

ST. BRONISLAVA SCHOOL PRESCHOOL AND 4K (Point 4 the Future)

FAMILY HANDBOOK
2011/2012



STEVENS POINT AREA CATHOLIC SCHOOLS

ST. BRONISLAVA EARLY CHILDHOOD HANDBOOK

ST. BRONISLAVA SCHOOL

3301 Willow Dr.
Plover, WI 54467
715-342-2015

Fr. James Trempe, Pastor.....344-4326
Ellen Lopas, Principal.....342-2015

Teachers

Julie Glodowski, Kindergarten
Jill Morley, Grade 1
Brenda Krzykowski, Grade 2
Joan Precourt, Grade 3
Janet Nugent, Grade 4
Amy Kubisiak, Grade 5
Beth Grubba, Art

Jean Rosenthal, 3-year-old preschool
Monica Sankey, 4K
Amy Dulak, 4K
Barb Baalke, Learning Resources
Michelle Mlodik, Phy. Ed.
Lacy Mongin, Music

Support Staff

Nancy Lensmire, Classroom Aide
Gretchen Frane, Classroom Aide
Ray Gutowski, Classroom Aide
Theresa Bucknell, Secretary

Sue Spry, Classroom Aide
Jean Rosenthal, Classroom Aide
Dee Schickert, Librarian & Classroom Aide

Other SPACS School Offices

St. Joseph Early Childhood
Center 1901 Lincoln Ave.,
Stevens Point Lori Shafranski,
Director 341-2878

St. Peter Middle School
708 First St., Stevens
Point Ellen Lopas,
Principal 344-1890

St. Stanislaus Primary
School 2150 High St.,
Stevens Point Gregg
Hansel, Principal 344-3086

Pacelli High School
1301 Maria Dr., Stevens
Point Jeff Brengman,
Principal 341-2442

St. Stephen School
1335 Clark St., Stevens
Point Gregg Hansel,
Principal 344-3751

SPACS Central Office
1004 First St. Suite 2, Stevens
Point Jim Dyer, President
341-2445

Any terms or items stated in this handbook are under the control and discretion of the principal or the teacher-in-charge. Additionally, items not specifically mentioned in this handbook are under the discretion of the principal.

Please note that this handbook is intended for the parents of children in both our tuition-based preschool program and the community Collaborative 4K Program “Point 4 the Future”

ABSENCES

To ensure the safety of all students, parents are expected to call the school office when their child will be home for the day. We ask that you call no later than 9:00 for the morning classes or 1:00 for the afternoon classes. When you call, please let the office know why your child is home. If parents do not call, the secretary will attempt to call your home and/or work numbers for verification of the child’s whereabouts.

ABSENCES – EXTENDED

In the case of extended absences, the principal is to receive a written notice one-week prior to the time the child will be out of school. Although family trips planned during the school may be necessary at times, please give careful thought before removing your child for lengthy vacations during the school year.

ASBESTOS MANAGEMENT PLAN

The original EPA AHERA asbestos inspection, management plan documents, and additional information pertaining to response action activities, post-response activities, periodic surveillance, 3-year re-inspections that are planned or are in progress, are available for review. If you wish to review these documents, appointments must be made by calling the school office at least one working day in advance. Copies of the documents are available from the office upon 5 days notice at \$.10 per copy.

ADMISSIONS AND WITHDRAWALS

Our preschool programs are open to all children provided they meet the following requirements:

- 3 Students in the three-or four-year-old program must have attained the age of three or four by September 1st.
- 3 The parent or guardian will need to provide proof of the child’s age by showing the school a copy of the child’s birth or baptismal certificate.
- 3 The child is secure in toilet training. Occasional accidents happen, and are anticipated by the school. However, children should no longer require diapers or “Pull-Ups” unless there is a physical limitation that has been discussed with the school.

Withdrawals: If a student is withdrawing from the Stevens Point Area Catholic Schools (SPACS) for any reason, the parent must:

- 3 Notify the school office as soon as possible.
- 3 Take care of unpaid fees or any other business.
- 3 Present a "Permission for Release Records" form to the school office if the child will be attending another school. The school will process record transfers.

