

SECTION TWO:

SBPS Preschool Practices, Procedures and Policies

ADMISSIONS

St. Benedict Preparatory School is a Roman Catholic School that strives to teach the Faith and Christian values. St. Benedict Preparatory School does not discriminate on the basis of sex, race, color, or national or ethnic origin in administration of educational policies, admission policies, hiring of staff, loan programs, athletic, or other school-administered programs. As stated in the Cardinal's document paper, DECISIONS, "It would be a serious mistake to think that our schools are not able to make the changes needed to enable them to respond effectively to the needs of our contemporary Church and society." In light of this document the School Board has adopted the following priorities for admission of students to St. Benedict Preparatory School. St. Benedict Preparatory School will admit students who are non-Catholic and non-Parishioner provided that these students will not displace Catholic students. Participation in Catholic religious instruction and school activities related to the Catholic character of the school are required of all students.

1. Priority will be given to the children of parishioners.
2. Policy ES 130.1 Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs.
3. According to the *School Code of Illinois*, a child must be five (5) years old on or before September 1 to enter Kindergarten and six (6) years of age on or before September 1 to enter first grade. Before enrollment, a pupil entering our school for the first time must present a registered birth certificate. Likewise, a child must be four (4) years old on or before September 1 to enter 4-year old preschool; a child must be three (3) years old on or before September 1 to enter 3-year old preschool. Any exceptions made to this policy will fall under these guidelines: the child undergoes a pre-evaluation of skills and competencies, demonstrates maturity needed to be successful in the program, does not have a birthday beyond September 21st of the appropriate year (does not apply to three year olds). The HOPS reserves the right to refuse admittance into the school program should

he/she feel placement in the program is not appropriate for the child. Further, if it is determined after admittance that the placement is not appropriate for the child, the Head of Parish School (HOPS) reserves the right to request the student withdraws from the program. Students admitted under this exception will be on probation for one trimester. The HOPS may request withdrawal from the program during this time if placement is not best for the student.

4. **Any false statements or omissions made by parents/guardians concerning the mental, physical, or behavioral health of the child, or concerning any mental, physical, or behavioral disability which could affect the child's ability to function in a normal school setting, shall be cause for serious consequences for the student, including possible dismissal from school upon receipt of the correct information. Upon dismissal, tuition will be charged up to the date of dismissal and other fees shall be forfeited according to the terms explained in the tuition agreement. In the event of more than one child in the family, cause for dismissal will pertain only to the child in question.**

1. The St. Benedict Preparatory School enrolment process for the following school year will begin in Winter for current families. ***Each family MUST re-enroll for the following school year by paying the determined enrollment fee and completing the form provided at that time.*** Current parents with incoming kindergarteners (must be 5 by September 1st) must obtain and fill out the enrollment form and submit other items needed for enrollment as outlined in item number 10 below.

9. Open enrollment for new families will begin During February (Catholic Schools Week) at St. Benedict Preparatory School's Annual Open House. Current families should be registered by this time to insure your place in the school.

10. The following items are needed to complete the registration process:

- ✓ copy of the student's birth certificate (hospital birth certificates not acceptable)
- ✓ copy of the student's baptismal certificate (if baptized Catholic)
- ✓ request for transfer of permanent education records from previous school (Gr. 1-8)
- ✓ compliance with the *School Code of Illinois* regarding medical/dental/vision record forms on file prior to enrollment in Preschool, Kindergarten, Grade Two, Grade Six and for all new transfer students.
- ✓ interview with HOPS or Heads of School for students entering grades 1-8 and their parent upon request.
- ✓ copy of last report card (for students entering grades 1-8)
- ✓ **non-refundable family enrollment fee.**
- ✓ completion of the Enrollment Form
- ✓ **a completed tuition agreement form**

ADMISSIONS (PRESCHOOL)

All fees and the first tuition payment must be paid **before** your child enters school.

The Board of Health requires each child to have a completed medical on file **upon enrollment (see first section of handbook for details)**.

Children are to be potty-trained. No diapers or pull-ups allowed. Children will be asked to leave the program if they are not able to attend to their personal needs without staff intervention.

Children are to be three years old by September 1st before entering Preschool.

The school reserves the right to limit enrollment. St. Benedict Preschool utilizes a wait-list to maintain a staff/student ratio of 1/10. The school administration will strive to maintain a staff/student ratio of 1/10. At times, the administration may not be able to accomplish this due to teacher/staffing issues. We will do our best to rectify the situation as soon as it is possible.

