



1,2...Jesus, I love you!

3,4...Knock at my  
heart's door!

5,6... Open it quick!

7,8... His love is SO  
great!

9,10...Jesus, I love you!

AMEN!!

# St. Patrick's Catholic Preschool Handbook

2020-2021



- Director-Stephanie Adams
- Phone (402)332-3050
- [staadams@archomaha.org](mailto:staadams@archomaha.org)

THREES-M W am/T TH am

FOURS—MWF am/T TH F am/M T W TH pm

FIVES - M T W TH F am

<https://stpatricksgretna.org>

## St. Patrick's Preschool Calendar 2020-2021

Dear Families,

Welcome to St. Patrick's Catholic Preschool. I feel so blessed that you have joined this community and look forward to sharing my faith and enthusiasm for educating young children. One thing we know for sure is no one could have imagined the changes our world has seen in the last 6 months. This year, our preschool has transformed many of our procedures to meet the guidelines set by the CDC and Sarpy County Health Department. We will be vigilant with hand hygiene and deep cleaning our facility to mitigate the spread of COVID 19. The students and our staff are our priority!

It is necessary for us to all understand we are in this together and we strive to be as transparent as we can while protecting the privacy of our families and staff. We continue to be a vessel for our almighty Lord. We look forward to watching His plan unfold before us.

As always, I have an open door and I invite you to share any thoughts with me. Dates for the Open Houses have been set and I look forward to meeting you on your child's special day.

Many blessings,

Stephanie Adams

Preschool Director

August 25- Open House--THREES (6:00pm)

August 26- Open House for FOURS AM (6:00pm)

August 27- Open House for FIVES(5:30pm)/FOURS PM (6:30pm)

Tuesday, September 1-Preschool Begins

September 7-8- NO PRESCHOOL

Friday, October 16- No Preschool (STAFF WORK DAY) 8:30-12:30

Friday, October 30- NO PRESCHOOL

November 26/27 Thanksgiving Vacation

December 21-January 3-Christmas Vacation

January 4-Preschool Classes Resume

January 8-Tadpoles First Day (tentative)

January 18-No Preschool (STAFF WORK DAY) 8:30-12:30

February 13-Taste of Arts (6:00)

February 15-NO PRESCHOOL

March 12- No Preschool (STAFF WORK DAY) 8:30-12:30

March 22-Spring Family Night tentative (6:00pm)

March 29-April 2-Easter Vacation

May 14-Last Day of Preschool

May 17- No Preschool (STAFF WORK DAY) 8:30-??

## Volunteer Opportunity

Parents are a child's first and most important teacher and we are hopeful to collaborate together once regulations ease. At this time, however, it is necessary to restrict all non essential visitors in our building.

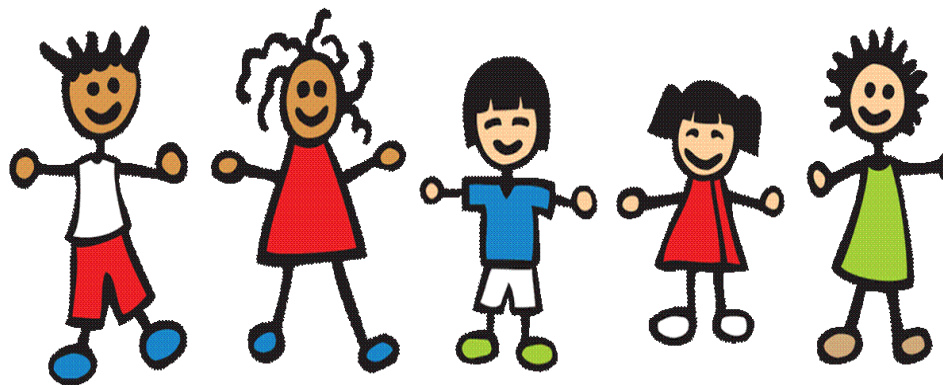
We are hopeful there will be many opportunities to still become involved with St. Patrick's Preschool. Please watch monthly newsletters for updates or needs in our preschool and/or parish.

Safe environment is a mandated training for any volunteer or paid employee that wishes to assist with their own group of children in the archdiocese of Omaha. If you wish to substitute teach or get involved with the parish activities, teach Religious Education and/or supervise an individual group of students, safe environment training is required. Certification is valid for 5 years. Safe environment training is now required to assist in classrooms and/or chaperoning on preschool field trips if health and safety guidelines ease.

