire amount of tuition due for the school year. No personal checks will be accepted after May 1 of the current school year for any monies due to the school.

*Refer to Attachment #1 at the end of this Handbook for our Annual Tuition and Fee Schedule*

## **Financial Aid Policy**

Applications for Financial Aid for currently enrolled families will be available for the next academic year following Re-Registration. Applications may be obtained from the St. Bernadette School Office after February 6<sup>th</sup>. Applications for Financial Aid for new families will be included with their acceptance package. Online and paper applications deadlines are in April with allocation dates in May,

prior to the first tuition payment due date in July. Applications for students enrolling after April 17<sup>th</sup> may be made available through the Diocesan Office of Student Accounts at the discretion of that office

## **Late Registration Policy**

Students who register after the beginning of the school year will be charged according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition.

## **Withdrawal Policy**

Students who withdraw after July 1<sup>st</sup> will be charged one quarter of the year's tuition for any portion of a quarter registered. Financial quarters are July 1 to September 30, October 1 to December 31, January 1 to March 31, and April 1 to June 30. Three financial quarters are quarters registered and academic quarters are quarters attended. Tuition is based on financial quarters.

## **Parents as Partners**

As partners in the educational process at St. Bernadette School, we ask parents to set rules, times and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school/classroom dress code;
- Completes assignments on time;

Parents are also asked

- To actively participate in school activities such as Parent-Teacher Conferences;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations of the school;
- To inform the school of any special situation regarding the student's well-being, safety and health;
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy when discussing student problems;
- To pay for any damage to school books or property due to carelessness or neglect on the part of the student;
- To contribute to the Fair Share Program

## **Parent Organization**

St. Bernadette School Parent Guild works to support and enhance the educational ministry of the school. Fund-raising, parent education and building community are goals of this organization. All

parents/guardians are members of the Parent Guild. All parents are obligated to participate in the St. Bernadette School Fair Share Program to support the school.

## **School Day**

The school is responsible for students from 7:50 am until 3:10 pm. Children arriving after 8:15 am are considered late and should check in at the main office to receive a tardy slip. There is no one available at the school to take responsibility for your child(ren) either before or after the times listed above with the exception of Extended Day Care. Arrangement for Extended Day care must be made in advance. However, in an emergency, arrangements can be made the same day. A written signed request may be sent with your child(ren) or we can also accept a signed fax.

**Please refer to pages in the handbook specific to each program as classroom start times; dismissal times and organization vary by program.**

## **Release of Children**

No child will be released to a person who is not listed on the dismissal form. If a person who is not listed on the form is picking up, please send a note in with your child on that particular day. Individuals may be asked to check-in at the main school building to be positively identified. We appreciate your cooperation with this policy to ensure the safety of your child.

## **School Cancellation, School Delays and Early Dismissals**

St. Bernadette School coincides with the Northborough Public Schools in weather-related cancellations. School cancellations, delays and early dismissals will be announced on the stations below.

St. Bernadette School also has its own notice that may show up as “St. Bernadette School” on the TV and Radio Stations listed below. This separate policy may be used when St. Bernadette School is closing and Northborough Public schools are remaining open. If you do not hear that Northborough schools are canceled and/or that St. Bernadette School is canceled, **THEN THERE WILL BE SCHOOL**. Be sure to look for both Northborough Public and St. Bernadette School when school closures/delays are posted on the TV. Please do not call the School, Pastoral Center or Rectory.

### ***Radio Stations***

WTAG (580 AM)  
WSRS (96.1 FM)

WSRO (1470 AM)  
WHDH

WBZ (103 AM)

### ***Television Stations***

Channel 4, Channel 5, Channel 7 and Northborough Cable TV Station  
Telegram and Gazette City Line: 792-9400 (catalog #4233)

### ***ConnectED***

St. Bernadette School has contracted with ConnectEd Messaging System in order to contact our parents whenever there is a change in our daily school schedule. ConnectED will call each of our parents with announcements such as early closings, snow days, weather emergencies, utility failures, or any other situation that would require parents to pick up their children at a time other than regular dismissal. We ask all parents to please list the phone number you would like to be called by the ConnectED Messaging System. ConnectED may also be used to contact families regarding important school related events.



## Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Bernadette School uses a Friday envelope system. These envelopes, designed to be used for the entire year, will be sent home each Friday with notices from the school office or other important materials from the individual classroom teacher. The Friday Envelope should be signed and returned the following Monday. There is a \$5.00 replacement charge for envelopes that are lost. Information may not be sent home if the Friday envelope has not been returned. Official school-wide communications are sent with the youngest or only child (excluding preschool).

