

**St. Patrick  
Catholic  
Pre School  
VPK and EC3**



**Parent Handbook  
2018-2019**

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## Introduction:

Thank you for choosing St. Patrick Catholic Pre School for the 2018-2019 school year. We are looking forward to the year ahead and are excited to have you as part of our St. Patrick's family.

The goal of SPCPS is to offer a safe, nurturing, learning environment for children within our Catholic community. Each child is given affection, comfort, understanding and opportunities for learning in an atmosphere that is free from frustration and pressure. We strive for our students to actively participate in the learning process while sharing in a wide range of activities. Students are accepted with an initial probationary period of 60 days while the faculty determines their proper placement in our school.

## Programs:

SPCPS offers several different programs to fit the individual needs of the families within our community.

Florida VPK (4yr olds)	M-F 7:50-10:50 12:00 ½ day
St. Patrick EC3	M-F 7:50-3:15

*Full time Preschool* is offered Monday through Friday, from 7:50 am to 3:15pm. You may bring your child any time after 7:50

am. All children arriving after 8:00 am should be checked into the front office before being brought to class.

*Half Day Preschool* is also offered Monday through Friday, beginning at 8:00 and ending at 12:00. You must sign your child out in the school office. You may bring your child any time after 7:50 am. All children arriving after 7:50 am should be checked into the front office before being brought to class.

### Extended Day Programs :

Extended Day Programs are available at our school for an additional fee.

The Extended Day Morning Program is available to our students on school days as early as 7AM. All students should be signed in every morning in the Extended Day room by a parent. Pre-school students should never be sent to morning care with an older sibling or student.

The Extended Day Afternoon Program is designed to fit the needs of school age children. There will be time provided for play and specially designed projects. Students will be checked into the EDAP by their classroom teacher and must be signed out by a parent or guardian by 6PM.

### Uniforms:

Provider: Risse Brothers School Uniforms is the official St. Patrick Catholic School uniform provider. The 2018-2019 school year is the final transition year for uniforms.

Purchase Uniforms: School uniforms may be purchased at their retail location at 1603 Sunshine Dr., Clearwater FL 33765 or through their website at [www.rissebrothers.com](http://www.rissebrothers.com). There may also be an additional opportunity to have the “store” brought to St. Patrick, in which case additional details will be forwarded to the community at that time.

\*\*If you have any questions, please contact the school office prior to making a purchase.

### Uniform Requirements:

#### Girls:

\*Khaki walking shorts or slacks (Pre-K – 8) – Shorts and slacks may not be tight/form fitting, jeggings/leggings/or skinny pants are not permitted.

\*Solid black shoes - shoes may have a white undersole as well as a small brand logo that is in white only. The shoe color must be more than 90% black with these white accents.

\*Green mesh polo with SPCS logo (Pre-K – K)

Green jacket or sweatshirt with SPCS logo (Pre-K – 8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

#### Boys:

\*Khaki shorts or slacks – No cargo shorts or pants

\*Solid black shoes - shoes may have a white undersole as well as a small brand logo that is in white only. The shoe color must be more than 90% black with these white accents.

\*Green mesh polo with SPCS logo (Pre-K – K)

\*Green jacket or sweatshirt with SPCS logo (Pre-K – 8)

\*Only plain white t-shirts OR PE t-shirts may be worn under the uniform shirt

### Cold Weather Clothing:

Clothing without the SPCS logo can be worn to and from school ONLY. ONLY green sweaters, fleece, hoodies, or sweatshirts with the SPCS logo may be worn in the classrooms, hallways and offices of SPCS. No other jackets, sweaters and/or sweatshirts may be worn at any time during the school day.

### Shoes and Socks:

Solid black shoes or sneakers - shoes may have a white undersole as well as a small brand logo that is in white only. The shoe color must be more than 90% black with these white accents. Solid white or black socks or tights – socks must be visible and not exceed the knee.

\*\*Sandals, wheeled shoes, heels and flats are prohibited. For safety reasons all shoes must be tied/velcroed. Additionally, shoes must be worn as they are intended, they may not be worn as slip-ons.

\*\*Nail polish may be worn by girls as long as it is not disruptive. Artificial/Gel/Acrylic nails are prohibited.

### Jewelry:

1 wristwatch (smart watches are not approved for school use)  
1 religious bracelet (WWJD or another)  
1 thin chain with a religious cross or medal  
Medical ID bracelet if appropriate  
1 pair post earrings, 1 in each lower lobe only (girls only)  
No rings

Spirit Day: P.E. T-shirts, SPCS spirit shirt, or ND ACE Academy College and Heaven shirts with uniform shorts/skort/slacks and choice of sneakers. All other uniform

rules apply. Fundraising Day: School appropriate t-shirt of choice with uniform shorts/skort/slacks and sneakers of choice. All other uniform rules apply.

All preschool students are to be in full uniform at all times unless otherwise directed by the school. Clothing which does not follow the uniform policy will need to be changed before the students will be allowed to join their class. Written notification is required if there is a medical reason for a student not being in their uniform.

