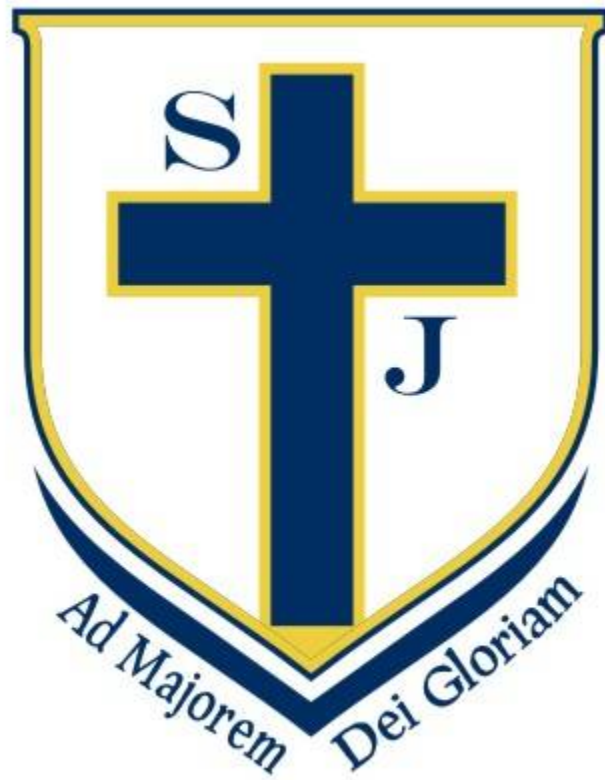


**St. Joseph**  
**Catholic School**  
Preschool



**Parent & Student Handbook**  
**2024-2025**

## **ST. JOSEPH CATHOLIC SCHOOL**

Welcome to St. Joseph Catholic School! In choosing St. Joseph Catholic School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

This handbook presents the philosophy, policies, and programs of St. Joseph Catholic School. The intent is to strengthen the covenant between home and school. The education of a child in this institution is wholeheartedly dedicated to this covenant we hold with parent and child. Parents are the primary educators of their children, and the cooperation of home and school is essential if a child is to reach his/her full potential. Parents and family share a very important part in our school's mission. It is the intent of St. Joseph Catholic School that the parents take a primary role in the education process. Personal and frequent contact between the family, teachers, administration, and staff is not only encouraged, but expected.

It is intended that parents keep and use this handbook for reference as needed. Efforts have been made to include all facets of our school in this handbook. The handbook will be periodically updated when more efficient processes are realized.

Please read this document carefully. Upon enrollment of your child/ren to St. Joseph Catholic school, you are agreeing to abide by the policies of St. Joseph Catholic School for the upcoming school year.

The faculty and staff of St. Joseph Catholic School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church and Jesus Christ.

### **MISSION STATEMENT**

The mission of St. Joseph Catholic School is to provide an opportunity for all students to develop a sense of God's loving presence through academic excellence, Christian awareness and spiritual growth.

"Today in St. Joseph Catholic School, let us be aware of the presence of God in all that we do. God loves each of us! We have been given many gifts for the good of others. Today let us be ready to learn and grow in mind, heart and spirit."

### **VISION STATEMENT**

St. Joseph Catholic School's vision is to provide a caring, structured and disciplined learning environment in which students learn through the teachings of the Gospels, the Ministry of Jesus Christ and the Holy Sacraments. The school's goal is to provide an environment in which all pupils enjoy a wide selection of opportunities to discover their talents and interests to their full potential. St. Joseph Catholic School promotes the highest standards of academic achievement for individuals in the context of their own abilities. In addition to this, St. Joseph Catholic School's goal is to provide a wide range of extracurricular opportunities in order to encourage high standards, collaboration and teamwork.