During the 2009-2010 school year St. Bernadette School went “**Green.**” The Friday Envelope system remains in limited use but all communications from the school office are posted online on Friday afternoon. Please check the school website at <http://www.stb-school.org> for communications and forms. Please be sure to send money or checks to school in an envelope with your child’s name, grade and purpose of the enclosed cash or check clearly written on the envelope. It is sometimes difficult to determine why money has been turned in to the office. Please pay in exact amounts. If you are paying for more than one child, please indicate that clearly on the envelope.

## Discipline

The goal of the St. Bernadette Early Childhood Center Program is to assist and guide children in the development of self-control. The atmosphere at the Center provides a nurturing and consistent environment where children can easily make appropriate decisions and choices. With the guidance of the teachers, the students will learn how their actions affect themselves and others. While supervising the children, the staff will follow these guiding principles:

- Protect and respect the safety of all children at all times
- Have realistic expectations about a child’s attention span and ability to cooperate.
- Use redirection techniques before situations become a problem
- Aid children in using verbalization to resolve conflicts
- Set clearly defined limits, offering only legitimate choices.
- If necessary for safety or to allow a child to regain composure, a short “time out” (not to exceed 5 minutes) will be imposed.

In the case of a persistent behavior problem, the staff will work as a team with administration, the parents and the child to resolve the situation. If necessary, and the parents agree, outside counseling or guidance may be included in this plan.

## Backpacks or School Bags

All children need a clearly labeled, appropriate sized backpack (large enough to hold a winter coat) for school. This is one way of assuring that you receive appropriate school notices, teachers receive parent notes and it serves to transport your child’s work from school.

## Snacks

The ECC is an **Allergy Aware** building. As such, only peanut-free snacks are allowed in the building. All children should bring a morning snack. Extended Day children should also bring a peanut-free afternoon snack in a separate bag marked “extended day”.

## Lunch

Students may purchase hot lunches or bring their lunch from home. The hot lunches are prepared by Lowe's Meat and Variety. A monthly menu/order form can be found online and must be returned by the date on the back of the menu. Prices are listed on the form. All checks should be made payable to "Lowe's," not St. Bernadette School. Lunches may not be purchased on a day-to-day basis and can only be ordered by using the monthly menu system.

Take home lunches should be in lunchboxes that are clearly marked with your child's name. Pack the lunch in a lunchbox that your child can unpack independently. Lunch is a wonderful opportunity for a child to gain independence.

If you need to drop off a lunch that was forgotten, you may drop it off with a teacher at the Early Childhood Center. They will be sure your child(ren) receives it before going to the cafeteria for lunch.

## Birthdays

In accordance with the school's food allergy policy, we cannot accept food for birthdays. However, if you wish, you may send in a small trinket/toy as a favor to be given to each student in the classroom to celebrate your child's birthday. You may also wish to participate in the school's "Birthday Book Club." Information may be found on the school website at <http://www.stb-school.org>.

## Uniform Policy

The uniform policy for the Pre-school ECC students differs from the children in grades K-8. PK3, PK4 and Transitions students wear the physical education uniform **every** day. That is, a combination of the gym shorts, t-shirt, sweatpants and sweatshirt. Girls in those classes may also opt for the mesh polo dress in navy blue. Kindergarten children wear the same uniform as that for students in grades 1-8. They wear the gym uniform only on the day when physical education classes are scheduled for their individual kindergarten class.

All school uniforms options **must be purchased from approved suppliers**, as the school logo is required on many of the garments. The approved suppliers are:

### **J.B. EDWARDS UNIFORM COMPANY**

71 Pullman Street  
Worcester, MA 01605  
508-853-2071

### **LAND'S END UNIFORMS**

[www.landsend.com](http://www.landsend.com)  
800-469-222  
Preferred School Code #9000339778

**Please refer to pages in the handbook specific to each program as uniform requirements vary by classroom.**

## **Extra Clothing**

All children in the 3 and 4-year-old classrooms should bring in an extra set of clothing and the same is recommended for Transitions and Kindergarten. Spare clothes may be put in your child's backpack in a separate plastic bag with his/her name on it.

## **Outdoor Play**

Children will go out every day, weather permitting, for at least a short time. Therefore, children need to be dressed appropriately for the weather. Please remember to label coats, boots, hats, mittens, etc. We will teach children to dress themselves whenever possible so please consider your child's ability to manage his/her own clothing.