BEFORE/AFTER SCHOOL CARE PROGRAM

4K parents who desire after school care for their children may utilize this program. Because of the difference in the starting time of our elementary and preschool programs, there will be no before care available for 4K children. The after care program, which is run by the school is held from 2:45 pm until 5:30 pm. The fee for this program is \$3.50/hour. For more information, parents should contact the school office at 342-2015.

BUS TRANSPORTATION

For children of preschool age, busing is provided for those students enrolled in the community collaborative 4K program, only. If you have any questions regarding busing, please call the bus garage at 345-5477. Bus schedules are mailed from the public school transportation office during August prior to the opening of school.

The St. Bronislava School staff supports bus regulations as determined by the Stevens Point Area Public Schools and by the bus drivers. These rules are made for the safety of the children. Each family receives a list of these rules at the beginning of each new school year. These rules are to be reviewed with the children at home.

CALLING TEACHERS DURING SCHOOL HOURS

In order to avoid unnecessary interruptions during the school day, teachers will not be available for phone calls during their teaching times unless it is an emergency. Teachers will be happy to return your call after class, however.

CHANGE OF ADDRESS, PHONE, GUARDIANSHIP ETC.

Parents or guardians must notify the school immediately when there is a change of address, phone number or any change in parental situation or guardianship.

The school must receive a copy of custody agreements to place in the child's cumulative file. (See also "custodial guardianship") Without a court order indicating otherwise, the school must assume that both parents have equal access to the child and the child's information.

Many things affect a child's ability to participate in activities and learn. Events that occur within family relationships are usually the most important. Please keep the school

informed of deaths, divorce, illnesses, births, separations from friends or relatives, etc. Our awareness of what your child is coping with will help us in working with him/her.

CHILD CARE

The Stevens Point Area Catholic Schools offer before and after school care as well as a full-day child care program. Child care is provided at the St. Joseph Early Childhood Center located at 1901 Lincoln Ave. in Stevens Point. The hours of operation are 6:30 a.m. until 5:45 p.m. during the school year. St. Joe's is open on teacher in-service days, record keeping days and during the week of spring break. If you need care for your child on any of these days, please call St. Joe's at least one week prior to the day(s) needed. A summer child care program for elementary students, known as Summer Blast, is held from the end of school until just before school starts again in the fall. For more information about this program you may contact the school office or the SPACS office at 341-2445.

COMMUNICATION

Your child will receive regular communication from the classroom teacher. In addition, you will receive electronic Newsletters from the school on a monthly basis that highlight school related information such as upcoming events and meetings of interest to all of our families. Our grade school Parent Newsletter comes out once a month, and will be sent home electronically too.

Because our school Newsletter features information about our faith-based programming, our 4K students will not be given this information. Copies will be made available for those parents desiring a newsletter, however.

CONFERENCES

Formal parent-teacher conferences are held with the preschool parents in the fall and the spring of the year. Conferences are an ideal time to check on your child's progress, behavior, attitude, and other areas of growth. Parents are asked to attend the fall conference and are encouraged to keep in contact with the teacher throughout the year. While not required, time will be set up for a spring conference. Parents may use this time to talk with the teacher about their child's progress, and/or readiness for kindergarten.

If at any time during the year a parent would like a conference, or if a teacher feels that a conference is necessary, one can be arranged.

COUNSELING SERVICES

The Stevens Point Area Catholic Schools provide counseling services to our elementary students on a regular basis. In the preschool these services are available on an as-needed basis. Some of these services may include:

- Meeting with individual children if there is a significant problem noticed in adjustment to the school setting.
- Meeting with small groups of children to work on cooperative games.
- Meeting with small groups/individual children when there is a problem that needs to be addressed, such as death in the family, or illness.

No individual child will be seen for counseling services without the parent being informed by the school and parental permission having been given.

