

**Saint Catherine of Siena Preschool
Early Childhood Education Center
Horsham, PA 19044
(215) 674-1904 - Fax: (215-674-1466)**

Welcome to Saint Catherine of Siena Preschool - Early Childhood Program! We are happy that you chose Saint Catherine's for your child's first school experience! The purpose of our program is to provide a positive early childhood experience for your child. The program offers each child activities, which address his/her, total needs: physical, emotional, intellectual, and spiritual. Our commitment is to introduce Jesus to the minds and hearts of the children entrusted to our care. We will strive to provide a loving and safe environment that encourages socialization, creativity, and experimentation. A "hands-on" approach to learning is emphasized, with extreme focus in learning centers and small group instruction. Our philosophy is to educate the "whole child."

DAILY SCHEDULE

The Pre-School and Pre-Kindergarten classes will be in session for a three day and five day option – and a half-day or full-day option. The half-day will be from 8:30 -11:30 and the full-day option will be from 8:30-2:30.

ATTENDANCE AND DROP OFF/PICK-UP/DIMISSAL

Regular attendance and punctuality are encouraged for all students. Please sign in at the front desk when arriving and wait for your time to walk your child to the classroom door. You will then drop off and exit the side door to the left of the building. For dismissal the students will be walked out to you in the parking lot and handed off to you! **All cars should be parked in the church parking lot, not adjacent to the school. Cones will be placed in front of the school for safety of all students and personnel. Parking is not permitted directly in front of the school building; by order of the Fire Marshall.**

CARES – PM

Immediately following dismissal registered CARES students will get dropped off in the CARES room. Depending upon the weather, the group will remain in the CARES classroom or go outside to play for approximately ½ hour and then have a snack. Students will then return to the room and enjoy other activities. Those registered will receive additional information.

BIRTHDAYS

Birthdays are a special time for everyone, especially young children. Each child, including those with summer birthdays, will have the opportunity to celebrate a birthday at school. We do announce each child's birthday over the loud speaker! When sending in birthday treats, please keep it simple. Small brownies, muffins, munchkins, rice crispy treats, mini soft pretzels, and cookies are good choices. We will inform you of any peanut or any other food allergies. (Please no popcorn - a choking hazard)

CELEBRATIONS

Throughout the year, we will be celebrating special holidays. If you are able to volunteer to assist us with a craft, party, field trip or sending in paper goods or food items for our celebrations, it would be greatly appreciated. Volunteers need their clearances!

SUPPLIES

The children will need a backpack when they come to school each day. Please have your child's backpack labeled with his/her name. They will also need a lunch box, which should also be labeled, and it should contain a healthy snack, lunch, (full-day students) and a drink.

Other supplies include:

- 1) A bag labeled with a change of clothes (pants/shorts, socks, shirt, and underwear) in case of accidents. The extra clothing should be similar to our school uniform. We will store the extra clothes in a tote in our classroom and will send a reminder when the weather changes to change the contents in the extra clothing bin.
- 2) A recent picture of your child (name on the back)
- 3) 1 pack of Crayola Washable crayons (regular size)
- 4) A small blanket/beach towel/small pillow (full-day students)
- 5) A large backpack, to carry art projects and various school materials/supplies – no violent logos – please
- 6) A lunchbox – no violent logos - please
- 7) Hand sanitizer
- 9) 2 containers of Clorox/Lysol wipes
- 10) 1 box of tissues
- 11) 3 washable glue sticks
- 12) Stationary/Mat CASH fee - \$35.00 (in an envelope marked with your child's name, no checks please)

COMMUNICATION

Important information including class information and newsletters will be sent home in your child's backpack. Please be sure to check your child's backpack each night. If you need to speak to the teacher, or if you have any questions, please feel free to ask. You can always call the SCS Preschool at 215-674-1904.

If there is a change with who is to pick your child up from school – please have a written note explaining who the person picking up your child will be and have that person prepared to present a valid picture identification – a driver's license is acceptable.

Classtag App

In the event we need to communicate to our school families, we will use this service to give advice about school closings, delayed openings and early dismissals due to inclement weather. We will also notify you of emergencies, cancellations, reminders, rescheduled activities, and other important school news. All announcements will be made to your primary email address. Additional addresses may be added by the classroom teacher.

WEB BASED Communications: All preschool families are encouraged to visit our web site on a weekly basis to be fully informed of daily activities, special celebrations, weekly

themes, and important communications from the preschool. We are doing our best to be earth friendly, and hoping to eliminate wasted paper.

Our web address is:

www.saintcatherinespreschool.org

TUITION:

We ask your prompt cooperation in all tuition matters so that, in justice, we are able to meet our financial obligations. If there is a financial hardship, we ask that you contact the Parish Office as soon as possible and request an appointment. All tuition money is processed through automatic bank payments or FACTS. If there is any problem with your payment set-up or monthly/CARES deductions, please contact Mrs. Kathleen Werner, the Business Manager, in the Parish Office. Mrs. Werner can be reached at 215-672-2881.

Half-Day Class vs Full-Day Class

In the course of the school year, if your child is registered in the Half-Day class, you may find that you wish to have your child attend school in a Full Day program. Please discuss this subject with Ms. Gollmer, Director.