## PARENTAL COVENANT

1. See that children attend regularly and are punctual to school. All classes begin promptly at **8:00 a.m.** (All Pre-K 4 Year-Old students must be in class beginning at 8:00 a.m. – 1:30 p.m. Monday through Friday to remain in compliance with Cabell County’s Pre-K 4 Program Attendance Policy and Policy 2525. Tardies will be issued after 8:05 a.m.) Attendance and tardy data will be reported daily to Cabell County per policy 2525.
2. Students utilizing the only the specific Prek Universal program designated hours and days are not permitted to utilize operational hours unless an agreed contract is in place for billing purposes.
3. Ensure prompt collection of child(ren) from the center at dismissal time: 12:00 p.m. on calendar half days or 2:30 p.m. full day (3:00 with siblings).
4. **Sign child(ren) in and out of the building using the school’s ‘Drop Off and Pick-Up’ signing procedure. This is a West Virginia State requirement and MUST be fulfilled for each visit. There will be no exceptions to this policy.**
5. Call the school if your child will be late or is ill by 8:30 a.m.
6. All students enrolled in St. Joseph Catholic School must have a **state birth certificate, health screening and up to date immunization records** that comply with the CDC Recommended Immunization Schedule. A copy of these records **MUST** be given to the office prior to the first day of school. **NO EXCEPTIONS!**
7. Keep the child home when ill. **If the child has a fever, vomiting or diarrhea, keep home for 24 hours after the fever breaks or the last incident occurs.** DHHR policy strictly prohibits sick children from returning back to class unless cleared by a physician or a 24 hour period has expired since the last incident.  
**\*While under our crisis child care license, any student that does not meet visual and medical questionnaire questions, or with a fever of more than 100, will not be permitted to enter the building. Students with a fever must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor’s note for returning before 72 hours if a child becomes sick during the day.**
8. Notify the school of any serious illness (asthma, allergies, etc.) and ensure all information is documented on the online enrollment process. The child’s medical forms accompanied with an official letter from the doctor indicating diagnoses must be provided to the office and kept up to date.  
**Send in a written explanation including a doctor’s note where applicable:**
  - a. following any absences
  - b. if child is not to take part in physical education or outside recess
  - c. if any change in transportation is made – emergency cards cannot be accepted for this purpose
  - d. parents must sign a medical release form in the office prior to administering any medication.
9. Parental Concerns: If the concern results from some problem or misunderstanding in the classroom, the parent must directly contact the teacher involved first. Please email the teacher directly and cc the Principal and the Preschool Director to request a conference with the teacher. **Parents must schedule a conference with the teacher. Conferences can be scheduled before or after school hours.** After consultation with the teacher, if the parent

believes the issue has not been resolved, the next step is to request an appointment with the Principal.

10. Notify the school of any change of address, telephone number or emergency information immediately. Parents must complete a new emergency card indicating changes.
11. Provide and maintain all legal documentation ordered by the court with regards to custody and visitation rights of each parent. Documents must contain the court's stamp.
12. See that the child wears appropriate clothing and tennis shoes daily for outside play and PE.
13. Families are encouraged to take an active part in PTO meetings and other school activities throughout the year.
14. Support the school community in its activities and when possible offer your gift of time and talent in support of the teachers and school.
15. Meet with teachers to discuss progress.
16. Monitor regularly the school website, Renweb, and social media sites for forms, calendar information and upcoming events etc.
17. Ensure prompt payment of all tuition and fees. Failure to do so may result in loss of child/ren's place in the school.
18. Ensure all monthly funds are available for FACTS payments.
19. **Changes and amendments to financial obligations and payments must be made in writing. Changes and amendments will be in effect ten working days from the date received.**
20. Ensure the registration process is complete prior to the first day of attendance. This includes online registration and FACTS completed, financial contract signed, and birth certificate and up to date immunizations turned into the office.
21. Photographs of students and school events shall not be posted on individual social network sites. The use of the school logo and school name is strictly prohibited.
22. Acknowledge that social network sites are not the correct forum for discussing school issues, faculty, staff or students. **Any forms of inappropriate postings on social websites by parents, grandparents or other family members may result in immediate termination of child/ren's placement at St. Joseph Catholic School at the Principal's and Pastor's discretion.**
23. Any behavior deemed negative and inappropriate may result in the termination of child/ren's placement at St. Joseph Catholic School at the discretion of the Principal and Pastor.

### **PRESCHOOL STUDENT COVENANT**

1. Practice good manners.
2. Respect the rights of others.
3. Respect school equipment, books and property.
4. Maintain a quiet composure when going from one activity to another.
5. No chewing gum.
6. Leave all electronic devices at home unless for academic purposes in collaboration with the teacher and school. **No toys should be brought to school unless for show and tell. The school cannot accept responsibility for personal items that are lost or damaged. The school reserves the right to search any items/belongings brought onto school property at any time without parental or law enforcement permission.**