St. Benedict Parishioner children have priority for attendance. Please see Active Parishioner Definition / Tuition Policy page in this handbook.

ATTENDANCE

It is important that children attend school regularly and be punctual. If your child attends three days of the week instead of five days, their school day schedule is to be consistent. Once you have selected three specific days, there is no transferring of days or substitutions due to personal schedules or class activities. If a change in schedule is desired, parents/guardians should put the request in writing and submit it to the Head of the Lower School; teachers cannot make those decisions. We may not be able to honor the request to change days. The Head of the Lower School will make the final determination. **There are no discounts or credits due to lack of attendance within a certain week.**

A child is late after 8:10 a.m. **If your child will be late, we ask that you call the school by 8:15AM to inform Mrs. Nota. It is important for us to know daily attendance so that the proper amount of lunches and snacks may be prepared.** When your child arrives for the day – he/she remains at school until picked up for the day. Children do not ‘come and go’ during the school day.

We understand that at times, young children may be difficult to get to school if they have had a change in routine or if they had been ill. Please be mindful that most classroom activities start at 8:10AM. If your child is consistently late beyond this time, he/she may have difficulty adjusting to the program. Consistent tardiness that is disruptive to the class, or that prohibits the child from adjusting to class routines, may jeopardize your child’s admission to the program. Parents will be notified in writing, and then may need to meet with the school administration if lateness and absences become a concern.

Please phone the school if your child will not be in attendance. Please inform Mrs. Nota and the School Nurse if your child is ill to help prevent contagion. This is crucial especially in regard to diseases such as chicken pox, strep throat, conjunctivitis, lice and other communicable diseases. **If your child was sent home ill by the school nurse, or school, he/she needs to be fever-free for 24 hours before attendance may resume. A FEVER IS 99.5 F or higher.** The school reserves the right to seek the

professional opinion of the school nurse in specific cases such as: lice, flu and cold symptoms, etc...as to whether or not the child should be in a group situation at that time. Do not send your child to school after administering laxatives or similar medications.

DAILY SCHEDULE

7:00 a.m.	Morning extended care begins
7:40 a.m.	Doors open - students may begin arriving at school
8:00 a.m.	Classes begin (any student arriving after 8AM will be considered tardy)
11:45 a.m.	Lunch schedule begins
12:20-12:30 p.m.	Half-day dismissal
12:30 -2:00 p.m.	Nap time
2:45 p.m.	Dismissal begins for preschool
3:00 p.m.	Dismissal Begins for grades K-5
3:12 p.m.	Daily Dismissal for grades 6-8
3:10-6 p.m.	Afternoon extended care

DISMISSAL

For dismissal, parents/guardians are asked to proceed to the classroom and then to sign out their child upon pick. The child will only be released to parents/guardians or their designee as authorized on the student EMERGENCY CONTACT sheet. If an adult is not familiar to the staff, he/she will be asked for identification. If that person is not authorized by the parent, the child will NOT be released to him/her. To avoid frustration or inconvenience, please update your pick up designee as soon as possible.

Preschool parents are expected to pick up their children between 12:20-12:30 pm for half day students and 2:45-3:00 pm for full day students. **Parents who pick up students after 12:30 for half day students and after 3:00 for full day students will be FINED a dollar each late minute.** Students who are not picked up by 3:00 pm will be put into aftercare and the late fee and the aftercare fee. Parents who are being FINED due to constant lateness will be charged the late fee as accrued by the parent.

On early dismissal days (Tuesdays), the same policy applies to all late fees. Parents who arrive after 2:10 pm on Tuesdays (Early Dismissal), will be charged a dollar each late minute. Students who are not picked up by 2:10 pm will be put into aftercare and charged the late fee plus aftercare fee. Parents who are being FINED due to constant lateness will be charged the late fee as accrued by the parent.

ILLNESS

CHILDREN WILL BE SENT HOME IF THE CHILD HAS A TEMPERATURE, DIARRHEA, OR VOMMITING. A FEVER IS 99.5 F FOR YOUNG CHILDREN. THE CHILD WILL NOT BE PERMITTED BACK TO SCHOOL UNTIL 24 HOURS FEVER FREE HAVE PASSED.

