

# 2022-2023

## St. Patrick's Preschool

Forming and nurturing God-given gifts of  
faith and reason among our students



*“I have no greater joy than to hear that my children  
are walking in the truth.”*

-1 John 3:14

## St. Patrick's Church Victor, NY

# St. Patrick's Preschool

## WHO WE ARE

We identify ourselves with the following core values:

- **Authentic Faith.** Rooted in the Gospel of Jesus Christ and the teachings of His Church.
- **Welcoming.** Rooted in the human person's dignity and right to encounter Jesus
- **Engaging.** Rooted in the human person's capacity to reach his/her full potential

## WHY WE EXIST

Rooted in the Gospel of Jesus Christ and the teachings of His Church, St. Patrick's Catholic Preschool fosters spiritual and educational growth, enabling students to achieve success through human, spiritual, intellectual, social, and emotional growth in a safe and supportive child-centered program.

## WHAT WE DO

Forming and nurturing God-given gifts of faith and reason among our preschool students.

## WHERE WE ARE GOING

St. Patrick's Preschool nurtures a love of believing and learning by:

- **Guiding** students to encounter God who unconditionally loves them,
- **Inspiring** students to foster academic excellence, and
- **Providing** students an environment where they learn to love God & neighbor.



## **St. Patrick's Preschool Staff**

**Pastor:** Fr. Edison Tayag 924-7111  
[fr.edison.tayag@dor.org](mailto:fr.edison.tayag@dor.org)

**Director:** Donna DeJode 924-2800 ext. 1  
[donna.dejode@dor.org](mailto:donna.dejode@dor.org)

**Secretary:** Nancy Kolb 924-2800 ext. 2  
[nancy.kolb@dor.org](mailto:nancy.kolb@dor.org)

### **Three-Year-Olds**

#### **Yellow Team**

Katerina Nunez  
Donna Gronemeyer

#### **Green Team**

Amy Gelabert  
Jennifer Heiler

### **Four/Five-Year-Olds**

#### **Blue Team**

Karen Pearson  
Jessica Spencer

#### **Red Team**

Margie Everett  
Heather Honecker

**\*\*Staff may change without notice\*\***

## Preschool Schedule

### **Arrival and Morning Activities**

Arrival time is 5 minutes before scheduled class time. Upon arrival, please wait in the Preschool entrance hallway for classroom teachers to receive students. Once students have entered the preschool wing, parents will be dismissed. Please be sure to read the Daily News boards for your child's class. These are found on the entryway wall. Class start times are staggered, beginning at 8:45am. Please make it a point to arrive on time to avoid disruption of both your student's class and the flow of arrival for the subsequent classes.

### **Circle and Classroom Time**

During this time, children participate in attendance, calendar/weather, story time and theme lessons and activities. Children also participate in tabletop activities that may include art projects and other fine motor experiences that relate to the theme.

### **Snack Time**

St. Patrick's Preschool will provide a healthy (peanut-free) snack for each child. Water is provided for students to drink.

### **Guided Play Time**

Your child will be able to explore many activities during guided play time. These activities may include reading center with books, puzzles and other quiet activities, block center, transportation center, large motor activities and domestic center with kitchen. Some activities are not available during Covid-19 restrictions.

### **Music or Physical Education**

Time is allotted for a session of music/singing and physical education/gym. Once again, the staff tries to tie these sessions into the theme of the day. The music session may involve learning silly songs that teach children their alphabet, letter sounds and letter recognition as well as lets them play a variety of musical instruments. The physical education portion focuses on movement, coordination, and cooperation.

### **Dismissal and Closing Activities**

At the end of the day, the children will report back to their classrooms where closing activities occur. Children sing goodbye songs and say closing prayers. Dismissal time is staggered beginning at 11:30 a.m. Children will be dismissed one at a time in the entry hallway.

## Preschool Policies

### **Student/Teacher Ratio**

Our staff takes great pride in offering the best quality of care to your child. Therefore, we offer one teacher for every 6 students for the 3-year-olds, and one teacher for every 8 students for the 4/5-year-olds. We believe with these ratios, we can offer more individual time to your child.

### **Personal Property**

Some children feel more comfortable if they bring to school a soothing item or something to which they are closely attached. We do not discourage this. In fact, if it will help make the transition easier, we encourage you to do so. We do ask, however, that you prepare your child to leave it either in their school bag in the classroom (for the morning) or in your vehicle (where it will be waiting for them when school is over). Unfortunately, children in the past have brought items to school that have accidentally gotten lost. That can be very upsetting to your child. Please go over this procedure with your child.