### **PRESCHOOL ABSENCE /TARDY POLICY**

1. Parents are asked to notify the school office by 8:30 a.m. if a student will be absent. All student absences that remain unreported by 8:30 a.m. will be verified with parents by the school office (Pre-K policy 2525).
2. **Attendance is the responsibility of the parent.**
3. An unexcused absence is described as an absence from school without documentation from an authorized individual such as a doctor, dentist or academic based event. (Pre-K Policy 2525).
4. School begins promptly at 8:00 a.m. and instruction begins immediately.
5. Students arriving or leaving between 8:30 a.m. and 2:30 p.m. must be signed in and out of school by a parent or designated individual in the school office.
6. PreK-4: St. Joseph Catholic School will adhere to the following attendance guidelines as specified by the West Virginia Board of Education. Absences shall not be counted against the student for the following:
  - a. School-sponsored activities
  - b. Written physician's excuse for illness. A parent that is a physician may not write the excuse for their own child/children.
  - c. School closures/delays (inclement weather only) St. Joseph Catholic School will also follow individual county guidelines for students who experience closures/delays outside of Cabell County.
  - d. Death in the immediate family.

### **PRESCHOOL ADMISSION**

1. Children will be accepted for admission to St. Joseph Catholic School regardless of race, color or national origin. Due to classroom limitations, order of acceptance is as follows: siblings of current students, parishioner, out of Parish Catholic, and Non-Catholic.
2. Every effort shall be made to provide each qualifying child the opportunity to attend St. Joseph Catholic School. Families should seek the advice of the Principal if financial assistance is needed. Prior to the start of the school year, some tuition assistance may be available through the Tuition Assistance Diocesan Support Program (FACTS) sponsored by the Diocese of Wheeling-Charleston and the Tomi Schaffer Scholarship Fund available at the local level. Families seeking tuition assistance must first complete a "FACTS" application form before seeking additional financial support from the parish. Forms may be downloaded on the school's website or on the Diocesan website at [www.dwc.org](http://www.dwc.org). The Tuition Assistance Diocesan Support Program is available to all Catholic and non-Catholic families with students in preschool, grade school, and middle school. Non-Catholics must also fill out the FACTS application online and the local tuition assistance form.
3. All applicants seeking financial assistance from the parish must complete a Parish Assistance Form, accompanied with copies of the most recent W-2 form for each family. Applications without W-2 forms cannot be considered. Parents are asked to contact the school office for more information.
4. New students entering St. Joseph Catholic School will be accepted on a probationary status for one academic year beginning with the date of official enrollment. There will be parent-teacher/principal conferences held to review the student's academic/social progress.

5. Parents will need to review the Parent/Student Handbook online. This handbook should be read, discussed and signed by **both parents**. Each student and his/her parents are asked to read the handbook, and agree to abide by the rules and regulations as stated.
6. A parent enrolling their children in any grade must have an interview with the principal and complete an application, present appropriate documents (i.e. state sealed birth certificate, baptismal certificate, current health and immunization records, and current custodial papers. All documentation must be received within one week of the student's enrollment date. Failure to do so may result in the child's loss of place.
7. Students with an IEP, 504, Birth to Three or disability that requires academic, physical or social modification must be identified during the enrollment process. Failure to disclose such information will result in non-enrollment of student. Parents **MUST** meet with the Principal to discuss student IEP or like documentation.
8. Parents will need to review the Parent/Student Handbook online. This handbook should be read, discussed and the contract signed by **both parents/guardians**. Each parent is asked to read the handbook, and agree to abide by the rules and regulations as stated. Signed handbook forms via online **must** be completed upon enrollment.
9. Admission to St. Joseph Catholic School is at the discretion of the Principal.

Students in pre-school must fulfill the immunization requirements of the State of West Virginia and the CDC. Records of immunizations against diphtheria, polio, rubella, chicken pox, tetanus and whooping cough must be on file before the first day of school. Immunizations for: Varicella, MMR, IPV, DTap, Hib, PCV and Hepatitis B must be presented at the time of registration/screening. **These forms must be updated annually for compliance with state regulations.** Problems with vision and hearing must also be determined and documented during enrollment.

St. Joseph Preschool has a potty-trained requirement for children attending the 4 year old programs. St. Joseph Preschool defines "potty-trained" as children being able to control both urination and bowel movements and are able to use a toilet with little or no assistance. Children in the 4 Year- Old programs may NOT wear pull-ups.

Students must be 2, 3, or 4 prior to **July 1** of the enrollment year. No exceptions.