CUSTODY/GUARDIANSHIP

The policies for Catholic schools in the LaCrosse Diocese regarding proof of guardianship of children state that:

In any situation where there is a custody agreement, the schools need to obtain that portion of the agreement that stipulates custody and any other pertinent information for the school. DSP 5302

Current St. Bronislava parents for whom this policy applies are required to provide the school office with the necessary information by the first day of school attendance, or as it becomes available during the school year.

Parents are welcome to visit at any time. It is important, therefore, that the school is kept abreast of any and all changes to custody agreements. Unless the school has specific documentation stating otherwise, we are not allowed to limit a parent's access to his/her child.

DAILY SCHEDULE

The Stevens Point Area Catholic Schools preschool program provides a warm, nurturing setting for your little one as he/she begins to experience the wider world around him/her. Our preschool program is designed to provide educational experiences that promote school readiness. Your child will be given many opportunities to explore, read, share, create, develop friendships, and experience hands-on activities in math and science. There are two levels of preschool, Level I for three-year-olds and Level II for four-year-olds. The Stevens Point Area Catholic Schools operates a tuition-based preschool program for three-year-olds that meets two days per week. In addition, SPACS offers a tuition-based four-year-old program that meets three days per week. These programs, since they are under the auspices of the Catholic Schools, infuse the teaching of religion within the school day.

We are also a provider for the Community Collaborative 4K Program, known as Point 4 the Future. This program meets five-days per week, either in the morning or the afternoon. This program **does not** contain a religion component.

Preschool Classes: 3 year old SPACS - Preschool: Tuesday and Thursday
9:00 a.m. – 11:30 a.m.

4K Program: Monday through Friday Mornings
8:40 a.m. – 11:10 a.m.

4K Program: Monday through Friday Afternoons
12:05 p.m. – 2:35 p.m.

DAMAGE TO SCHOOL PROPERTY AND MATERIALS

While the school is responsible for the normal replacement of materials, parents or guardians are responsible for all intentional damage done to school property or materials that is done by their child. This includes responsibility for the payment for damages done to toys and equipment, and payments required for the replacement of damaged or lost library books.

DISCIPLINE

Discipline procedures at the Early Childhood level are designed to help the children reflect on their behavior and react in a positive way. When inappropriate behaviors arise, often all that is needed is redirection to a different more appropriate behavior or activity. At other times a gentle reminder or simply ignoring the behavior is all that is needed. A “cool down” time will be used when other methods are unsuccessful. This means that the child will sit quietly, away from other children, when the child has calmed him/herself, the teacher or aide will discuss the incident in question. Persistent problematic behaviors will require a meeting with a parent. Parents will be notified immediately if the child exhibits behavior that is potentially dangerous to him/herself or others.

DRESS CODE

Children in preschool need to be dressed appropriately for play. It is for this reason that we ask the following:

- Children should wear shoes that allow them to run and play safely on equipment. Children are not allowed to wear dress shoes that would not be safe or comfortable to walk, run, and/or play in, or shoes without backs. All sandals must have a back strap. The most appropriate footwear for children of this age is tennis shoes.
- No “make-up” items may be worn, including colored lip-gloss. If the child needs to have lip moisturizer for the winter months please send them to school with a colorless product. To avoid having children share these items with others in the classroom, we ask that lip balm be sent to school in a baggie marked with the child’s name, and given to the teacher.
- Students need to dress appropriately for the weather. Children go out on a daily basis, except when it is raining or below 10 degrees.

EMERGENCY SCHOOL CLOSINGS

Should weather conditions or other unforeseen events necessitate the closing of school, notification will be made on local radio stations including WSPO 1010 AM, WSPT 98 FM and WIZD 99.9 FM. The SPACS website (www.spacs.k12.wi.us) also posts weather related closing information as soon as it becomes available. In the beginning of the school year you will be asked to fill out a form indicating where your child will be going in the event of early closing. You will also need to indicate who will be authorized to pick your child up if a parent is not available to do so. Please fill this form out as soon as you receive it and keep it updated as changes occur.