### **Bathroom Time**

Your child must be toilet trained before the beginning of the school year; no pull-ups or diapers. Bathrooms are available to children on an as needed basis. We always offer their complete privacy, but in an event that they may need help, we always leave the door slightly ajar. We ask that you leave a change of clothes in your child's school bag in case of an accident. We also suggest that children use the bathroom before they enter the classroom to start their day. This helps to avoid interruptions in our morning routine.

### **Attendance**

If your child is going to be absent, we ask that you call our answering machine at 924-2800 ext. 2 to let us know. We check the machine before the morning begins. You can also speak to Nancy or send an email to [nancy.kolb@dor.org](mailto:nancy.kolb@dor.org). Absences, including sick or vacation time, will not be deducted from your tuition.

### **School Cancellation**

If Victor Schools close due to weather (it will be announced over TV and radio-1180 WHAM/Channel 13), then we also close. If the Victor Schools are on a delay, St. Patrick's Preschool will be canceled. If St. Patrick's Preschool needs to close for any other reason, you will be notified by email or MyParish App when possible, and through TV closing announcements. We ask that all preschool families download the St. Patrick's Parish App to their cell phones. This is an excellent communication tool for school closings and other special announcements. Text "App" to 88202. Select St. Patrick's after opening the app.

### **Transportation (Pick Up and Drop Off)**

If your child is to be picked up by someone other than a parent or pre-arranged caregiver, please let your teacher know with written permission. This person will be required to show proof of identity (driver's license) when picking up your child. We always have the safety of your child in mind; we are very strict about this procedure. Please inform us if there are any special circumstances that we need to be aware of in order to keep your child safe. If an emergency arises, please call Nancy at 924-2800 to make arrangements.

\*Teachers will not be responsible for children prior to the start of class.

\*Prompt arrival is appreciated.

\*Parents who need to converse with other parents must do so in the parking lot.

\*When picking up your child, please wait in the hallway. A staff member will dismiss students in the hall.

\*Please refrain from lengthy discussions regarding your child with the teachers until all children have left for the day.

**\*NO PARKING OR STANDING IN THE FIRE LANE – Not even to run your child(ren) in or wait for adult dropping off/picking up student.** We must uphold this rule for emergency purposes. We always have the safety of our families in mind at all times. Thank you for your cooperation.

### **Before & After Program Play**

Some families come early or stay later to play and socialize after Preschool hours. Please bear in mind that parents must take responsibility for their child's behavior and safety on church grounds. This includes but is not

limited to keeping children from running through the parish center, climbing fences, going in the garden, playing on the compost pile, fighting, or wrestling.

### **Parent Notification**

Parents will be notified in writing of any situations that arise on St. Patrick's Church property that would affect the Preschool program.

### **Tuition**

Tuition is payable monthly on the first day of the month (August 1-May 1).

Tuition for the 2 day three-year-old program is \$136/month or \$1360.

Tuition for 3 day three-year-old program is \$188/month or \$1880.

Tuition for the four/five-year-old program is \$299/month or \$2990 for mornings only.

Tuition for the four/five-year-old program is \$599/month or \$5990 for whole day program.

Siblings attending together will receive a 5% discount for each child.

We prefer online payments but also accept cash, check or money order for tuition payment.

For online payments. Go to our website: [www.stpatricksvictor.org](http://www.stpatricksvictor.org). Hover over "Preschool" tab and click "Payment". Follow link for "Online Payment" and set up your payment account to make single or recurring online payments. Please stop by the Preschool Office and talk to Nancy if you need to make any other payment arrangements.

As long as your student is enrolled in our program, tuition payments must be made regardless of attendance. Refunds of tuition are available only for withdrawal and are prorated based on the date of withdrawal. Registration fees are non-refundable.

***There will be a \$10.00 late fee after 10 days with no notice. Please stay in touch with us so we can work with you.***

### **Illness**

If your child has severe cold symptoms, profuse runny nose or productive cough, diarrhea or vomiting, or fever greater than 99 degrees, please keep them home. They must be 24 hours without these symptoms and unmedicated before returning to school. If your child has symptoms of pink eye – pinkness or redness to white of eye, discharge from eyes or itching - they must be on eye drops for 24 hours before returning to school. Do not attend class if your child has symptoms of or has been exposed to someone who has tested positive for Covid-19. If an exposure has occurred, a negative Covid-19 test is required prior to returning to school.

If your child becomes ill or has an injury at school, you will be contacted immediately. Please be sure your teacher has a definite way of contacting you during school hours (cell phone) within 5 minutes.

If your child requires medication that needs to be given by one of the St. Patrick's Preschool Staff, you must provide written authorization from the child's physician **and** parent or guardian. We will keep all medications locked.