### **PRESCHOOL AFTER SCHOOL CARE**

St. Joseph Catholic School offers an After School Care Program to preschool, elementary and middle school students. The program runs from 3:25 p.m. to 5:25 p.m. and will be housed in the Parish Hall. Snacks will be provided and members of St. Joseph Catholic School faculty and staff will supervise the students. There will be an additional cost of \$14/day for preschool students. Parents **must** register their child(ren) via school email blast. Students who have not been registered for this program will not be permitted to utilize this service. An additional fee of \$25 will apply for students who are not signed up to stay on any given day without prior notice with the approval of the school administration. All After School Care fees must be paid one month in advance.

Students **must** be picked up and out the door no later than 5:25 p.m. from the Parish Hall. There will be a \$25 charge for late pick-ups from 5:30 p.m. – 5:35 p.m. and an additional \$1 charge for every minute incurred after 5:35 p.m. The child/parent must have exited the building by 5:30 p.m. in order to avoid the late charge. After School Care Fees must be paid within 7 days. Failure to pay in advance will result in the loss of the student's After School Care spot and/or a \$25 late fee each month.

**Unacceptable behavior or abuse of the program may result in suspension and/or expulsion from the program. The principal reserves the right to terminate placements for any inappropriate behavior. All parents and students utilizing the aftercare program, must sign the afterschool agreement prior to the first day of use of the program.**

## **COMMUNICATIONS**

The school's website posts pertinent information regularly. Information will also be sent via RenWeb as voice and/or email. A calendar of days in session, school holidays, grading periods, etc. for the entire school year is available on the school website. The school website also posts calendar schedules for academics, athletics and other important items.

Alterations to the school's calendar year may occur throughout the school year. Parents will be notified in advance of any important changes.

Written communications from parents are required for the following:

1. **To the office:**
  - a. For your child's medical appointment during school time, stating the anticipated departure/return times
  - b. For permission to allow the student to leave school at any time with anyone other than the parent or legal guardian. Emergency cards are not permitted for this use.
  - c. For Pre-K children to be picked up with older siblings at dismissal
2. **To the classroom teacher:**
  - a. Requests for parent conferences, or appointments.
  - b. For information, regarding any temporary situation, which may help the teacher to better understand changes in behavior.
  - c. Prior knowledge of an out of town trip.

## **CURRICULUM**

The formal curriculum of St. Joseph Catholic School and Preschool is designed according to directions and programs established by the Diocese of Wheeling-Charleston Office of Catholic Schools and in adherence with the West Virginia State Instructional Goals and Objectives. St. Joseph Catholic School's Universal PreK4's curriculum is designed in accordance with Cabell County's designated curriculum per State policies.

### **All Programs**

In addition to the development of social skills, age-appropriate reading and basic math concepts will also be implemented into daily activities. Students will learn letters, numbers, shapes, colors, and sequencing skills. Through these activities, students will learn to develop their fine and gross motor skills. The Creative Curriculum will be used as part of the Preschool program. The Creative Curriculum has been used widely in Preschool programs throughout the United States. It describes and demonstrates how to plan a developmentally appropriate program focusing on ten well-organized interest areas. Its underlying philosophy draws from Jean Piaget's work on cognitive development, Erik Erikson's stages of socio-emotional development, and accepted theories of how children learn best. The approach is practical, easy-to-understand, and immediately applicable to a variety of settings.

All children will also receive exposure to art and music activities as well as go to the gym for physical development.

This excellent program is also based upon a framework of six different aspects including; how children develop and learn, the learning environment, what children learn, the teacher's role, the family's role, and research theory.

### **2 & 3 Year-Old Program**

This program is designed for two and three year olds who will be experiencing a pre-school setting for the first time. The curriculum is designed to immerse students within an academic and social environment. Students will be exposed to early pre-literacy and math skills combined with opportunities to interact with their peers and teachers and to participate in whole group activities.

Students will also learn to play cooperatively by developing listening and sharing skills, follow directions, and be taught to respect their classmates as well as their teachers. Students will also experience a wide variety of subjects ranging from reading, math, science, social studies, religion classes, technology classes, P.E. and music classes as well as Spanish lessons. Each classroom has been equipped with top of the line technology equipment such as Smartboards, mini iPads and computers which have early childhood software programs installed for the benefit of each student.

### **4 Year-Old Program – Universal Pre-K Program (Policy 2525)**

This 5-day program is designed for four and five year olds who have had a previous experience of preschool. The curriculum is designed to prepare students for Kindergarten by building on their social and cognitive development. The St. Joseph Pre-K program follows all regulations and policies outlined by the Cabell County Pre-K 4-Year-Old Program 2525.

