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# St. Anne Catholic School

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Pre-Kindergarten  
Parent / Student  
Handbook

City of Las Vegas Child Care  
License

#N15-00013-9-001303

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2009-2010

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## Principal's Message

Welcome!

The Parent/Student Handbook provides our school families with important information regarding school policies and outlines the general operation of the school. Rules and regulations are necessary to maintain a cooperative spirit, and to provide the best learning atmosphere for our students. Become familiar with the policies of the school, and conscientiously follow the directives outlined in the following pages. Whether you are new to St. Anne Catholic School or a returning student, we are glad you are with us!

It is the responsibility of the school Principal to carry out the policies and procedures outlined herein and this handbook can be amended at the discretion of the principal and pastor.

Please remember that you are the primary educator of your child academically, socially and behaviorally. We the faculty, staff and administration of St. Anne Catholic School are here to assist you in that role. No concern is unimportant to us. Your Child's teacher is always the first person you should speak with concerning your child's needs or any concern you might have.

Thank you for entrusting your children to the care of St. Anne Catholic School. It is a ministry that our school community regards with compassion and sincerity.

Yours in the ministry of Catholic Education,



Dr. James C. Machinski,  
Principal

## PHILOSOPHY / GOALS

Consistent with the philosophy of St. Anne Catholic School, the pre-kindergarten is dedicated to providing a Christ-centered developmental program for students who will be entering kindergarten next year.

While recognizing the parent as the primary educator and care-giver, we realistically acknowledge the existence of a true partnership between home and school as we strive to promote the spiritual, intellectual, emotional, physical, and social growth of the whole child in a caring, nurturing environment.

We believe it is the responsibility of the St. Anne Pre-kindergarten to:

1. Realize that children must be treated as individuals.
2. Guide, protect, and encourage children to learn at their own rates.
3. Provide activities that are flexible for both large and small groups.
4. Provide materials for learning that relate to the age group.
5. Prepare children for success in future educational experiences.
6. Provide information to parents concerning the welfare of the child and activities in the school environment.
7. Meet all requirements of the child Care Licensing Department.

## ADMISSIONS

Registration is accepted beginning in January for students who will be four years old by September 30.

Children are admitted to St. Anne Pre-kindergarten only after parents have completed and filed an application for admission in the school office. Students for pre-kindergarten are accepted with no regard to race, creed, religion, or economic level, and according to the same criteria as those in St. Anne Elementary School; that is,

1. Students with siblings already enrolled in grades K-8
2. Students whose families are registered members of St. Anne Parish
3. Students whose families are registered members of other Catholic Parishes
4. All others

In the spring parents will be notified of acceptance, at which time they will be expected to fill out and submit all forms, including medical and emergency forms, and to pay the non-refundable registration fee. Only twenty students can be admitted to the pre-kindergarten program.

## SCHEDULE

Pre-kindergarten students attend class from 8:00 am to 3:00 pm on the same 180 day schedule as St. Anne Catholic School. Sufficient notice will be given if any unexpected changes must be made in the schedule. Such changes occur rarely, if at all.

If possible, children should not arrive more than fifteen minutes before class time. It is important that all be present when class begins.

## CURRICULUM

Learning opportunities and materials suitable for pre-kindergarten students are provided to enhance program areas of:

pre-reading	writing	listening skills
science	music	math readiness
art	religion	language development
social studies	social skills	physical education

Formal instruction, games, puzzles, counting pieces, manipulatives, sharing experiences, occasional interaction with older students, parent-involved learning activities, age-appropriate physical activities designed to help develop gross motor skills, and cooperation are all part of the pre-kindergarten program.

## COMMUNICATION

The parent or parent designate must sign the pre-kindergarten student in each morning, providing any special information or instructions the staff will need for that day. The staff will inform the parent or parent designate of any pertinent details of the day when the student is signed out.

Letters, bulletins, notices, a monthly calendar, phone calls, and messages in the family envelope will be used to inform parents of special events, class activities, and other matters dealing with the health, welfare, and school life of the child.

Parent-teacher conferences will be scheduled at the end of the first quarter, usually during the first week of November , but parents are encouraged to make appointments for conferences whenever they feel the need ot have an in-depth discussion with the teacher.

## CLOTHING

Pre-kindergarten students at St. Anne School are not required to wear a uniform. Clothing appropriate for school and active play is recommended. All items for outerwear should be marked clearly with the child's name. Shoes need to be tennis shoes or closed in shoes with a grip sole for playground safety. No open toe sandals.

## HEALTH & SAFETY

We request that your child remain at home if he shows signs of illness – fever, persistent cough, runny nose, sore throat, red, watery, or matted eyes, upset stomach, or a rash. If your child contracts a contagious disease, please notify us so we can inform the other families and the Clark County Health Department. If a child becomes ill at school, he will be brought to the school office and isolated until parents can be called and can pick the child up.

The Parent Association annually tries to arrange for visual, audio, and dental screenings for the children. The school office provides updated health information to staff and parents.

