



**ST. LOUIS**  
— CATHOLIC SCHOOL —

# **St. Louis Preschool**

## **2019-2020 School Year Parent Handbook**

5192 Shady Grove Road  
Memphis, Tn 38117  
Early Childhood Office Phone: (901) 255-1909  
Main School Office Phone: (901)-255-1900  
Fax: (901) 328-9798  
[stlouismemphis.org](http://stlouismemphis.org)

## **St. Louis Catholic School Welcome!!**

The faculty, administration, and staff would like to take this opportunity to welcome you to St. Louis Catholic School. We are so excited to begin our ninth year of our preschool program and are so happy that you are a part of it. We want to take time to assure you that we are committed to the excellence of your child's spiritual, physical, and intellectual growth. Our teachers are all licensed by the Tennessee Department of Education.

Regular office hours are 8:00 a.m. to 3:30 p.m.  
The preschool phone number is 901-255-1909, the school office number is 901-255-1900 and the school fax number is 901-328-9798.

## **Mission Statement**

St. Louis Catholic School is committed to quality education in the spirit of Christ in accordance with the teachings of the Roman Catholic Church. Partnering with families and our community, we prepare our students for the future through faith formation and academic excellence.

# Policies of St. Louis Preschool

## Requirements

A child that is entering the PK program must be 3 years old on or before August 15th. A child that is entering the JK program must be 4 years old on or before August 15th.

### **All children must be potty trained.**

All students are required by state law to have an up to date record on file of their immunizations. A signed doctor's statement is required before a student returns to school when he/she has had a communicable disease.

## Safety and Security

The Early Childhood Building will be open from **7:50- 8:20 a.m.** each morning. After this, the doors will be locked, and you will need to enter through the main school office. For all of our children's safety, all doors will be locked to the Early Childhood Building during the day. They will reopen at **2:20** in the afternoon.

## Arrival

Our official day begins at **8:00** each morning and our children need to be escorted into the building. They will also need to be signed in each morning. This will not be a time to conference with the teacher in any way. We ask that you please save any reminders, questions, etc. for an email or through a note in their take-home folder. Your help with this is appreciated greatly. Please park in a parking space to bring your child into the building. Stopping in the breezeways causes traffic problems in the mornings.

During your child's first couple of weeks, you may enter the room and help your child to unpack his/her backpack. After this initial time frame, your child will bolster his/her self-confidence and do this independently.

## Early Morning Drop Off

We offer Early Drop Off to Preschool students. Please look at the following procedures for this program.

- 1) You will need to register for Early Morning Drop Off. There will not be a charge for this, but we need to know exactly how many to expect so that we can make sure we have correct staffing.
- 2) ECC Early Morning Drop Off will be from **7:30-7:40 only**. If you are not able to be here before the 7:40 cutoff, you will have to wait until 7:50 when all classroom doors open.
- 3) The entrance to the Early Childhood lobby will be the only entrance doors that will be open.
- 4) You will need to park in a designated parking spot and walk your children in each morning.
- 5) Preschool children will need to be signed in to their classroom sign in sheet that will be located in the gym.

## Dismissal

The Preschool dismisses at **2:40** with the exception of **Tuesdays**. On Tuesdays, we will dismiss at **2:15** for Professional Development meetings. We ask that you come in to pick up your child each day. **If you are running late, please call the preschool office at 901-255-1909 and let us know.**

We do offer an Extended Care Program for the Preschool. You may contact Lori Tucker (901-907-6124 or ltucker@stlouismemphis.org) to inquire about this program.

## Visitors

In cases of school business or an emergency, parents are requested to go to the main school office. Any forgotten article is to be delivered to the main office and will be delivered to the preschool. **ALL VISITORS, including parents, should sign the “Visitor’s Log” in the school office and obtain a name tag.**

## Tuition

St. Louis has contracted with FACTS Management Company to help us manage our tuition payment program. All families are required to enroll with FACTS to make tuition payments. Tuition can be paid through FACTS over a 10 month period beginning in July 1, 2018 and ending April 1, 2019..

We now offer a multi-child discount. Please note the following chart.  
The tuition scale is as follows...