Students who are enrolled in public-school collaborative 4 year old PreK program located within a Department of Wheeling-Charleston Catholic School are also considered of compulsory school attendance age unless the parents, in consultation with the school, withdraw the child from the program. To enroll in a 4-year-old program, the child must turn four years old by July 1 of the year of enrollment.

Students will also learn to play cooperatively by developing listening and sharing skills, follow directions, and be taught to respect their classmates as well as their teachers. Students will also experience a wide variety of subjects ranging from reading, math, science, social studies, religion classes, technology classes, P.E. and music classes as well as Spanish lessons. Each classroom has been equipped with top of the line technology equipment such as Smartboards, mini iPads and computers which have early childhood software programs installed for the benefit of each student.

## **PRESCHOOL SPECIAL PROGRAMS**

### **STEAM Program**

STEAM is a cutting edge approach to teaching and learning that encompasses science, technology, engineering, and math while infusing the arts into the above areas. Art and music are combined



innovatively across the curriculum, while fostering creative problem solving, flexible thinking and real world concepts through discovery.

- Science: Varied hands-on real world science activities and discovery opportunities
- Technology: Students have access to Smart Boards and mini iPads in classrooms.
- Engineering: Pre-K students will be able to design, build and test solutions through play.
- Art and Music: Evidence supports that sequential, skill-building instruction in the arts and music greatly improves children's performance in reading and math.
- Math: Young students use manipulatives and models to develop mathematical reasoning and strong number sense through counting, sorting and patterns.

### **Music Program**

Students will participate in the school's music program on a weekly basis, provided by our St. Joseph Catholic School Pre-School Specials Teacher. During the lesson children will participate in a variety of music and movement activities, musical concepts, learn terminology and instruments.

### **Physical Education**

Students will participate in organized physical education activities each week. Athletics teach children cooperation, teamwork, coordination, following directions, and fair play. The St. Joseph Catholic School Athletic Organization is under the umbrella of the PTO and was founded for the purpose of supporting, recognizing, and expanding extra curricular sports programs and opportunities for our students.

### **Spanish Program**

Students will receive a weekly taste of Spanish. The program focuses on colors, names, numbers and days of the week.

## **DISCIPLINE**

Positive behaviors are recognized and encouraged. When misbehavior occurs students will be redirected and/or encouraged to come up with a more suitable behavior. More serious misbehavior may result in the student's temporary restriction from activities. Parents will be notified of good behavior and also of repetitive and/or seriously inappropriate behavior. Via Tadpoles and weekly newsletters.

## **EXPULSION**

Students may be expelled from the school for serious, unacceptable or repeated negative behaviors. Included, but not limited to, in this process are:

- **Serious injury to another person**
- **Causing injury with a weapon or object**
- **Inappropriate behavior/bullying others**
- **Excessive biting**
- **Discrimination of others**
- **Disrespect towards adults or others**
- **Not keeping hands to oneself**

- **Inappropriate After School Care behavior**
- **Other inappropriate behavior**
- **Non payment**

### **Anti-Bullying Policy**

The Diocese of Wheeling-Charleston has instructed each school to implement an “anti-bullying” policy to protect all students. It is each child’s right to be accepted, as well as to learn in a comfortable, Christian atmosphere. The following behaviors are considered to be violations of students’ rights and will be dealt with accordingly and at the final discretion of the principal:

- **Excluding others**
- **Repeated physical aggression, such as kicking, shoving, pinching, biting, etc.**
- **Discrimination**
- **Teasing**
- **Any other inappropriate behavior**

### **DISMISSAL**

For the safety and comfort of your child(ren), dismissal procedures are a primary concern. Child(ren) not picked up by 3:20 p.m. will be sent to the After School Care program and parents will be charged \$25.

Parents are encouraged to pick up their children on 6<sup>th</sup> Ave in front of the pre-school entrance. **Please note that double parking on 6<sup>th</sup> Ave. is illegal and unsafe.** No student will be dismissed into cars that are double-parked. If you are unable to pull to the curb, please circle the block until a space becomes available. **Parents wait at the PreK glass doors or Parish Hall white doors in order to pick up children. (All preschool parents MUST have a printed name and signature in order to sign their child(ren) in and out on a daily basis).** Students with grade school siblings, may also be picked up from the drive-thru with WRITTEN PERMISSION on file. Parents are not permitted to park in the alley, as this causes congestion and blocks the drive thru.