If school closes mid-day, **NO** after school care will be provided.

FEE PAYMENT FOR THE 3-YEAR-OLD PRESCHOOL PROGRAMS

The Stevens Point Area Catholic Schools bills families for the 2-day preschool programs. A fee schedule is given to parents upon registration. All payment arrangements are made through the SPACS central office. If you have questions regarding billing, please call the finance office at 341-2445.

FIELD TRIPS

A variety of student activities, including field trips, will be held during the school year. All trips that take your child off the school grounds, whether within or outside the Plover/Stevens Point area require that a separate permission slip be sent home for you to sign. You will be notified of any trips that will be taken, their purpose, cost (if any), and expected times of arrival and departure to/from these events. No student will be allowed to participate in any field trip until the appropriate slip is signed and returned to the school office.

You will receive the Comprehensive Child Consent and Release Form at the beginning of the school year. This form is required by the diocese and must be filled out in order for your child to be permitted to leave the grounds on a field trip. This form provides us with important emergency and medical information that would be important if there should be an emergency when your child is away from the school.

After this form is completed, you will not be asked to fill it out again during the school year, unless there is a substantial change in the information you have given us. You will receive a shorter form for subsequent field trips.

FORMS AND AGREEMENTS

Updated information regarding home phone numbers, work phone numbers, email address, and authorized pick-up persons should be submitted as changes occur.

GENERAL PARENTAL RESPONSIBILITIES

The following are important regulations regarding your child's entering and leaving the school premises:

- The classroom door will open 10 minutes prior to class. Children should not enter the classroom before the door opens unless you have made a specific appointment with the teacher. Parents or caregivers arriving early are **not** to leave children unattended outside the classroom before the door is opened.
- Parents **may not** take their child from the school site during class time without first notifying the school, signing the child out at the office, and talking to the child's classroom teacher.
- School personnel will not permit children to leave in taxis "presumably" sent by the parents. If you intend to send a taxi for your child, you must notify the school in advance in writing, or have a permanent request on file. The taxi driver must sign the child out.
- Parents **may not** send persons who are not on the authorized pick-up list to pick up their child without first notifying the school of the change. For the child's safety, release will not be granted if the school has not received proper notification. We understand that emergencies arise. If a person who does not appear on our list needs to pick up your child, please send in a written note indicating the name of the person who will be picking up the child. The person who is picking up the child will need to provide the school with a picture ID in order for the child to be released.

Additional Parental Responsibilities

- Please label each item your child brings to school.
- It is important to dress children appropriately for the weather since outdoor activities are planned. Dress your child in washable clothing that allows for active play.
- Our 3-year-olds should have an extra set of seasonal clothing to keep in the classroom. The set of clothing should include a shirt, pants, underwear, and socks. If clothing is sent home to be laundered, please remember to send in new clothing to replenish the school set. Clothing should be placed in a labeled plastic Ziploc type bag.
- Children should have shoes as well as boots during the winter months.
- Hard soled shoes, "jellies," or sandals without backs may not be worn. Tennis shoes or other rubber-soled shoes are most appropriate.
- Parents are encouraged to visit and observe. Please check with the teacher if you would like to spend an extended time in the classroom or if you would like to volunteer your time. She will set up a convenient time for you to do so.
- Parents are welcome to address any problems or concerns; we value your comments.

- The staff is eager to meet with you to discuss your child's adjustment and progress at any time during the school year. You may set up a conference with your child's teacher whenever needed.