All immunizations must be up-to-date when the child enters the pre-kindergarten. \*The HIB shot is mandatory in the state of Nevada for pre-kindergarten age children. (See the separate handouts Recommended Immunization Schedule for Persons Aged 0-6 Years and/or Catch-up Immunization Schedule for Persons Aged 4 Months-18 Years Who Start Late or Who Are More Than 1 Month Behind.)

#### LUNCHESES, SNACKS, AND TREATS

Children are to bring a simple, nutritious snack for mid-morning break and a packed lunch which will be refrigerated until lunchtime. Milk for the year can be ordered at registration. Please label all bags and lunchboxes with child's name. Pizza lunch may be ordered on Wednesdays. Lunches on all other days must come from home, as per City Health Regulations. No tacos or pizza lunchables. No sodas.

With approval of the teacher, birthdays may be celebrated at school; seasonal class parties will also be held. For snack we suggest pure fruit juice – apple, grape, cranberry – graham or plain crackers, and/or a piece of fresh fruit. Lunch should consist of a healthy sandwich; fresh fruit or vegetable; popcorn in place of cookies or cupcakes. No soda and no candy please! Please consult with the teacher and respect her suggestions for appropriate nutritious treats.

#### FEES

Upon being notified of acceptance into the pre-kindergarten program, parents must pay the non-refundable registration fee. In August, prior to the opening day of school, the first month's tuition is dues. Tuition, which must be paid in up to nine monthly installments, is thereafter due by the second Thursday of each month.

#### FIELD TRIPS

Field Trips are not part of your pre-kindergartener's program. Occasional special activities, guests, and programs take the place of such outings.

#### PICK-UP OF CHILDREN

Children should be picked ups promptly after class unless special arrangements have been made, and must be signed out. No child will be released to anyone not on the parent-provided list of designated persons.

#### PERSONAL BELONGINGS

Jackets, coats, and sweaters should be plainly marked with the child's name and hung on the hooks in the classroom. Toy weapons, dangerous, fragile, or expensive items should not be brought to school.

#### DISCIPLINE

A child's acceptance into the pre-kindergarten program is a privilege, not a right. Parents are expected to cooperate with the school in insuring that their child behaves in an appropriate manner.

Positive discipline, respecting the child's dignity and reflecting the caring attitude of the staff, is expected at St. Anne School. A quiet reminder of the rules, a seat closer to the teacher, a change of activity, a change of voice, or removal to a "time-out" area for a short time are the usual forms of discipline, followed by reinforcement for improved behavior.

A more serious problem may result in an informal visit between the child and the principal/director. Parents will be informed by the teacher of regular behavior problems, and they will be asked to help correct the situation. A written warning may be given at this time. Persistent behavior problems will be discussed in a parent/teacher conference to develop a plan for treating the problem and/or refer parents to a local support agency. Continuing behavior problems can result in the child's dismissal from the pre-kindergarten if:

1. the child poses a threat to self, staff, or other children.
2. the child behaves in a manner difficult to manage in a large group.
3. the child or parent(s) uses abusive language or threatens other children or staff.
4. the child or family continues to act against school policies outlined in this handbook.
5. the principal/director's professional judgment is that the child can no longer work effectively in the program and/or the program is being adversely affected by the child's presence.

In the case of a situation which may jeopardize the welfare of the children or staff, the principal/director reserves the right to dismiss a student immediately.

## VISITORS

Parents are frequently invited to pre-kindergarten activities and are welcome to visit the classroom. It might be wise to check out the schedule to be sure you don't arrive during lunch or naptime.

**THE SCHOOL THE PRINCIPAL OR THE PASTOR RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.**

FAMILY (PARENT) NAME (Please print) \_\_\_\_\_

**ACKNOWLEDGEMENT AND DISCLAIMER  
REGARDING THE SAINT ANNE CATHOLIC SCHOOL  
PRE-KINDERGARTEN PARENT / STUDENT HANDBOOK 2009-2010**

My/our signature(s) below declare(s) that I/we have read the Saint Anne Catholic School Parent/Student Handbook 2009-2010 and/or the Saint Anne Catholic School Pre-Kindergarten Parent/Student Handbook 2009-2010 that is/are provided on the Saint Anne Catholic School website (<http://saintannelasvegas.org>), and I/we intend to abide by the policies of SAINT ANNE CATHOLIC SCHOOL as established by the PRINCIPAL and PARISH ADMINISTRATOR. I/we understand and promise that financial obligations (tuition, incidental costs, fundraisers, After School Program costs, late fees), volunteer commitment (Family Participation Program hours), and other noted responsibilities will be met in a timely fashion when each is due. I/we understand that non-compliance will carry the designated consequences as stated in the handbook(s)

With every intention, as the primary educator of my child(ren), I/we will support and cooperate with the school for the good of all students of SAINT ANNE CATHOLIC SCHOOL

\_\_\_\_\_  
Signature of Father / Guardian

\_\_\_\_\_  
Signature of Mother / Guardian

<b>NAMES OF CHILDREN AND GRADE LEVEL 2009-2010</b>		
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>GRADE</b>

\_\_\_\_\_  
Date