**All students MUST be signed in and out each day using the pre-school’s ‘Drop off and Pick-up’ folder located in the entrance hall of the preschool. This West Virginia licensing requirement must be fulfilled by each parent responsible for the collection of their child(ren). There will be no exceptions to this policy.**

### **DRESS CODE**

Please dress children in school appropriate clothing. **For the safety of your children, please be sure they wear sneakers or sturdy rubber soled shoes each day.** Inappropriate shoes such as clogs, flip-flops, etc. will prevent your child from using the outdoor equipment or playing in P.E. The children play outside daily, weather permitting.

### **FIELD TRIPS**

As an extension of classroom learning, field trips will be made available to the students. These experiences may be visits to places of cultural, educational, spiritual, or co-curricular significance to further enrich the lessons of the classroom. Only trips of this nature are permitted. When possible, transportation to and from the school for a field trip will be provided by county school bus(es). The Cabell County School system has proper insurance coverage and licensed drivers. Minimal charges may apply per student for cost of bus transportation, if needed.

**Parents must sign the diocesan, office generated, permission slips and return them to the office by 8:15 a.m. on the day of the trip.** In case of missing or lost slips, these may be downloaded from the web site and turned in. Parents cannot provide verbal permission for their child to go on any field trip. Parents/Legal Guardians are the only people who can sign the permission slip. Children who do not participate in the field trip activity must remain at school. Adult supervision for study time will be provided.

- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academics and/or poor conduct.
- A field trip is a privilege not a right.
- All monies collected for the field trip are non-refundable.
- Parents may not bring younger children along on the field trip.
- All chaperones must be 100% Virtus compliant.

### **HEALTH ISSUES/ACCIDENTS-INJURIES**

While we attempt to enforce rules to protect the children at all times, accidents do occur. Minor cuts or abrasions will be dealt with in the office. More serious accidents will be handled in the following manner:

- 1) Parents will be notified if and when children bump their head.
- 2) If parents cannot be reached, then the relative listed on the emergency card will be called.
- 3) If necessary, the principal will contact the family physician listed on the medical authorization form to determine what must be done to best aid the child.
- 4) For more serious accidents, an ambulance may be called.

**Children with severe colds, coughs, high temperature, vomiting, or other signs of illness CANNOT be sent to school for 24 hours after the last incident. If a child becomes ill, parents will be notified to come to the school to pick up their child. Children who come to school ill and need constant one-on-one care from a teacher takes away from the needs of the other children.**

**When the following common childhood illnesses occur such as: Fifth disease, RSV, pink eye, Rotavirus, children will not be permitted back to school without a physician's written authorization.**

**\*While under the crisis child care license:**

- Students will have their temperatures checked daily, upon arrival. Any student with a fever of more than 100 degrees must remain out of school for 72 hours after the fever has broken without

fever reducing medications. We will not allow a doctor's note for returning before the 72 hours If a child becomes sick during the day.

- The first teacher will remove the child to a separate room and keep the child comfortable until the family can arrive. The second teacher will immediately call the child's family and request an immediate pick up.
- If a child becomes sick at home with any symptoms, cough, fever, muscle aches, generally not feeling well, we ask that you notify us and keep your child at home. If symptoms are consistent with Covid-19, please phone your child's pediatrician and ask for guidance. Please phone us and share that guidance so that St Joseph Catholic School and summer care Program will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.
- Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc.. Students with a cough and a fever will be required to be seen by a medical professional with-in 24 hours.
- Each child should be given a daily health check at home. Children showing signs of illness should be kept at home. Any child arriving at school showing signs of illness as listed below shall not be admitted. Children developing any of the listed symptoms throughout the day will be sent home and are not permitted to return until they are symptom free or returns with a doctor's note.
  - Rash
  - Sore Throat
  - Ear Ache
  - Fever of 100.0 or higher
  - Diarrhea (Two diarrhea bowel movements within three hours or three diarrhea bowel movements in a day)
  - Chronic Cough
  - Redness, Drainage, or Matting Eye(s)
  - Vomiting
  - Other Contagious Condition

### **CRISIS MANAGEMENT**

St. Joseph Catholic School has a Crisis Management Program which is updated each year. Drills are conducted monthly to prepare students for various emergencies. In cases of inclement weather, fire, bomb threats, or chemical or biological catastrophes, announcements will be made on social media and television stations of impending school closures. In case of a school closing a school reach message will be sent out.