Tuition Rates/ Multiple Children Discounts					
Tuition Rates:					
Grades:	oldest child	2nd oldest child (3% discount)	3rd oldest child (15% discount)	4th oldest child (33% discount)	Each child younger than the 4 <sup>th</sup> oldest (33% discount)
for each PK & JK 3day student	\$4,940.00	\$4791.80	\$4199.00	\$3309.80	\$3309.80
for each PK & JK 5day student	\$7,630.00	\$7401.10	\$6485.50	\$5112.10	\$5112.10
for each K-6 grade student	\$7,630.00	\$7401.10	\$6485.50	\$5112.10	\$5112.10
for each 7-8 grade student	\$7,980.00	\$7740.60	\$6783.00	\$5346.60	\$5346.60
Tuition Rates with Contributing Catholic Discounts (for registered parishioners who financially support St. Louis Catholic Church or other Catholic parishes through verifiable contributions for a minimum of six months):					
Grades:	oldest child	2nd oldest child (3% discount)	3rd oldest child (15% discount)	4th oldest child (33% discount)	Each child younger than the 4 <sup>th</sup> youngest (33% discount)
for each PK & JK 3day student	\$4,270.00	\$4141.90	\$3629.50	\$2860.90	\$2860.90
for each PK & JK 5day student	\$6,590.00	\$6392.30	\$5601.50	\$4415.30	\$4415.30
for each K-6 grade student	\$6,590.00	\$6392.30	\$5601.50	\$4415.30	\$4415.30
for each 7-8 grade student	\$6,885.00	\$6678.45	\$5852.25	\$4612.95	\$4612.95

## Parking Lot Safety

**Please be alert and watch for children** when entering or exiting the parking lot. Drive slowly and be aware of children as you are backing out of a parking space. **Do not allow your child to play near the parking lot at drop off or pick up time.** **Under NO circumstances should you use a cell phone while driving in the lot.** At no time can a vehicle be left running with the driver outside of the car. And **NEVER** leave a child unattended in your vehicle.

## Health and Safety

For the sake of all of our children, if a child becomes ill at school, the parent or guardian will be notified and asked to pick up the child immediately. **A child must be SYMPTOM AND FEVER FREE for 24 hours before returning to school.** If your child is too sick to play outside, he/she is too sick to attend school.

### **Clothing and Personal Belongings**

Please label **ALL** items belonging to your child. We ask that you please send your child in easy on/off clothing. Tight buttons, rompers that are one piece outfits, and belts make our many trips to the restroom more difficult. While we do not have a uniform, we do require that your child wear “tennis shoe” type shoes. We no longer allow flip flops, jellies, or sandals. Keds, Natives, or other tennis shoes are acceptable. **We ask that you also pack a seasonal change of clothes in a large Ziploc bag inside his/her backpack.** This will help in the case of accidents or spills.

### **Inclement Weather**

The closing of the school due to inclement weather will be decided by the Diocesan School Office and will be announced on all television stations. We will follow the announcement for the parochial schools. You will also receive a phone call/text at your house and/or mobile phone. You can also check our home page, [stlouismemphis.org](http://stlouismemphis.org), for information on closings.

### **Rest Mats**

A 2 inch folding foam mat will be provided for each child. We require our students to use a “Happi-Nappi” mat cover. These can be purchased through the school at a cost of \$18.95. **Please label this mat cover.** These will be sent home each day.

### **Snack**

The preschool classes will have a snack time every day. Please be sure to provide your child with a **nutritious** snack item each day and a drink. Snack time is a short allotment of time each day, please send a small amount of food for this time frame. **Please send in your “snack” item separately from your lunch.**

### **Lunch**

Our lunch will be eaten in our classrooms and needs to be sent from home. **Please do not forget to label ALL containers, lunch boxes, etc.** Please try and send lunches and containers that are manageable for your child. “Lunchables” that require assembly are unfortunately not acceptable. They take pride in their independence and this is something we will work to foster throughout the year.

### **Birthdays**

You are welcome to send in a birthday treat for your child’s birthday. Due to an increasing number of children with severe food allergies, the Early Childhood Center will only allow **non-edible treats** for birthdays. Oriental Trading ([orientaltrading.com](http://orientaltrading.com)) as well as The Dollar Store offer a large selection of inexpensive items if you choose to send in a treat. If your child has a summer birthday, we will happily schedule a celebration day during the school year for him/her.

### **Medication/First Aid**

Prescription and over-the-counter (OTC) medicine should be dispensed by a parent or guardian, whenever possible. If a child is given a prescription to “take 3 times daily,” the medication should be given BEFORE leaving for school, AFTER going home and at bedtime. ONLY when dispensing is required more often or with lunch, should the school be involved. **The Prescription Drug and Medicine Authorization form MUST BE COMPLETED before any prescription medication will be dispensed from the office. No OTC medication will be dispensed from the office.** If a doctor prescribes an OTC medicine which must be taken at school the following procedure should be followed:

1. A physician's authorization written on a prescription pad should be obtained. The school **WILL NOT ACCEPT** verbal authorizations.

2. This written authorization should include the name of medicine, dosage amount, times to be given and how many days.

3. The **PARENT** should bring the medication to the office in the original labeled container with the child's name on it.

**Simple first aid** will be administered by a member of the faculty or staff as needed.

### **Records**

For our records, we will need the following...