HEALTH AND SAFETY

State regulation requires that children with significant communicable illnesses be excluded from school attendance. Parents are asked to be sensitive to the potential of communicating diseases to other children and staff. Please **plan in advance** for alternate care for your sick child. Please use the following information to make your decision regarding your child's ability to attend school:

- If your child has temperature of 100 or more, your child needs to remain home. It is recommended that your child not return to school until they have been fever free for 24 hours. However, your child **may not** attend class until a minimum of 12 hours of normal temperature has been attained.
- If your child has vomited or has had diarrhea, the child should stay home until 24 hours after the last episode.
- Please inform the school office if your child has a communicable disease such as strep, pink eye, influenza A, etc.
- If your child has symptoms that require medication (i.e. pink eye, strep throat) they generally need to remain home for 24 hours after the first dose of medication has been given. Doctors from different offices sometimes give conflicting information regarding this regulation, and may tell you that your child can return to school after one or two doses of medication have been taken. We, however, follow the guidelines we receive from the public health nurse that serves our building. We therefore ask that your child remain home for the full 24 hours after the first dose. We certainly are concerned about spreading illness, but also feel that children who do not feel well are not able to participate in or enjoy school activities. If you have questions regarding a specific situation, please contact the school.

If a child develops a severe sore throat, fever, rash, lice, vomiting, diarrhea, inflammation of the eye, or any other suspected communicable illness, they will be isolated until the parents or caregiver is able to pick the child up. Sick children will be taken to the school office and will rest on a cot until someone arrives for them.

A child, who in the judgment of the program staff is too ill to attend school, must be promptly removed from the program by the parent upon the request of the school. If the child is excluded because of a suspected communicable disease, such as, but not limited to Chicken Pox, German measles, infectious hepatitis, measles, mumps, polio, meningitis, the local health office will be notified.

HEALTH CARE

St. Bronislava School is served by a public health nurse on a regular basis. The nurse will review the immunization records of all children in the preschool program to check for compliance. Parents of children who are not current with immunizations will receive notification from the health nurse.

MEDICATION: If medication is to be administered to a student at school, the STATE LAW REQUIRES THAT:

1. Non-prescription medication **in its original container** must be accompanied by written instructions/permission to administer, signed by the parent or guardian.
2. PRESCRIPTION MEDICATION **in its original container must be accompanied by a “Physician’s and Parents” Request for Giving Medicine at School (WI Stat. 118.29).** The form must indicate the student’s name, the name of the drug, dosage, frequency and duration of administering the medication. The form **MUST BE SIGNED BY THE PHYSICIAN AND A PARENT OR GUARDIAN.** Forms are available through the school and physician’s office. **Medication sent to school not following the required state law may not and will not be administered.**
3. **Cough drops** are considered medicine. Medicated cough drops must be handled in the manner described above. Non-medicated cough drops must be labeled with the child’s name and given to the teacher. This is to avoid the temptation your child to eat them like candy during the school day.
4. Each family is required to complete emergency information on the registration form, and to keep all requested information current.

Emergency Information: Each family is required to complete emergency information at the time of registration and to keep all requested information current. It is very frightening for children to be sick and to have the school unable to reach a parent or caregiver because we have not been advised of changes in home, cell, or work phone numbers.

Should your child become sick or injured while at school, we will attempt to contact you immediately. If we are unable to contact you for assistance or direction, the principal or other school official will act in a prudent, caring manner to help your child.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is an important part of St. Bronislava Preschool/4K and Elementary School. Each parent in our school system is considered to be a member of the Home and School Association. Parents who participate help their children

greatly. The meetings of the Home and School often provide information in regard to special programming and parents are encouraged to attend.

The Association has both *fun* and *fundraisers* during the year. The “fun” raisers help build up the school community by providing enjoyable family activities such as family game nights, a special family pot-luck during Catholic Schools Week, our winter skating party at the Willett Arena, and the school “Sock Hop.” The fundraisers generate money used for extra school materials, programs, concerts, and playground improvements.

INSURANCE

Parents/guardians are to have their own medical insurance for any accident that their child may incur. St. Bronislava School has no insurance that will cover accidents on the playground unless negligence is proven.

MEDIA

School grounds are private property. The media are not allowed unless invited by school personnel. There are times during the year, however, when the media is invited to photograph special events in the school for publication in local newspapers. At the beginning of the school year you will receive a form granting us permission to allow a photographer from the local media to take your child’s picture. If you do not wish to have your child photographed, please indicate that on this form.

PETS

For the safety of your children and the animal involved, pets are not allowed in school.