## **Report Cards**

These are important tools for communication. Report cards are issued four (4) times during the academic school year approximately every 9 weeks.

## **Food Allergy Policy**

St. Bernadette School is an **"Allergy Aware School."** This does not mean that we are allergy or nut free for lunch. Snacks are required to be nut free, but lunches may include nuts as lunch is eaten in the main cafeteria. St. Bernadette School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Bernadette School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the students(s) has a potentially life threatening allergy.

## ***Training***

In order to minimize the incidence of life threatening allergic reactions, St. Bernadette School will provide training and education for all St. Bernadette School staff. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life threatening allergy. Training will be provided to Health Office Staff and designated school personnel on:

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis
- The correct use of an epinephrine auto-injector (EpiPen)
- Specific steps to follow in the event of an emergency
- Activating Emergency Medical Response – Dial 911
- Location of emergency Epi-Pen

## ***Procedures for Threatening Allergy Issues Life***

### **Notifications**

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### **Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classroom will have easy communication with the school nurse by such means as functioning telephone, walkie-talkie or cell phone.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food in the class will be prohibited.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

In the lunchroom, a "Safe -Zone" table will be established and maintained as an option for students with peanut allergies.

Under Massachusetts General Law Chapter 105 CMR-1171, a licensed nurse must have a medication order from a licensed prescriber in order to administer any medication, whether it is a prescription drug or an over-the-counter medication. Students are not allowed to carry prescription medications unless specifically directed by Health Office staff.

### **Medication Administration Policy**

A written order from a licensed prescriber must be submitted for each medication dispensed from the Health Office. The order must be signed, dated, for a closed period of time and include instructions for dispensing.

In addition, a written dated request signed by a parent/guardian must be submitted to the Health Office for each medication.

All medications to be dispensed from the Health Office either prescribed or over the counter, including inhalers, must be brought to the nurse in the original properly labeled container.

For short-term medications, i.e., those requiring administration for ten school days or fewer, the pharmacy-labeled container may be used in lieu of a licensed prescriber's order.

Each school calendar year requires a new written order from the licensed prescriber, and written parent/guardian request for the dispensing of the medication. Combined licensed prescriber order/parent consent forms may be obtained from the school nurse.

## **Plan for Children Who Become Ill During the Day**

Children who become ill during the school day will be sent to the Health Office for evaluation. The School Nurse will contact the parent and inform them of the child's illness. Children must be picked up by the parent as soon as possible if he/she has a temperature above 100 degrees, is vomiting, has diarrhea or any form of other communicable disease is suspected.

In the event that a parent cannot be reached, the emergency release form will be consulted and the emergency person will be contacted. The child cannot be released to anyone who is not authorized to take the child from the center.

## **School Visitors**

School visitors (volunteers, parents, etc.) must come to the Front Office in the main school building. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure. This procedure includes visitors and volunteers for the Early Childhood Center.

## **Volunteers**

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be required to complete a CORI Form, the Diocesan mandated background check, Safe Environment Training and sign a Code of Ministerial Conduct.

All individuals who volunteer in the ECC must complete the Volunteer Sign-Up sheet in the main building and will be required to have completed a CORI form, the Diocesan mandated background check, Safe Environment Training and sign a Code of Ministerial Conduct.

## **Child Abuse Laws**

St. Bernadette School abides by the Child Abuse laws of the Commonwealth of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protection Services.

## **Emergency Drills**

State Law requires that fire drills be held monthly. During the fire drills, students in the Early Childhood Center will be guided by teachers and staff to report to a designated safe area.

## **Crisis Plan**

St. Bernadette School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep children safe. In the event of such an emergency, circumstances permitting, the students will be evacuated and students will be moved to one of two secure designated locations:

1. St. Bernadette Church
2. The Pastoral Center

A Connect-Ed message will be sent to all parents letting them know where to pick up students.

## **Termination Process**

The following procedure shall be used if it is determined that a child cannot be serviced by St. Bernadette School and its Early Childhood Center. A child may be terminated from the school under the following circumstances:

1. The health and safety of the child cannot be assured.
2. The child's developmental needs are not being met by the Program
3. If the school does not receive appropriate health forms and necessary documentation on the child.

# Highlights of Each Program



## Pre-K 3 Program

### **Eligibility**

Children entering Pre-K3 must be three (3) years of age by August 31<sup>st</sup>.

