

ST. LOUIS
— CATHOLIC SCHOOL —

St. Louis Preschool

2025-2026 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

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 sixteenth 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

For all of our children's safety, all doors will be locked to the Early Childhood Building during the day.

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 or alongside curbs causes traffic problems in the mornings. All Preschool classes will enter through the main ECC entrance from **7:50 am to 8:15 am**. If you arrive at school after 8:15 am, you will need to take your child to the main office to get them checked in to school.

During your child's first week, 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) You will enter at the main Early Childhood Center entrance.
- 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 lobby.

Dismissal

The Preschool officially dismisses from **2:35-2:50 pm** with the exception of **Tuesdays**. On Tuesdays, we will dismiss from **2:00-2:15 pm** for Faculty/Professional Development meetings. We ask that you enter at the main Early Childhood entrance to pick up your child. **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 (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 on July 1 and ending April 1.

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, FEVER, and FEVER REDUCING MEDICATION 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 difficult. **While we do not have a uniform, we do require that your child wear “tennis shoe” type shoes.** We do not allow flip flops, jellies, sandals, or boots. 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.

Appearance

Please note that the ECC follows the same policies as grades 1-8 on appearance and jewelry. Please note the section on “Appearance” in the main school handbook. In the ECC, we also follow no bracelets, only one simple religious necklace, watches that **ONLY** tell time, and only stud earrings.

Inclement Weather

The closing of the school due to inclement weather will be decided by the Diocesan Schools 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 Facebook page at St. Louis Catholic School Mphs, Tn 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 \$23.50. **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.** The children take pride in their independence and this is something we will work to foster throughout the year. Please try and send lunches and containers that are manageable for your child. “Lunchables” that require assembly are unfortunately not acceptable.

Birthdays/Special Parties

Due to an increasing number of children with severe food allergies, the Early Childhood Center will only allow **non-edible treats** for Halloween, Valentines Day, Easter Egg Hunts, and birthdays, etc.. Oriental Trading (orientaltrading.com) and The Dollar Store offer a large selection of inexpensive trinket items.

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. We also provide an online ECC Calendar link that will be sent out at the beginning of the school year. You can also find general information on our homepage at stlouismemphis.org. Each class also uses the Seesaw app. This app will give you a glimpse of your child’s days with us.

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. If a child has continual problems with serious offenses, the parents will be notified. They will be aware of a plan that could include expulsion of the student.

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,

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-8th 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 **Heggerty Phonemic Awareness Curriculum** and **Frog Street Press** as well. Phonemic awareness is the ability to understand that spoken words are made up of individual sounds called phonemes, and it’s one of the best early predictors for reading success. Heggerty helps us teach and reinforce this daily. Frog Street’s Alphabet Collection, Sing and Read songs, and their Literacy Program Cards provide engaging and interactive learning that both motivate and educate.

Our religion curriculum will follow the **Stories of God’s Love** 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 Keith and the other priests at St. Louis Church. We will also have a short daily devotional. All of the ECC students will also attend **The Catechesis of the Good Shepherd**. This is a wonderful program within our church. You can visit <https://www.cgsusa.org/> to learn more.

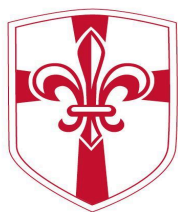
We are required by the Tennessee Department of Education to include a Personal Safety Curriculum. **The Talking About Touching Program** is the program we will be using. This teaches children skills that will help keep them safe from dangerous or abusive situations. Children will learn how to ask for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

We offer **Library** with Jill Mullen, **MusikTime** with Annette Morris, and **Physical Education** with Katie Brynes. Technology time (**STEM Lab**) is provided through Creative Education Services. This program consists of hands-on STEM activities. We also incorporate the use of iPads, computers, and Smart Screens on a daily basis. Preschoolers will also participate in **Spanish** with Ashley Pera.

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
Early Childhood Director

Teddi Niedzwiedz
Principal



ST. LOUIS
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St. Louis Kindergarten

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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 upcoming kindergarten year 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.

Regular office hours are 8:00 a.m. to 3:30 p.m.

The Early Childhood Center office 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 Kindergarten

Requirements

A child that is entering the Kindergarten program must be 5 years old on or before August 15th.

All Kindergarten students must be completely potty trained.

Safety and Security

For all of our children's safety, all doors will be locked to the Early Childhood Building during the day.