### **LOST AND FOUND**

**Any articles that are found outside the classroom are placed in the lost and found container in the Parish Hall. Please check with the classroom teacher for lost items first.**

**Identification labels on student's personal property are suggested.**

### **LUNCH**

Site lunches are provided each day per licensing at a cost. Therefore, if a child is not able to eat the school lunch, a doctor's note must be provided. Students with allergies must have on file within the school office a physician's letter indicating the allergy.

Healthy morning snacks and lunches must be provided by parents daily for students. Providing healthy food choices and a well-balanced lunch will contribute to the daily nutritional needs of the student. The school will provide milk daily for morning snacks and lunch. Healthy snack and lunch suggestions are listed below. Please do not send your child in with candy. Nutrition and food per WVDHHR regulations require students' meals to meet the CACFP meal patterns. See the attached documents for the updated meal patterns.

**Home Packed Snack/Lunch Suggestions:**

Meat or cheese sandwiches  
Cheese with whole wheat crackers or bagel  
Fresh vegetables with dip  
Fresh fruit  
Pretzels  
Muffins  
Granola bars  
Dried fruit  
Apple sauce  
Yogurt

**MEDICATION**

A student requiring medication, of any kind, must have on file a signed medical authorization form from the parent or guardian, and a properly completed physician's statement. The authorization includes the following:

1. Written permission from the parent or guardian.
2. Name of medication, dosage, times or intervals at which it is to be taken, duration, and possible side effects. Written physician's approval on file to take any forms of medication, including over the counter medicines.
3. A statement releasing school personnel from any and all liability for damages or injury resulting directly or indirectly from the presence of the medication in the school or its use by the student.
4. Medication must be in original containers and have an affixed label including the student's name.
5. Medication must be for the correct age group of the designated child.
6. Accurate records of the medication given must be kept in the office's medical file.
7. All medications will be kept and dispensed in the classroom.

**The possession or use of non-prescription, over-the-counter medication during school hours is prohibited. For the safety of all students, parents who send non-prescription medication to school with their children must follow the same procedure as that**

**outlined for students possessing prescribed medication. Please be aware that no school employee can otherwise dispense medication at any time for any reason.**

### **PTO (PARENT TEACHER ORGANIZATION)**

As Jesus Christ remains at the center of our actions and the pulse of our school, the PTO (Parent-Teacher Organization) is at the heart of our success. Our PTO provides support and assistance at such school-related events as field trips, parties, picnics and special presentations. This parent-sponsored organization provides the occasion for parents and teachers to build a stronger relationship.

Our annual fundraisers include our Carnival on the Block, Charity Choice Run/Walk, Mardi Gras. Each family is asked to donate volunteer time with PTO projects.

### **PARTIES**

Classroom parties should be kept to a minimum so as not to lose valuable instruction time. Parents may send in healthy party treats if requested or agreed to by the teacher and administration. Please do not send homemade or store-bought treats that may contain nuts or peanut butter for the safety of all our students. Only clear drinks such as water, clear juices, Sprite or 7-Up may be provided at parties.

**Birthday treats are permitted with permission of the child's teacher. Individual birthday parties will not be celebrated at school.**

Invitations to parties at students' homes may be sent home through the school only if all students in the class receive one. If only selected students receive them, they should be mailed directly.

### **PRESCHOOL PROGRESS REPORT CARDS**

St. Joseph Catholic School has four nine (9)-week grading periods. This means parents will receive a total of four report cards during the school year. The report cards will have the following codes:

M Mastered

O On Level

I Needs Improvement

### **PRESCHOOL DAY --- Daily Schedule**

#### **Early Morning Care - 7:30 - 8:00 (Free of Charge)**

The Preschool will be open each morning at 7:30 a.m. for students and teachers for Early Morning Care. Parents are asked to help their child hang up and store belongings in order to help prepare the student for the day.

7:30 a.m. – 8:00 a.m.

#### **School opens- Arrival Time for Preschool**

Children come in, hang up backpacks, coats, etc. Free play time with puzzles, toys, coloring, games etc.

8:00 a.m. – 11:30 a.m.

**Instruction Time – Snack Time Included**

Instruction time and circle time gives everyone a chance to talk about something special. There will be story time, discussion about the weather, selection of special helpers and an outline of the day’s activities. Daily papers and/or crafts associated with the current study will be implemented into the lesson.

During Snack Time – Students wash hands, and prepare snacks. Students will learn table manners. \*Healthy snacks are preferred.

11:00 a.m. – 12:00 p.m.

**Lunch Time**

12:00 p.m. – 1:00 p.m.