COMMUNICABLE DISEASE

In accordance with the Rules and Regulations for the Control of Communicable Diseases as issued by the Illinois Department of Public Health, the following procedures have been established.

1) Notify the school office immediately when your child has a communicable disease. This information will be reported to the school nurse. A note from your physician is mandatory.

2) The following communicable diseases require exclusion from school:

Chicken pox - not less than six days after eruption.

German measles - five days after appearance of rash. In case of girls having a rash, it is strongly urged that a physician be consulted in order that a positive diagnosis be made.

Mumps - Nine days and until all swelling has disappeared.

Strep Throat - for at least twenty-four hours after antibiotic treatment has been started

Pediculosis (Head Lice) - until proper treatment has been ordered by the physician and instituted – A student should have NO VISIBLE NITS. It will not be the responsibility of school personnel to remove nits for your child's hair.

Conjunctivitis (Pink Eye) -for at least twenty-four hours after antibiotic treatment has been started

Ring worms/pin worms - until seen by a physician and minimum of 24-48 hours as determined by physician in writing

Hand, Foot and Mouth – minimum of 48 hours as determined by a physician in writing; no open sores on hands or mouth, and fever free for 24 hours

Mollusum – wear long sleeves and pants to cover all open sores at all times

3) All communicable diseases and any diagnosed skin rash require that a child have a written release from the physician before returning to school.

4) If your child has a sore throat, earache, discharge from the nose, skin rash eruptions, eye infections, or elevated temperature HE/SHE SHOULD BE AT HOME.

5) If you have any questions regarding communicable diseases, please contact the school nurse for further information. **PLEASE HELP US KEEP ST. BENEDICT PREP HEALTHY – PLEASE DO NOT BRING YOUR ILL CHILD TO SCHOOL.**

6) Given that SBPS cannot possibly list all communicable diseases and their guidelines here, the final determination regarding whether or not a child may return to school after contracting a communicable disease rests with the school administration in consultation with the school nurse.

MEDICATION/MEDICAL EMERGENCY

State law forbids school personnel to administer any type of medication to students. If medication is required during the school day, a doctor's written order must be on file in the nurse's office where the child takes his/her own medication. Medication cannot be kept in backpacks or in the classrooms. Students are allowed to keep inhalers with them as long as the nurse is properly informed and prescription documented.

It is understood that in case of an emergency involving a student, school personnel will attempt to contact a parent. In case a parent cannot be reached, the parent authorizes the teacher, nurse or administrator in charge, to seek medical attention. This is with the understanding that the parent will pay all medical costs that are above and beyond any school insurance that might be in effect. In the event that a teacher, nurse or administrator has to seek medical attention, all possible efforts are to be made to reach the parent as soon as possible.

ILLNESS/INJURY AT SCHOOL

When a student becomes ill or is injured at school the administration, office staff or school nurse shall contact the parent or guardian.

If the parent or guardian cannot be reached, the school will call the emergency contact person named in the child's records. IT IS IMPERATIVE THAT PARENTS/GUARDIANS keep the child's emergency records up to date.

If the situation warrants, the administration or designated adult shall call the police or paramedics. Written documentation of these incidents shall be kept.

Students who are being dismissed at a time other than the regular school dismissal time must have a written request from the parent/guardian. No student will be permitted to leave school without a written request. Parents/guardians must come to the office to meet the child and to sign the child out of the office. Upon return to the school that same day, parents/guardians must come into the office to sign the child back in.

ALLERGIES

All student allergies must be medically documented by a family doctor and the nurse must receive this documentation.

TOILET USAGE AND ABILITIES

ALL STUDENTS MUST BE FULLY POTTY TRAINED. Fully potty trained is when a child can independently use the bathroom facility when necessary. The child needs to independently dress and clean themselves. The child also needs to be able to communicate s/he needs to use the toilet as appropriate.

If a child has an accident, all teachers-staff are not permitted to clean the child. Parents will be called if assistance is needed.

If accidents become disruptive, parents will be notified and the student's continued enrollment will be discussed.

DISCIPLINE PROCEDURES FOR PRESCHOOL

All children are expected to comply with rules that have been designed to maintain order and safety in the classroom. Each teacher establishes her own classroom rules that specifically address issues such as sharing, keeping one's hand to themselves, waiting their turn, etc.

The school establishes the overriding guidelines of respect and cooperation among the children helping each child learn and enjoy their school experience.