Arrival

Our official day begins at **8:00** each morning. **Children are to be escorted to the Early Childhood Center at the "Kindergarten" entrance (north side of building) between 7:50-8:00 am.**

During your child's first day and first full week of Kindergarten, please help your child unpack his/her backpack in the morning. After the first full week of school, we ask you to allow your child to enter the building alone. The St. Louis School day officially starts at 8:00 am. If you arrive after 8:00 am, you will need to enter at the main school office to check your child into school.

Early Morning Drop Off

We offer Early Drop Off to Kindergarten 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 ensure we have correct staffing.
- 2) ECC Early Morning Drop Off will be from **7:30-7:40 only**. If you are not able to arrive before the 7:40 cutoff, you will need to wait until 7:50 when all classroom doors open.
- 3) You will enter at the main Early Childhood Center entrance.
- 4) You will need to park in a designated parking spot and walk your children in each morning.

Dismissal

Kindergarten dismisses at **3:00** with the exception of Tuesdays. Dismissal is at **2:30 on Tuesdays** for Professional Development meetings. There are three options at dismissal for our Kindergarten students.

1. You may enroll in After Care and your child will be taken by his/her teacher to the After Care room.
2. You may use the "Park and Pick Up" option. If you choose this option, you will walk up to the "Dining Hall" doors with your tag to pick up your child.
3. You may go through the carpool line and your child will be loaded into the car. Please make sure that your carpool tag is visible and located in the passenger side windshield/visor.

Any person picking up a child, other than a parent, must be designated by written permission of the parent. This written permission will be kept in the child's classroom records.

If your child must leave early, please send a note that day. You must sign your child out in the main school office and then come to the main ECC lobby doors to pick him/her up. With advance notice, we will have your child's things ready to go. We ask that you not check your child out after 2:30 pm (2:00 pm on Tuesdays).

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 facebook page at St. Louis Catholic School Mphs, Tn.

Parking Lot Safety

All drivers are urged to use EXTREME CAUTION at all times on the school grounds. Please DO NOT PARK ALONG THE CURB OF THE BUILDING AT ANY TIME. DO NOT STOP AT THE CURB TO LET YOUR CHILDREN OUT OF THE CAR – **KINDERGARTNERS MUST BE WALKED UP TO THE KINDERGARTEN BUILDING.** Drivers are to park in the regular parking lot spaces. Please observe the yellow painted crosswalks and walk your child across the parking lot and to the building. Do not leave your child unattended in or near the car at any time and NEVER allow him/her to cross the parking lot unattended. **Under no circumstances should you use a cell phone while driving in the lot.**

Records

For our records, we need the following...

- A health record must be on file in the school office.
- A copy of the birth certificate and baptismal certificate(if Catholic) must also be on file.
- Any specific allergies or health problems must be on file in the school office and also in the Kindergarten classroom. Please discuss any health concerns with your child's teacher.

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 immediately pick up the child. **A child must be SYMPTOM, FEVER, and FEVER REDUCING MEDICATION FREE for 24 hours before returning to school.** If your child is too sick to play, he/she is too sick to attend school.

Kindergarten Uniforms

Kindergartners will wear school uniforms. Kindergarten girls may wear saddle oxfords or tennis shoes. Boys may wear school approved shoes or tennis shoes. (No cowboy boots, Ugg boots, etc.) They will wear their gym uniforms on P.E. days. Girls must wear shorts under their jumpers. Please double knot shoelaces in the morning. **LABEL, LABEL, LABEL!** Put your child's name on everything brought to school: clothes, coats, mittens/gloves, sweaters, rest towels, backpacks, lunchboxes, etc. **All children must have a change of underwear and socks to be kept in cubbies. Spare uniforms for spills and accidents will be kept in the kindergarten classrooms.**

Appearance

Please note that we follow the same policies as grades 1-8 on appearance and jewelry in the ECC. Please note the section on "Appearance" in the main school handbook. In the ECC, we also follow no bracelets, only one simple religious necklace, watches that ONLY tell time, only stud earrings.

Birthdays/Special Parties

Due to an increasing number of children with severe food allergies, the Early Childhood Center will only allow **non-edible treats** for Halloween, Valentines Day, Easter Egg Hunts, and birthdays, etc.. Oriental Trading (orientaltrading.com) and The Dollar Store offer a large selection of inexpensive trinket items.