**Recess (Times may vary according to program)**

1:00 p.m. – 2:00 p.m.

**Rest Time**

2:15 p.m. - 2:45 p.m.

Students prepare to go home, gather belongings and check “mailboxes.” **Pick-up: Students not picked up by 3:20 p.m. will be charged as an unscheduled After School Care Fee of \$25.**

**\*Specials classes in STEAM, art, music, PE, computer technology or Spanish will take place daily.**

**SCHOOL SUPPLIES**

There will be a supply fee charged per student made payable to St. Joseph Catholic School at the beginning of each school year. Nursery through Preschool staff members will ensure that each student receives appropriate and adequate supplies throughout the school year.

Parents are asked to always have an extra change of clothes in case the unexpected occurs. A changing facility will be provided for students participating in the Nursery through 2 Year-Old program. Parents are asked to keep their child’s diapers, wipes, ‘potty-training’ materials and resources fully stocked in their child’s cubby box at all times. **A fee of \$35 monthly will be assessed to tuition if diapers or wipes for any month that the parent’s do not supply them in a timely manner to the student’s classroom.**

### SNOW DAYS/ Inclement Weather School Closing

In periods of inclement weather, watch Channel 13 for school closing information. Parents will also be notified via School Reach and Facebook of closings or delays. Early dismissal, due to inclement weather, will be at the discretion of the principal. If school is closed all activities are also canceled, i.e. Open House, PTO meetings, conferences, ballgames and After School Care, etc.

Parents have the right to make an informed decision as to whether they deem the roads safe to travel, however if the student does not attend school, an absence will be noted per policy 2525.

It is the parent's responsibility to ensure school is in session and faculty members are present before dropping children off.

### VISITORS

All parents and other visitors must report to the office upon entering the school. This is a safety precaution designed to protect the students. If a parent/relative wishes to visit a classroom for any reason, they must first stop in the office.

If a parent wishes to deliver anything to a student, such items should be labeled with the child's name and left in the office. It will be delivered to the student at an appropriate time so as to prevent the disruption of class.

### VOLUNTEERS

Parent and grandparent volunteers are a vital part of any Catholic School. These volunteers enable us to offer many advantages to our students that we would not be able to otherwise offer. You are urged to give of your time and talents as a volunteer to the school. **All volunteers MUST become VIRTUS trained and abide by all VIRTUS rules and regulations and sign the SJCS Volunteer Code of Conduct.**

### WITHDRAWAL FROM SCHOOL

Notice of intent to withdraw your child from school must be made in writing by the parent to the teacher and principal in ample time before the withdrawal date. Records will be mailed directly to the school upon receiving a request and release form for records. Records cannot be sent through the student or parents. **All outstanding balances and fees must be settled before records can be forwarded.** St. Joseph Catholic School's withdrawal policy is listed below:

- Registered students who withdraw before the first day of school are responsible for all fees and registration.
- Registered students who withdraw between the 1st day of school and December 20th are responsible for all fees and for half (1/2) the tuition.
- Registered students who withdraw after December 20th are responsible for all fees and for the full tuition amount.

### Fees

Each family is required to sign a tuition contract prior to the start of the school year. If ineligible, families may receive tuition assistance. Families applying for Link are ineligible for tuition assistance through St. Joseph Catholic School. This includes all PreK tuition, aftercare, plus childcare for all grade levels. It is



the responsibility of the parent to provide the school with a valid Link provider agreement from the Link office prior to the child's start date. Without proper documentation and notification parents are responsible for all tuition to be paid in full. Any days, hours, and fees outside of the allotted certificate time will be billed as private pay.

Any other outside supplement of payments, is the responsibility of the parent. Payments must be paid on time. If a provider pays a month in arrears, it is the parent's responsibility to pay the month in advance and to calculate the payment that is due each month on top of the provider's amount. If the provider fails to pay and/or the parent does not rectify the outstanding amount within 7 days, then a late fee of \$25 will be assessed.

Insufficient funds checks which are returned to the office will incur a \$25 charge for each check returned. If additional invoices are required to be sent for non-payment of fees due, a processing fee of \$25 per invoice will be incurred.

Due to the increased demand for additional school documents such as attendance records, report cards, After School Care pick-up documentation and financial records required for court procedures, the following charges will be assessed:

- Additional report cards-\$5
- Copies of personal certificates/documentation-\$5
- Attendance records-\$10
- After School Care documentation-\$10
- Financial documents-\$10
- Late/non payment invoices- \$25
- All other documentation requests-\$10