### What to Bring to School:

In order to ensure the comfort and safety of your child SPCPS would like to inform parents of what to bring and what not to bring to school:

All children - wear St. Patrick logo PE uniform with solid black sneakers and solid white socks. Each child must have a complete set of extra clothes at school.

Nappers/resters - 2 towel to cover mat and self.

Please do not send any toys (war toys or weapons, balloons, gum, marbles, expensive or breakable toys etc.)

Check with your child's teacher if you are unsure about a particular item. All children should be encouraged to understand that anything brought to class should be shared.

### Snacks and Lunch:

We ask that parents supply snack for their child daily.

Students should bring both a morning and afternoon snack.

Please send you child's snack in a bag labeled with their name

and “AM” or “PM”. Please place their snacks in the front pocket of their backpack.

Students at SPCPS have the option to bring or buy their lunch. Lunch menus are sent home monthly. Please ensure that your child’s sack lunch includes foods from all of the appropriate food groups.

### Medication:

SPCPS is willing to assist parents by administering medication as long as correct procedures are followed:

- (1) ALL medication must be prescribed by a doctor, in writing. This includes cold remedies and cough medicines.
- (2) Parents must fill out the necessary SPCPS medication forms.
- (3) Parents must inform the teacher in the child's class of the request to administer medication.

Parents are welcome to drop by to administer their child's medicine in person.

### Illness:

For the health of your child, his classmates and his teachers, please keep your child home if he is ill or shows signs of illness. Some of the reasons for keeping a child home are:

- fever, or had one in the last 24 hours
- vomiting, or has in the last 24 hours
- common cold
- pinkish, excessively watery eyes
- unexplained rash or spots on skin
- persistent cough or runny nose



any signs of a communicable disease

If your child becomes ill at school, he will be made comfortable in the clinic area until you are contacted and are able to come and get him. If you are called, you will be expected to pick up your child immediately or make arrangements for him to be picked up immediately.

Please be certain that the Director and classroom teachers are fully informed about any allergies your child may have. In cases where children have severe allergies to common foods, we must ask that you provide suitable food for your child's snacks

### Arrival and Pick-up:

Every child must be signed in by 7:50 am and signed out of the school if leaving early. Preschoolers should be walked to their classroom and made to feel secure and comfortable before saying a cheerful and firm good-bye. Parents should inform their child's teacher if they will be picking up at an irregular time, so that the teacher can reassure the child and can reschedule any special projects.

Pick up time begins at 3:15 pm in the student's classroom. Any student not picked up by 3:15 pm will be taken to the Extended Day Program.

Only the designated people listed in the child's files may take the child from the school grounds. Signed, dated, written consent from the child's parent or guardian is needed for anyone else to remove the child from the school.

## Discipline:

The forms of discipline we use at SPCPS are encouragement and winning cooperation. In order to foster this approach the teachers establish a positive relationship with each child, and provide the child with acceptable choices. If a child is having trouble controlling himself physically or mentally, his teacher may ask him to take some "time out". The length of the time-out would vary according to the individual needs of the child and the age of the child.

If the child's parents or teachers are concerned about his behavior, a parent-teacher conference can be called to discuss and share ideas for more effective ways to deal with the child.

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from our program.

- The child is at risk of causing serious injury to other children or him/herself.
- Failure of child to adjust after the 60-day probationary period.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.

No discipline will be used that is severe, humiliating or frightening, involved food, rest or toileting and no physical punishment will be used.

## Payments :

Full payment for tuition is due on the first of each month. A current tuition scale is enclosed with this document. Because the salaries of the staff and the costs of operating the school are fixed regardless of the number of children present, the full tuition fee will be charged regardless of the number of absences due to illness, vacation, leave, etc. You must set up your account at [www.factsmgmt.com](http://www.factsmgmt.com) for tuition payments

## Holidays :

SPCPS will follow the same vacation calendar as St. Patrick Catholic School. A list of specific dates for the current year is enclosed with this document.

## Safe Environment:

Any parent who wishes to volunteer at the school must have a level II background screening and attend a Safe Environment Program through the Diocese of St. Petersburg. No parent will be allowed to drive on field trips or help with parties if said paperwork is not on file in the school office.

## Accreditation:

SPCPS is accredited through the Florida Catholic Conference. Guidelines and benchmarks for the curriculum and operation of our preschool are set forth by the FCC, the Diocese of St. Petersburg and Florida VPK.

In addition to the guidelines printed within this document, parents are responsible for reading and supporting the mission statement and beliefs of St. Patrick Catholic School

contained in the Parent/Student Handbook. A current copy of the Handbook will be given to you at the time of registration or on the first day of school.

Please remove this page and return it to the School Office.

We have read the St. Patrick Parents' Handbook and I agree with its terms and conditions:

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Print Signature

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Print Signature

\_\_\_\_\_  
Date