### **Discipline**

It is our belief that each child is a gift from God and a unique individual. Discipline will be approached with this view in mind. Since one of the many goals of preschool is to help children develop school readiness behaviors, redirection and refocusing is used and should not be seen as discipline, since children are just learning these behaviors. All redirection and refocusing is offered with encouragement, teacher support and with sensitivity toward the child's feelings. Occasionally children will need support to help them remember to use words rather than actions to solve their problems. Only if an action occurred that is unsafe for the children involved will a corrective action or discipline be required. Such discipline will be implemented for the purpose of helping the

child regain school appropriate, safe behavior. Any efforts to support a child through a discipline incident will be done with sensitivity to the child's or children's feelings. If an incident does occur, teachers will inform the parents either at pick up time or by phone. Should any situation become ongoing, teachers will work with parents to develop a plan to best help a child toward developing school appropriate behavior.

### **Field Trips**

During the year, we may have field trips related to our curriculum. You will receive details regarding the trip and a permission slip for each event. You will be required to provide transportation for your child. The teachers are not allowed to transport any students to and/or from the event in their vehicles. Masks may be required for off campus field trips, even for outdoor events.

### **Open Door Policy**

St. Patrick's staff is available for meetings when requested. Guests are not allowed in the preschool wing during program hours. This includes birthdays. Zoom sessions are available for special occasions such as birthdays.

### **Teacher/Special Placement Requests**

We do not encourage specific requests for teachers, teams, or placement with friends. We will honor requests to keep siblings together. We do our very best to create well balanced classes in order to meet the diverse needs of our students. Special requests may limit our ability to do this. Please direct any questions you may have regarding placement to our Preschool Director, Donna DeJoode, at 585-924-2800. We thank you in advance for your understanding and support of our efforts to meet the needs of all our students.

### **Photo Release**

During preschool, children may be photographed for St. Patrick's Preschool brochures, the parish website, Facebook, or other promotion and advertising purposes. We will not identify children by name in photos. Your preschool registration form contained the permission required or rescinded if initialed.

### **Security Procedures**

Doors to Preschool are always kept locked when school is in session.

Entrance to the facility will be opened at 8:35am each school day morning.

Entrance doors will be locked once all students have arrived and unlocked at 11:15am.

Visitors must ring the doorbell outside of the Preschool doors and wait to be greeted.

Please be ready to show your drivers' license as identification.

Visitors (i.e.: therapists working with students) must sign in at the secretary's office and obtain a visitor badge to wear for the duration of your visit. Please turn your badge in and sign out at the secretary's office.

We reserve the right to keep a photocopy of your drivers' license on file in the preschool office.

If you are not recognized by the person who greets you at the door, a teacher may be asked to come and identify you as a visitor to their classroom.

These procedures are in place to ensure the safety of our students. Thank you for respecting these procedures.

### **Questions/Concerns**

For any questions or concerns during the year, please feel free to speak with your child's teacher or you may contact the Preschool Director, Donna DeJoode, at 585-924-2800.

## 2022-2023 School Year

### Immunization Requirements for Pre-Kindergarten Students

**Important: On 6/13/19, NYS eliminated the religious exemption from vaccinations for school attendance. Information is available on the NYS Department of Health website at:**

<https://www.health.ny.gov/prevention/immunization/schools/>.

Dear Parent/Guardian,

Date: July 29, 2019

New York State Law Section 2164 requires certain immunizations (shots) to enter Pre-kindergarten and attend school. Please check with your health care provider as soon as possible to make sure that your child has all the needed immunizations.

#### Required Immunizations for Pre-Kindergarten

Immunization	Number of Doses
Polio	3
Hepatitis B	3
Diphtheria/Tetanus/Pertussis	4
Measles/Mumps/Rubella	1
Varicella (Chickenpox)	1
Hemophilus Influenzae	1 to 4
Pneumococcal Conjugate	1 to 4

\*\* This list of immunizations is subject to change based on state requirements and may include Covid-19 Vaccine\*\*

Proof of immunization should be sent to the school where your child will be attending.

Proof of immunization must be **any 1 of the 3** items listed below:

- An immunization certificate signed by your health care provider
- Immunization Registry report (NYSIIS or CIR from NYC) from your health care provider or your county health department
- A blood test (titer) lab report that proves your child is immune to the diseases
  - For varicella (chickenpox), a note from your health care provider (MD, NP, PA) which says your child had the disease is also acceptable.

If you have questions/concerns about immunizations, please contact your healthcare provider.

#### School Contact Information

School Secretary: Nancy Kolb

School: St. Patrick's Preschool

Phone #: 585-924-2800

Fax #: 585-742-3296

Email: [nancy.kolb@dor.org](mailto:nancy.kolb@dor.org)