**Please contact Shane, our religious education director at (402)332-3454 to register for a training here at St. Patrick's in August. Other dates at various parishes are also available if this date does not work for you. View trainings at**

## Mission Statement

Our goal at St. Patrick's Catholic Preschool is to provide a nurturing Christ Centered environment where children are allowed to nurture their faith and become followers of Jesus while developing social, cognitive, physical, emotional and spiritual growth through developmentally appropriate activities that promote the whole child. Our play based preschool will incorporate the Nebraska Early Learning Guidelines to encourage academic excellence and inspire service to their community and parish.



### St. Patrick's Catholic Preschool Goals

Love and respect God.

Love and respect ourselves.

Love and respect others.

**St. Patrick's Catholic Preschool does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, scholarships or any other school-administered program.**

### **St. Patrick's Preschool Advisory Board**

The Preschool Advisory Board is comprised of a group of volunteers organized to support and assist in the development of St. Patrick's Catholic Preschool. They meet monthly to advise, advertise and promote the program. They also develop and implement special projects or fund-raising activities and serve as a liaison for the parish. Please contact Stephanie if you would like to become involved in this organization.



### **Licensing**

St. Patrick's Catholic Preschool is licensed by the State of Nebraska through the Department of Health and Human Services. All regulations pertaining to childcare centers (from the Nebraska Department of Social Services, the Fire Marshall's Office and the Douglas County Health Department) are followed.

### **Snacks**

All children will be offered a peanut free snack during their day here at preschool. New this year, parents will be asked to send a bulk snack on their child's open house night to store at preschool. This eliminates the mitigation of COVID to enter preschool from homes. If restrictions loosen, a snack schedule will be sent monthly. **The State Licensing Department requires that all snacks must be store bought.** A list of healthy options and peanut free options will be enclosed in your July mailing. If a child has a particular allergy, parents can bring a bulk snack for their child to store at school to accommodate special dietary needs.

### **Cooking**

At this time, due to COVID 19, it is recommended that cooking cease to avoid multiple sources handling food items needed for cooking. We will evaluate the current health guidelines and follow recommendations from CDC and Sarpy County Health Department.

### **Birthdays**

You will be notified by your child's teacher as your child's birthday approaches. Each classroom teacher celebrates the students in their own individual way. It is allowed to send a special peanut free treat for your child's class if a parent so desires. Please discuss options and day for treat with the classroom teacher. Please be sure all items are pre packaged.

### **Sanctuary Time**

At this time, due to COVID 19, it is recommended to stay in our cohorts. We will evaluate the current health guidelines on a monthly basis as this is a special time with Father Baxter in our beautiful church. Special lessons will be presented by the classroom teachers until sanctuary time resumes.



## Supplies

We request that each child bring a **standard sized backpack** with their name on the outside of the bag in a visible location. We also ask that each student bring the following items for use throughout the year.

### THREES AM

- 1-8 pk of Crayola crayons
- 1-3 pack of Elmer's glue sticks
- 1 pkg. of large paper plates
- 1 container of Clorox Wipes
- 1 pkg of paper towels

### FIVES/FOURS PM

- 1 pkg of small paper plates
- 1 pkg of Kleenex
- 1 box of 24 crayons
- 1 box of PAPER only 5 oz. cups
- 1 box of Crayola markers
- 1 container of Clorox Wipes

Please label all coats, **backpacks and car seats** to eliminate any lost items.

### FOURS AM

- 1 box of PAPER only 5 oz. cups
- 1-3 pack of Elmer's glue sticks
- 1-8 pk of Crayola crayons
- 1 container of Clorox Wipes
- 1 box of Crayola markers
- 1 pkg. of large paper plates

## Sample of Daily Schedule

### THREES

- 8:40-9:00/12:10-12:30 Tub Time
- 9:00-9:15/12:30-12:45 Opening/Prayer/Calendar
- 9:15-9:25/12:45-12:55 Small Group Instruction (concept review)
- 9:25-9:45/12:55-1:15 Restroom/Snack
- 9:45-10:00/1:15-1:30 Recess (playground, sandbox, playhouse)
- 10:00-11:00/1:30-2:30 Large Group Instruction/Individual Instruction/Discovery Centers (Project)
- 11:00-11:10/2:30-2:40 Closing and Dismissal