### **Uniforms**

All: Navy Blue sweat shirt and pants with logo (mesh shorts in warm weather)

Girls: Optional Mesh Polo Dress Navy Short Sleeve

### **Sample Class Schedule**

7:30 - 8:30	Early Drop Off
8:30 – 8:45	Free Play, Attendance
8:45 – 9:15	Circle Time Prayers Songs Stories Letter and Number Recognition CD Movement Introduce the Day's Activities
9:15 – 10:00	Centers Open, Small Group Projects
10:00 – 10:45	Snack, Recess outside (weather permitting) or Free Play in class
10:45 – 11:15	Small Group Projects, Free Play
11:15 – 11:30	Good-by Circle, Clean Up, Dismissal

Daily specials for 20 -30 minutes include the following: Spanish, Computer, Gym, Music, Library

11:30 - 12:30	Lunch/Recess for Extended Day Children
12:30 - 1:00	Stories/Video, Transition to Rest Time
1:00 - 2:00	Rest Time
2:00 – 3:00	Coloring, Quiet Play, Dismissal
3:00	Extended Day Begins

### **Goals / Curriculum:**

- Religious Instruction
- Theme-based curriculum where the children learn and play through hands-on centers
- First introduction to daily special classes of Spanish, Computer, Gym, Music, Library

## **Pre-K 4 Program**

### ***Eligibility***

Children entering Pre-K4 must be four (4) years of age by August 31<sup>st</sup>.

### ***Uniform***

All: Navy Blue sweat shirt and pants with logo (mesh shorts in warm weather)

Girls: Optional Mesh Polo Dress Navy Short Sleeve

### ***Sample Class Schedule***

7:30 – 8:30	Early Drop-off
8:30 - 8:45	Free Play – Attendance
8:45 - 9:45	Morning Meeting: Prayers and The Pledge of Allegiance Songs Calendar Weather Graph Modeled/Shared Writing News on the White Board Letter Lunch Bags Stories Introduce the Day's Activities
9:45 – 10:15	Snack/Recess outside or Free Play in Class
10:15 – 11:15	Literacy and Writing Daily Activities for Language Arts, Math, and Science completed Free Play when work is completed
11:15 – 11:30	Wrap-up work. Clean up. Dismissal

Daily specials for 20 -30 minutes include the following: Spanish, Computer, Gym, and Music

11:30 – 12:30	Lunch/Recess for Extended Day Children
12:30 – 1:00	Stories/Videos, Bathroom. Transition to Rest Time
1:00 - 1:45	Rest Time
1:45 – 3:00	Coloring, Quiet Reading and Bathroom. Dismissal
3:00	Extended Day Begins

### ***Goals / Curriculum:***

- Religious Instruction
- Early writing practice with Language Arts and Math
- Phonemic awareness program: The Land of the Letter People (Tues/Thurs Group)
- Early literacy enrichment: Happily Ever After ( Mon/Wed/Fri Group)
- Daily special classes (Spanish, Computer, Gym, Music)

## Transitional Full Day Pre-Kindergarten

### **Eligibility**

Children entering Transitional Pre-K must be 4 years of age and/or

- Have completed a four-year old program, but are not ready for Kindergarten
- Show an overall pattern of well-rounded development in all areas

### **Uniform**

All: Navy Blue sweat shirt and pants with logo (mesh shorts in warm weather)

Girls: Optional Mesh Polo Dress Navy Short Sleeve

### **Sample Class Schedule**

7:30 – 8:30	Early Drop-off
8:30 – 9:00	Arrival/Circle Time
9:00 – 9:30	Free Choice Centers
9:30 – 10:00	Art Projects (small group)
10:00 – 10:30	Daily Specials (Spanish, Library, Computer, Gym, Music)
10:30 – 10:45	Snack
10:45 – 11:15	Language Arts, Math and Writing (large group)
11:15 – 11:30	Music and Movement
11:30 – 12:00	Finish Art Projects, Writing or Free Choice Centers
12:00 – 12:30	Outdoor Recess
12:30 – 12:55	Lunch
1:00 – 1:30	Clean up/Bathroom
1:30 – 2:15	Rest
2:15 – 2:45	Goodbye Circle Time
2:45	Dismissal

### **Goals / Curriculum:**

- Religious Instruction
- Early writing practice with Language Arts and Math
- Phonemic awareness program: The Land of the Letter People
- Early literacy enrichment: The Mother Goose Program
- Daily special classes (Spanish, Library, Computer, Gym, Music)

# Kindergarten

## ***Eligibility***

Children entering Kindergarten must be five (5) years of age by August 31<sup>st</sup>.