PROCEDURES FOR PARENT CONCERNS (SPACS FAMILIES)

In our attempt to operate in a fair and just manner, the following recourse procedure is provided to handle parental concerns:

1. Confer with the teacher or the supervisor of the activity.
2. If a resolution has not occurred within ten (10) school days, then present the concern to the building principal.
3. If satisfaction is not reached at this point, present the grievance in writing within ten (10) school days to the SPACS President.
4. If the problem remains unsolved, present it in writing to the Dean.
5. Final recourse would then be the Diocesan Bishop.

The penalty for a violation of a school or diocesan policy or regulation is to be enforced during the recourse procedure. However, a request can be made to the diocesan director of schools to speed up the recourse procedure. This request can be made by the school, employee, student or parent affected. The request can be granted or denied.

SAFETY REGULATIONS

Playground: Specific playground rules will be shared with the students at the beginning of each year and guidelines will be reviewed as needed thereafter. Our rules are based on our general philosophy of “gentle hands, gentle words, and gentle actions.”

Our basic playground rules are:

- Respect the adults in charge.
- Use the playground equipment and toys in a manner that is safe and proper, as directed by the adult in charge.
- Avoid excess physical contact, including pushing, tackling, hitting, or tripping.
- Use a respectful tone of voice and respectful words when talking to adults or other children.
- Refrain from throwing non-play objects (snowballs, dirt, wood chips, etc.)
- Students will not go into the building to use the bathroom or to get a toy without the permission of an adult.

In school the students will:

- Walk quietly in the hallways.
- Touch others in an appropriate fashion only.
- Follow the teacher’s direction to use caution in every activity.

Toy Weapons

No weapons or toys portraying weapons can be brought to school.

SCHOOL CALENDAR

The SPACS preschool program follows the same calendar as the SPACS elementary schools.

The 4K Program will follow the public school calendar. The public school calendar differs slightly from the SPACS calendar. Please look the two calendars over carefully at the beginning of the year, especially if you have children in both programs.

SCHOOL DOORS

The only door that will be open during the school day will be the door to the school on the Willow Drive side. The door to the Parish Religious Education Office will be closed except for the time immediately before and after bus drop-off and pick-up for 4K and 3-year-old preschool.

STEVENS POINT AREA COMMISSION OF CATHOLIC EDUCATION

The Stevens Point Area Commission of Catholic Education, which oversees the policies and procedures of the Stevens Point Area Catholic Schools, consists of the following parishes: St. Joseph, St. Peter, St. Stanislaus, St. Stephen, Newman University, St. Bronislava, St. Mary's – Custer. The Commission meets on a monthly basis to discuss matters of concern to the schools. Parents will be notified as to the time and location of the meetings via parent newsletters.

Visitors are welcome to attend the monthly commission meeting. Prior to the meeting, the SPACS president will ask guests which agenda item they would like to address. At the appropriate time, the commission chair will recognize them. Guests will have 3-5 minutes to speak on that particular agenda item.

Visitors are encouraged to contact the SPACS office at least twenty-four hours prior to the commission meeting and indicate their desire to speak at the meeting. Anyone wishing to have an issue placed on a future agenda must notify the president's office at least one week prior to the commission meeting.

TEACHER IN CHARGE

Each school has a teacher who has been designated to assist in disciplinary and decision making in the absence or unavailability of the building principal.

VISITORS

We welcome and encourage parents and other visitors to the school. All visitors **MUST** present themselves at the school office, sign in, and obtain a visitor's badge before going to the classroom. Should a visitor wish to spend a considerable amount of time with the principal or in visiting the school, she/he is requested to make an appointment prior to the visit.

VOLUNTEERS

There are many **opportunities** for interested parents to volunteer their time and services during the school year. Volunteering can be done on a regular basis (e.g. classroom helper) or on an occasional or one-time basis (e.g. fieldtrips or special class project). We welcome parents and encourage your desire to be an active part of our school community. If you are interested in helping in any capacity, please talk to the teacher or call the school office at 342-2015.