Snack

Children will have a morning snack in the classroom **every day**. Please put your child's snack in a separate, labeled bag, not combined with his/her lunch. Fruits, vegetables, crackers, pretzels, and popcorn are great, "healthy" snacks. Sweets are not allowed at morning snack time. All children need to bring an individual drink or cup for snack time. Please practice with your child so that he/she can open the drink box, etc., independently – Capri Suns are especially difficult to open. **A snack is needed every day, including half days. Kindergarten does not allow "Snackeez".**

Lunch

Children may bring a lunch from home or purchase lunch in the school cafeteria. A lunch menu and price list will be updated monthly and posted on the school website (www.stlouismemphis.org). You will receive an email in early August that will allow you to set up your cafeteria account. No cash will be accepted in the cafeteria. This includes individual milk or juice purchases. **Kindergarten children are not allowed to use microwave ovens in the cafeteria.**

Star of the Week

Each child will be assigned a week to be the Star of the Week. This is a great way to honor your child and the wonderful person he/she is. A questionnaire will be sent home prior to that week to be completed and returned. The "star's" schedule is:

Monday– Send in a poster with some interesting information about your child. This will be displayed in the room and returned Friday afternoon.

Tuesday– Show and Tell Day. Your child may bring in one item to show and tell.

Wednesday– Star of the Week will listen to class homework on why he/she is special.

Thursday – The Star may choose to send his/her favorite book to school to be read or have a special reader come to read. (Early morning 8:05 or after lunch 1:15)

Friday – The Star brings in our "Estimation Jar" with non-edible items (50 items or less) for fun Math Activities. The "Estimation Jar" will be sent home the Friday before.

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.

Field Trips

Parents are asked to provide assistance with our educational and entertaining field trips. Advanced notices will be sent home. A permission slip must be signed and returned for each trip. **We ask that younger siblings not attend these school sponsored trips.**

Report Cards and Conferences

Parent-Teacher Conferences will take place after the first 9 weeks of school and in December. If necessary, individual conferences are arranged whenever the parents or teachers see the need. Report cards are sent home every nine weeks. To insure privacy and confidentiality, no conferences, no matter how short, will take place upon arrival or dismissal.

Communication to Parents

Your child will be provided with a “Daily 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 homework, and/or notes from the school office or Kindergarten. Each Friday, your child will bring home a weekly Kindergarten newsletter in his/her folder. This letter will include a preview of activities for the coming week, as well as announcements and information about any special projects. Any questions or notes you have for the teacher, or money envelopes should be placed in your child’s folder which is emptied each day.

Our main source of communication is through email. Please ensure we have a current email address on file for you and your family. If needed, you may reach our teachers at the following addresses...

*Ms. Rachel’s email - rbrocato@stlouismemphis.org

*Ms. Wendy’s email - wmadden@stlouismemphis.org

A weekly “Wednesday Wire” email goes home each week and you can also find general information on our homepage at stlouismemphis.org. We also provide an online ECC Calendar link that will be sent out at the beginning of the school year.

Supplies

All of your child’s supplies are purchased by the school and are ready in the classroom.

You **DO** need to send:

- *A raincoat (labeled) to be left at school
- * An extra pair of socks and underwear in a small Ziploc bag
- *A small rest towel (no pillows or blankets)
- *A non-rolling backpack that is at least 17” in height.

Curriculum

Religion- God Loves Us-Loyola Press

Language Arts- Wonders Reading Series- McGraw Hill, **My Writing Journal-** Zaner Bloser, **Writer’s Workshop,** **Heggerty Phonemic Awareness Curriculum for Kindergarten,** **Orton-Gillingham resources**

Mathematics- Reveal Math

Social Studies- Here We Go- Scott Foresman

Science- Harcourt School Publishers Science, Weekly Readers, Scholastic News

Special classes include **Catechesis of the Good Shepherd, Art, Music, Library, P.E., STEM lab, and Spanish.**

It is important that you review and respect these guidelines. These have been selected because they work. Guidelines help create a safe, secure, fun, and positive learning environment for children. If you have any questions, please do not hesitate to ask your child’s teacher, Ms. Kendall, or Mrs. Niedzwiedz. Thank you for your support and welcome to St. Louis Kindergarten!

Sincerely,

Mrs. Niedzwiedz/School Principal Ms. Kendall/ECC Director Ms. Rachel and Ms. Wendy/K Teachers