## ***Uniforms***

Girls: Full School./Winter Uniform – Includes sweater

Plaid jumper

White Peter Pan collar blouse (short and/or long sleeves)

Plain white turtleneck

Navy blue ankle or knee socks, navy blue tights during winter months

Dark dress shoes with non-scuff soles (black sneakers are not an option)

Navy blue sweater, cardigan or v-neck, or vest, fleece or knit, with colored logo

Girls: Summer Uniform

Navy Blue walking shorts or skort

Pale blue or white polo, white blouse, short or long sleeves

Navy ankle socks or knee socks, dark dress shoes (sneakers are not an option)

Optional Mesh Polo Dress Navy Short Sleeve

Boys: Full School / Winter Uniform – Includes sweater

Navy pants and white or blue oxford shirt

Plaid tie

Navy blue socks, dark dress shoes with non-scuff soles (sneakers are not an option)

Boys: Summer Uniform

Navy Blue walking shorts

Pale blue or white polo shirt, short or long sleeves

Navy blue socks, dark dress shoes (sneakers are not an option)

Boys and Girls Physical Education Uniform

Navy blue sweat short and sweat pants with logo (mesh shorts in warm weather)

Grey uniform T-shirt short or long sleeves with logo

Any type of sneakers and white socks

## Sample Kindergarten Schedule

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 - 8:20	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:20 - 8:40	Circle/Calendar	Circle/Calendar	8:30 Mass	Circle/Calendar	Circle/Calendar
8:40 - 9:00	Religion	8:45 - 9:40 Superkids	9:00 - 9:20 Circle/Calendar	8:40 - 9:40 Superkids	8:40 - 9:40 Superkids
9:07 - 9:52	Superkids	9:45 - 10:05 LA/Craft Theme	9:25 - 9:50 Math	9:45 - 10:05 LA/Craft Theme	
9:52 - 10:30	Library	10:10 - 10:40 Snack Recess	9:54 - 10:39 Music	10:10 - 10:40 Snack/Recess	9:40 - 10:10 Spanish
10:30 - 11:50	10:40-11:05 Snack/Recess	10:41 - 11:26 Computers	10:40 - 11:05 Snack/Recess	10:41 - 11:26 PE	10:40 - 11:10 Snack/Recess
11:10 - 12:30	Math Centers	11:30 - 12:25 Math Centers	11:10 - 11:55 Superkids	11:30 - 12:25 Math Centers	11:15 - 12:30 SS/Centers
			12:00 - 12:25 Centers		
12:30 - 1:05	Lunch	Lunch	Lunch	Lunch	Lunch
1:05 - 1:25	Recess	Recess	Recess	Recess	Recess
1:25 - 1:40	Bathroom/Story	Bathroom/Story	Bathroom/Story	Bathroom/Story	Bathroom/Story
1:40 - 2:10	Rest	Rest	1:49 - 2:39 Art	Rest	Rest
2:10 - 2:40	Social Studies	Science	Religion	Religion	Religion
2:40 - 2:50	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

## Extended Day Program

The St. Bernadette School Extended Day Program is in session from 3:00 p.m. until 6:00 pm for Kindergarten and 11:30 am to 6:00 pm for Preschool. Extended Day is available on Monday through Friday and certain scheduled vacation weeks. Before school care is also available for children enrolled in the PK3 and PK4 classes in the Early Childhood Center.

The Extended Day Program provides a home-like atmosphere in which there is time for imaginative play, games, arts and crafts, gym and homework. Please note that pick up time is promptly at 6:00 p.m. Late charges begin at 6:00 p.m., and accrue at the rate of \$10.00 for every 10 minutes. Our dedicated staff is committed to ensuring a safe and nurturing environment for all children. It is important that parents support the staff by conscientiously adhering to the program's schedule. If you have questions about this policy, please contact us and we will be happy to discuss it with you.

Your child will be sent to Extended Day if he/she is not picked up on time. Drop-in fee for this service is \$5 for each 15 minutes and is payable when you pick up your child.

Tuition is payable monthly on the 10th. The rate is consistent each month from September through June.

One Extended Day Program registration form may be used per family. One will be included in the August letter. Please complete and return to the school office with registration payment in an envelope by August 17.

\* The \$50.00 registration fee will be assessed to students who "drop in" more than six times during the academic year.

## **Attachment #1**

### ***Photo-Video Release***

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at St. Bernadette Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Bernadette Catholic School.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment #2

### *Parent and Student Signature Page*

I have read the 2010/2011 **Early Childhood Center Parent/Student Handbook** and agree to follow the school policies and procedures as stated.

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Parent signature

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Date

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Parent signature

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Date