SCHOOL SAFETY

St. Catherine of Siena Preschool has established a safety plan which will be implemented in response to any situation that threatens the safety of those in the school building. We will be having monthly fire drills to practice how and where to go in the event of an emergency. The children will exit the building and wait on the far side of the church parking lot. We also have arrangements with Penn Mutual Insurance Company, the corporate office located in front of our school. If we need to evacuate the building, the students will proceed into the cafeteria of the Penn Mutual office building.

DRESS CODE

Children are asked to wear the official school uniform to school each day.

Visit the web site to purchase the official grey shirts or sweatshirts.
<https://scsp.buyproforma.com/#/>

A comfortable pair of sneakers is also recommended. The children will be having gym class and daily opportunities to have outside recess and gross motor experiences. Please have all clothing labeled with your child's name on the inside label, especially the sweatshirts that are often removed during the morning. The children will wear either blue shorts or sweatpants depending upon the weather conditions.

Please feel free to shop at any Walmart, Target, Old Navy, or Children's Place, or any store to make shorts or sweatpants purchases.

HEALTH AND SAFETY- Please see *Covid-19 Checklist

Protecting the health and safety of the children is very important. There are times when even the healthiest of children are too sick to be around other children. Generally, as a

rule of thumb, if your child is too sick to play outside, he/she is too sick to come to school.

For the protection of your child and others, please do not send your child to school with the following symptoms:

- 1) An upset stomach
- 2) Runny nose *with cold*
- 3) Sore throat
- 4) Fever
- 5) Rash
- 6) Swollen glands
- 7) Diarrhea
- 8) Earaches
- 9) Persistent cough
- 10) Other communicable illnesses

If your child is injured or becomes ill at school, you will be notified. If the parents are not available, then the person designated to be called in an emergency will be contacted. Be sure to keep the school notified of any changes in telephone and cell phone numbers, addresses, places of employment, and emergency contacts. Please keep the early childhood center informed of any health problems or allergies. All information is held confidential. Please be sure to call the school to discuss any health problems or attendance concerns.

If your child needs to take medication at school, an antibiotic or needs to have an inhaler or nebulizer, you must have a signed doctor's note with the specific instructions and dosage. All medication needs to be in the original container. If your child is in need of Tylenol, the same directions apply. You need a signed doctor's note and the medication needs to be in the original container. Thank you for your cooperation.

INCLEMENT WEATHER/ CANCELLATION OF SCHOOL

If we have a late opening, all morning classes will be canceled. We will utilize the App "Classtag" to send a message to you if the school is closed. It is important to provide the office with any phone or e-mail changes so it will be the most up to date information to communicate with you.

SNACKS

We ask that you please pack a healthy snack for your child for the morning and for the afternoon if your child attends the CARES program. Suggestions for snacks are fruit, applesauce, yogurt, crackers, cheese, pretzels; fruit/cereal bars and anything that your child enjoys that is a healthy choice. Please refrain from candy or gum, which is not permitted. Juice, milk, or water are also healthy choices. Please be sure to pack a spoon or straw if needed, for the snacks you provide. Please be sure to pack napkins for your child's snack and lunch. You will be notified if we have a peanut or any other food allergy in the class. Please enclose ice packs in your child's lunch box to help keep the food items fresh and to avoid foods from spoiling. We are not able to heat/warm food items. If you would like your child to have a hot lunch, you can warm the food items in the morning, place the items in foil, and place the contents in a thermos to keep warm.

In an effort to be sure that all of our students are safe and to prevent any injury or accident, we are asking that you do not send any food items to school that could be a potential choking hazard; this is a school-wide policy. Foods such as popcorn, hot dogs,

whole grapes, peanuts, nuts, seeds, etc. are all potential hazards. Grapes are a healthy snack, but when sending them to school for your child, please cut them. If you send a hot dog, please be sure it is cut into pieces smaller than ½ inch. At this age, children do have molars but are still learning to chew effectively. Children may be easily distracted when they need to pay full attention to the task of chewing. If you are sending in food in a thermos, please be sure that the food is cut into small bite-sized pieces. We thank you for your support and cooperation with this matter.

CRAFT/ ACTIVITY FEE

A \$25.00 CRAFT/ACTIVITY fee will be collected to assist with special arts and crafts projects and special events that we will be completing throughout the year. Please send this CASH fee in an envelope to school marked with your child's name and craft/stationary fee. No checks please!

CARES – Before and After School Programs

If you have signed up for PM CARES, the payment is debited the same day as the tuition payment unless other arrangement were made. Contact Mrs. Kathleen Werner, Business Manager at 215 – 672-2881, Ext. 19 if you have any questions.

CARES – Before and After School Programs

AM CARES is available for those who are registered. The earliest drop-off time is at 7:15. Mrs. Linde Luczakowsky and Mrs. Julie Kerwood will be the staff representatives. The tuition will be collected **once a month each Friday** for AM CARES and an invoice will be sent home with requested payment. The fee for this service is \$10.00 per day if used from 7:15-8:15 AM

PM CARES is available for those who are registered. This program starts at 2:30 and closes at 5:30 pm. It is important to be prompt in picking up your child at 5:30 pm. Payment for this program is with the FACTS system. Please contact the office if you need a registration form for CARES. ***The daily program will begin at dismissal time 2:30, and conclude at 5:30 PM.*** A late fee will be charged for pick-up after 6:00 PM.