- \*\* An up to date immunization record
- \*\* A copy of your child's birth certificate
- \*\* A record of any specific allergies or health problems
- \*\* A copy of your child's baptismal certificate if your child is Catholic

### **Communication to Parents**

Your child will be provided with a "Take-Home Folder." This folder must be returned to school each day in your child's backpack. Please empty the folder each afternoon; it will contain your child's projects and or notes from the school office or the preschool. It will also have your child's "daily conduct form" inside. Please initial this form each day and send it back in with the folder. You can also find general information on our homepage at [stlouismemphis.org](http://stlouismemphis.org). An additional method that is used is the Classtag app. This is an app that will help remind you of upcoming events specific to your child's classroom.

### **Discipline Policies in Preschool**

Preschoolers committing serious offenses (i.e. fighting, disrespect toward a teacher or staff member, foul language, biting, spitting) that require immediate consequences may be asked to stay home for a day or more (depending on the severity of the offense.) Students who bite and leave a mark on another child will be sent home for the day.

### **Parent Conferences and Skills Assessments**

A Parent-Teacher Conference will be offered to you in October and again in December. If necessary, individual conferences are arranged whenever the parents or teachers see the need. To insure privacy and confidentiality, no conferences, no matter how short, will take place upon arrival or dismissal with children present.

Two Skills Assessments will be conducted. They will be sent home at the end of the first semester and at the end of the second semester. In addition, a Brigance test is administered mid-year to all of our Preschool students.

Dear Parents,

This letter is to verify that you have read all of the policies and regulations of St. Louis Preschool. It will also verify that you have read the Summary of Child Care Approval Requirements made by the Tennessee Department of Education. Please sign the bottom of this form and return it to your child's teacher as soon as possible. Thank you so much for your timely response.

Sincerely,

Kendall Lucchesi  
Preschool Director

\*\*\*\*\*

I have read and understand all of the policies and regulations of St. Louis Preschool.

Child's Name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

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

---

I have read and understand the Summary of Child Care Approval Requirements as mandated by the Tennessee Department of Education.

Parent/Guardian's signature: \_\_\_\_\_

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

Dear Parents,

A strong foundation in early education is the basis for learning. Our preschool focuses on making learning exciting and fun for our students.

Our mathematics series that will be used is **Everyday Mathematics**. Our curriculum helps to “enhance student achievement and create life-long mathematical thinkers.” It incorporates music, songs, dramatic play, and many hands-on manipulatives.

We will be engaging in a **STEM** (Science, Technology, Engineering, and Mathematics) curriculum that will advance our skills in these areas. This will include a thematic unit each quarter for all of our classes. It will also include our “Cardinal Crops” garden that all students (PK-8<sup>th</sup> grade) will have a hand in creating and maintaining.

Our language arts curriculum is one that will be considered a “Balanced Literacy” method. This is a blend of “whole language” (thematic) and “phonics” instruction. Together these two approaches will provide our pre-emergent readers with a strong stepping stone into their next school year. We will use **Frog Street Press** to enhance this curriculum. Frog Street’s Alphabet Collection, Sing and Read CDs, and their Literacy Program Cards will all be utilized.

Our religion curriculum will follow the **God Made the World** Series and will touch on all the ways we are made special by God and all the things that He has made special for us. We pray daily in the morning, at noon, and before snack and lunch. We will visit the church and have visits from Father Jolly, Sister Yosefa, and the other priests at St. Louis Church. We will also have a short daily devotional.

We are required by the Tennessee Department of Education to include a Personal Safety Curriculum. **The Talking About Touching Program** is the program we will be using. This teaches children skills that will help keep them safe from dangerous or abusive situations. Children will learn how to ask for help when they need it. This program is available to you if you are interested in reviewing it.

We offer **Library** with Chris Payne, **MusikTime** with Cheri Wooster, and **Physical Education** with Margaret Schauwecker. Technology time is provided through **Computer Explorers**. This program consists of hands-on STEM activities. We also incorporate the use of Ipads, computers, and SmartBoards on a daily basis. The JK (5day) and the PK (5day) classes will participate in **Spanish** with Annie Cervetti. The JK (5 day) classes will participate in **YogaKids** with Helen Anne DiMeglio. The PK (5day) class will attend yoga for our second semester.

Each day your child will bring home a take-home folder that will tell of his daily conduct and any other special news of the day. Your child’s daily learning objectives will be displayed outside of your child’s classroom each day. Each month you will receive a calendar and a newsletter from your child’s teacher which will further detail each objective, event, and developmental goal for that month. Finally, you will receive a skills and objectives assessment twice a year. These will be given out in the middle and end of the year. All of these together will give you a very clear picture of what your child is working to achieve during their time with us and how they are doing at obtaining these goals.

Sincerely,

Kendall Lucchesi  
Preschool Director

Teddi Niedzwiedz  
Principal