### FOURS

- 8:40-9:00/12:10-12:30 Tub Time
- 9:00-9:15/12:30-12:45 Opening/Prayer/Calendar
- 9:15-9:25/12:45-12:55 Small Group Instruction (concept review)
- 9:25-9:45/1:15-1:30 Restroom/Recess (playground, sandbox, playhouse)
- 9:45-10:00/1:15-1:30 Snack
- 10:00-10:30/1:30-2:00 Large Group Instruction/small group activity
- 10:30-11:00/2:00-2:30 Discovery Centers

### FIVES

- 8:40-9:00/12:10-12:30 Tub Time
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## Parent Teacher Conferences

Parent teacher conferences will be scheduled during the preschool day on January 21/22 for students in our preschool. There will be no conferences for our THREES, however, if you have any questions or concerns regarding your child's milestones or development, we are happy to meet with you. Please watch our monthly newsletter for more information. A progress note will be sent out in early November and May for all students and a detailed progress report will be sent in January. Informal or formal visits that pertain to the positive growth and development of each child are always encouraged.

## Snow Days

Please note that in the event Gretna Public Schools have a late start or are closed due to inclement weather, we will be closed for the day. Listen to your local radio (KFAB is the official station for Gretna Public Schools) or television station for information on school closings. Following Gretna Schools cancellation notice, an email will be sent to all preschool parents with a subsequent cancellation for St. Patrick's Preschool. There may be a rare instance that we decide we do not want to endanger our families by having them out in the elements. If this occurs, you will receive a personal phone call by a staff member.

## COVID 19 Guiding Principles and Expectations

St. Patrick's Catholic Preschool has developed the following expectations to reduce the spread of COVID 19 and to protect the children, their families and staff. We encourage all children and parents to adhere to all safety and health guidelines to help prevent transmission of COVID-19, including those issued by the Nebraska Department of Public Health, CDC and Sarpy County Health Department.

### Parent/Guardian Expectations

- Prior to arrival each day, pre screen your child with COVID symptoms listed on the back of your CAR ID tag.
- Properly wear a mask covering both nose and mouth when entering our building or when near students and adults.

### Facility Expectations

- Provide supplies to sanitize surfaces and ensure that all soap dispensers, hand sanitizer pumps, paper towels, etc.. are filled daily
- Ensure cleaning supplies will be kept out of reach of children
- Ensure adequate ventilation when using cleaning products

### Staff Expectations

- Provide vigilant and proper hand hygiene to students at arrival, dismissal, if hands are visibly dirty, before and after snack, before and after recess, before and after bathroom breaks, before and after center play, and more. Students will either wash hands with soap and water for at least 20 seconds or if hands are not visibly dirty, use an alcohol-based hand sanitizer with at least 60% alcohol.
- St. Patrick's Preschool Staff agrees to routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched such as doorknobs, light switches, sinks, toilets, desks chairs, cubbies, center toys, pencil boxes, etc.
- Masks will be voluntary for staff when inside their classroom, however they will be required to wear them at arrival, dismissal or anytime they are speaking with a parent or staff member for an extended time less than 6 feet apart for 15 minutes or more.
- Encourage students to cover coughs, sneezes and avoid touching face or noses during the preschool day.

## Risk Related to COVID 19

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COVID-19 is highly contagious and is known to spread from person-to-person contact. St. Patrick's Catholic Preschool has developed policies and procedures to limit the opportunity for the virus to spread within our school; however, by attending St. Patrick's Preschool, you agree to abide by the procedures established by the school to protect our students and staff and you voluntarily assume risk that you and/or your family may be exposed to or infected by COVID-19. You agree to assume all risks of attendance and participation for you and your family and you waive any liability against St. Patrick's Catholic Preschool and its staff. Costs related to testing for COVID-19 will be assumed by each family. You further agree to refrain from sending your child to school if they show or experience any symptoms of illness to include, but not limited to:

- Fever
- Cough
- Shortness of breath
- Chills
- Muscle Pain
- Diarrhea
- Nausea
- Vomiting
- Loss of taste or smell
- A rash on skin, or discoloration of fingers or toes

In the event your child has been directly exposed to Covid-19, he/she will need to self-quarantine for 14 days or the current guidelines recommended by the CDC. In the event your child tests positive for COVID-19, you agree to notify St. Patrick's Catholic Preschool immediately and remain in quarantine for at least 10 days after the onset of symptoms or positive test and fever free for 24 hours or more before your return.

If a child presents any of the above symptoms during the course of the preschool day, they will be immediately quarantined in our private lounge area and place a child's mask on. Immediate pickup will be required by a family member or family friend.