St. Benedict Preschool works in partnership with parents to help design appropriate consequences when accepted behavior is not consistent. The school focuses on re-direction and praise for good behavior rather than punitive measures for unacceptable behavior.

Children are encouraged to work out their differences with help from adults and to come to agreement on future resolutions to disagreements.

The school reserves the right to dismiss a child if that child is not adjusting to the school's program. This would be done after discussions with the teacher and Heads of School have taken place.

BITING

If biting is frequently occurring, a conference will be held to discuss further action. Parents are expected to support the school in our efforts to keep all students safe in the classroom. If a child has bitten another person and broken the skin, that child will be sent home.

PACIFIERS

No pacifiers can be used at any point during the school day. They are not age appropriate and present a safety hazard.

DRESS CODE

Preschool students are allowed to wear non-uniform clothing. Parents are expected to be mindful of our Catholic philosophy and values when choosing the manner in which they dress their students. Preschool students dress should not undermine our Christian values of modesty and simplicity. Preschool students wearing dresses and skirts must wear shorts, tights, leggings, etc. underneath these clothes.

Preschool students have outside playtime daily, weather permitting. Clothes should be comfortable and allow for students to play safely on our equipment. Parents are discouraged from sending children in hooded tops or in clothes that may become caught on playground equipment, thereby posing a danger to the child. Crocs and flip flops are not acceptable footwear.

All field trips and gym class days require closed toed gym shoes.

Additionally, students perform a variety of classroom activities that use a variety of materials, some which may spill onto the students' attire. While we try to teach students to be careful, we encourage parents not to send their child in such a special/costly outfit that may cause unusual parent distress should the outfit become damaged. Parents should use common sense when dressing their children for school. **Open toed shoes and open heel shoes are not allowed in the preschool.**

Throughout the school year, please send extra shoes if your child wears boots to school. No slippers are allowed in the preschool.

BIRTHDAYS

St. Benedict Prep and faculty enjoy helping your child celebrate his or her special day. The classroom routine, however, should not be interrupted. Teachers may serve the birthday treat during a lunch or classroom snack time. Parents should be aware that some children in the class may have food allergies. If you do send a birthday treat, please make sure it can be quickly and easily distributed to the entire class. It will not be the teacher's responsibility to cut and serve treats or provide napkins and plates. Instead of a food treat, it is suggested that a student donate a book to the classroom library. **All birthday treats must be peanut-free and store bought. No homemade treats may be brought into a preschool classroom.** It may be a good idea to check with the classroom teacher prior to purchasing treats.

BIRTHDAY PARTIES/INVITATIONS

By being a part of a Catholic school, parents value fostering community and unity. When parents plan celebrations that involve classmates of their children, we ask that they do so in a way that does not undermine the classroom climate and community. Parents need to model community and unity to their children. Thus, invitations to private celebrations are to be extended to the entire class, or to all of one gender within a classroom (For example, if your daughter is having a birthday party, then at the very least, all the girls in the classroom should be invited). Excluding part of the class is disruptive to the learning environment in the classroom. The school will not give out private addresses or phone numbers for invitation purposes. Teachers will not allow students to pass out invitations at school if the above requirements are not met. This also includes graduation and other celebrations

EMERGENCY CLOSINGS

Tuition is not refunded or discounted due to emergency closings due to weather, pandemic, power/utility outages or other unforeseen circumstances.

PRESCHOOL IS A PEANUT FREE PROGRAM

St. Benedict Preschool is a peanut-free environment. No peanut products/nut butter may be allowed in the school. No homemade treats or snacks may be brought into the preschool.

SNACKS AND CELEBRATIONS

Store-bought individually wrapped snacks are allowed for celebrations. To avoid disappointment of your donated treat not being shared for classroom celebrations, please read labels carefully to determine if it was processed in an environment where nuts may have been present.

ANY STORE-BOUGHT SNACKS WHERE UPON READING THE INGREDIENTS LABEL, THE TEACHER AND/OR ADMINISTRATION FEELS CONFIDENT THAT THE PRODUCT IS PEANUT FREE AND HAS BEEN PRODUCED IN A PEANUT FREE ENVIRONMENT. If the teacher and/or administration has any doubt as to

whether the snack is peanut-free the snack will not be shared with the students. The administration reserves the right to make the final decision. St. Benedict Preschool is a peanut-free environment. No nut products/nut butter may be allowed in the school.