*\*These guidelines are subject to change according to CDC and Sarpy County Health Department. I agree to their recommendations based on current regulation.*

## TUITION

Payment for tuition will be withdrawn on a monthly basis from your account that is set up through our parish soft program **or** paid in full at Open House with cash or check. In the unusual circumstance tuition is not charged due to a mandated closure for indefinite periods of time, payment will be stopped for the month for automatic withdrawals. If you pay for tuition in full, please understand refunds will not be issued until May 2021.

For anyone wishing to have their tuition withdrawn monthly, please return the authorization form to the office by August 10 Turning in form after 8/10/20 provides less dates to select your withdrawal date in a month. **Please take special notice that the expiration date on your card is dated 05/21 or after.**

If a problem with the cost of tuition arises, please discuss with the Preschool Director, Stephanie Adams. Tuition is prorated on a nine-month basis so that your tuition rate will remain the same each month regardless of how many preschool days are in the month.

Because this is an uncertain year with COVID, we will not collect an annual activity fee. We will continue to monitor health guidelines and assess monthly if or when field trips can be added to enrich our curriculum. If the guiding principles are proven to be met, we will communicate to our families and collect fees at that time.

*If, for any reason you choose to withdraw your child from our preschool program, you are responsible for tuition for 30 days from the date of withdrawal.*

**\*If you wish to make your entire cash payment for the school year, you will receive a 3% discount. Because of incurred fees, credit cards are exempt from this discount.**

## Attendance

Attendance is expected and a wonderful habit to establish in these formative years. Please notify the school if your child will be absent due to a family vacation or illness. This helps with planning. If your child is overly tired or not feeling well with any of the symptoms in our symptom checks, it is necessary for him/her to stay home. If your child becomes ill during the school day, we will call parents or the emergency number on the child's emergency forms for immediate pick up. All students must be fever free for 24 hours before returning to school.

If a child has vomited or has had diarrhea, the same policy applies. Our goal is to keep everyone healthy and happy!

If your child is healthy, we appreciate timely arrival. The teachers begin their day promptly when they arrive inside the classroom. A routine is set and tardy students may struggle establishing that routine if chronically tardy. Thank you for your help in this matter.

## Toilet Training

All children enrolled in St. Patrick's Preschool must be potty trained. Although the staff understands an occasional developmental accident, a policy will be presented to families if there are multiple consistent accidents that occur during our preschool day. Students are not allowed to wear pull ups during the course of our school day.

## Dismissal

During the first week of preschool, teachers will walk students to their assigned color line and individually dismiss to parents. We will stagger dismissal the first week by a few minutes to establish the routine with the students and families. The dismissal procedures will be explained in detail at Open House. We appreciate your patience while we incorporate the best practices for dismissal during this health crisis.

Car curb side dismissal will begin on September 9.

The staff at St. Patrick's have the right to refuse dismissal of one of our students with someone that may be under the influence of drugs or alcohol. Police will be notified in this event.

**Please make every effort to be punctual in your child's dismissal as the time after class is important for teachers as they clean up from their daily projects and plan and prepare for the very best preschool experience for your child. A late fee of \$10/family per occurrence will be implemented after written warning if needed.** If your child is picked up after 11:20 (AM) or 2:50 (PM), this will be considered a late pickup. Thank you for your understanding in this matter. It is not our desire to implement this policy but is necessary to ensure enough time is available to prepare and sanitize for almost 90 students.

Curb side dismissal procedure:

1. Pull all the way up to the **cone area** on your assigned side of parking lot when picking up your student. Wait inside the vehicle for dismissal.
2. Each family will receive a CAR ID sign to put in the side/front window of the car to help us recognize cars. Your child will only be released to the people listed in the Emergency Form that you complete in August.  
**\*Be patient and do not pull around another vehicle**
3. Staff will escort the child to the vehicle and help into the car. Once your child is in the vehicle, please pull forward into a parking space to buckle up. Our goal is to be efficient, yet safe.

Curb side dismissal will begin at 11:10 for AM students and 2:40 for PM students. After all cars are loaded, the staff will depart for the preschool room to clean and prepare for the following day. Any child who has not been picked up will come down to the reception area to wait for their parents. Please ring the doorbell on the south side of the parish center entrance and a staff member will bring your child to you when you arrive.



## Arrival

We ask that on your child's first week of school, you park and walk your child to their assigned colored line in front of the parish center doors. These lines will be 6 feet apart and always allow each classroom the ability to social distance while waiting. Please remember all adults are asked to wear masks and to make this drop off time as brief as possible. If your child is struggling with separation during the first week, we will allow 1 parent to walk to the classroom doors with him/her. Parents, however, will not be allowed to enter the classroom. This should help your child become acquainted with the teachers, parents, facility and the routines and also be an essential part of the transition from home to school. Our staff will be available daily from 8:30-8:40 and 12:05-12:10 for curbside arrival.

If you arrive later than 8:40 or 12:10, you will need to ring the doorbell on the south entrance to the parish center and wait for a staff member to walk upstairs to retrieve your child and escort them to their classroom.

Beginning on Wednesday, September 9, we will incorporate our standard car curbside drop-off for all students. At this time, for the health and safety of our students and our staff, all non essential visitors and volunteers will be restricted from entering the building. Thank you for your cooperation and understanding.

Masks will be used by staff during arrival and dismissal.

Each morning, we ask that you pre screen your child with the symptoms checker on the back of your assigned car tag. (These CAR ID tags will help staff identify your car for curb side dismissal) At curb side arrival, each student will have their temperature taken before exiting their vehicle. When health guidelines have been met, your child will be escorted to his/her assigned color classroom line until the class walks into the building.

If you choose to not utilize car curb side drop off and wish to walk your child to his/her line, we ask that you park along the concrete median so car flow can remain constant and walkers remain safe. If you choose to not exit a vehicle at arrival, please wait patiently (socially distant from other students) until a staff member can take your child's temperature.

## Evacuation Procedure

In the case of student evacuation from the St. Patrick's Catholic Preschool, it is our procedure to safely exit the building from the west doors and proceed around the building to the parking lot across Angus Street. This parking lot is located south of the old entrance to the church. The teachers will collect the student binders, any necessary medication (epipens, inhalers, etc..) and their cell phones. Parents will be notified when we reach the destination. An evacuation plan with any special needs students will be discussed upon enrollment.

## Tornado or Lockdown Drill

In the event we are required to have a tornado or lockdown, the doors will remain locked for everyone, including but not limited to parents of our students until the situation is deemed safe by the director or acting director and/or emergency personnel.

## Termination

In the rare event that your child is unable to adjust to the routine of a preschool day or displays physical aggression toward staff or other students, St. Patrick's Catholic Preschool reserves the right to terminate the child from their program. If a child is struggling in one of the above areas, a conference will be called with parents to discuss a plan of action for the child. If improvement goals are not met, the child will be asked to find an alternative educational placement.

## PROGRAMS

### THREES

Ages: 3-4 years old  
(AM) 8:40-11:10  
M W/T TH  
\$115/month

### FOURS

Ages: 4-5 years old  
(AM) 8:40-11:10  
M W F/T TH F  
\$140/month  
(PM) 12:10-2:40  
M T W TH  
\$170/month

### FIVES

Ages: 5 years old  
Hours: (AM) 8:40-11:10  
  
M T W TH F  
\$210/month

### TADPOLES

Ages: 3 by March 31, 2021  
Hours: 8:40-11:10  
Days: TBD  
Tentative start date  
January, 2021  
\$70/month



## Registration and Admission Policy

Children enrolling in St. Patrick's Catholic Preschool must be three, four or five years of age before October 15 for eligibility in their respective programs. Some exceptions may apply to the age restriction. All children must be toilet trained. Forms below are required to be returned before the first day of classes.

1. Registration form and \$50 non refundable registration fee.
2. Children's Emergency Information and Medical Records packet
3. Authorization for Automatic Withdrawal Form
4. School supplies
5. Childcare Licensing Brochure

## Communication

A monthly newsletter will be emailed to each child . Your child's teacher will send out daily/ weekly notes through the app Seesaw. **It is important that we have an accurate email on file and that you install the app. If you do not have access to an email/mobile phone access, please let the Director know and other arrangements can be made.**

Please contact your child's teacher if your child is undergoing any changes in their routine due to a move, separation or divorce, death in the family, etc.. We strive to help our students and parents with a warm heart and the power of prayer during difficult times.

For emergency phone calls during the preschool day, please call the preschool office at (402)332-3050 or parish office at (402)332-4444 and the message will be transferred to the director.

Any parent grievances, questions or concerns should be communicated with director Stephanie Adams.

## Security

All doors to the "school" area will be locked during preschool class hours. If you arrive during those hours, please ring the doorbell on the south side of the parish center or the doorbell at the bottom of the stairs by the narthex for access. If there is someone other than the "regular" pickup person at dismissal, the staff will be required to check their id before releasing the child. Thank you for your understanding in this matter.