



St. Patrick's Preschool
A MINISTRY OF SAINT PATRICK'S CHURCH

2023-2024 Handbook

*"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 585-924-7111
fr.edison.tayag@dor.org

Administrator: Margie Everett 585-924-2800 ext. 1
margie.everett@dor.org

Secretary: Meg Colombo 585-924-2800 ext. 2
meg.colombo@dor.org

Three-Year Olds

Green Team

Amy Gelabert
Jennifer Heiler

Yellow Team

Alex Militello
Shauna Vogt

Four/Five-Year Olds

Red Team

Margie Everett
Heather Honecker

Blue Team

Karen Pearson
Jessica Spencer

****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 are dismissed. Please be sure to read the Daily News boards for your child's class. The News Boards are found in the foyer as you enter the building. Beginning class start times are staggered, beginning at 8:45 am. 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 (tree & peanut-free) snack for each child. Water is provided for students to drink. Please visit with your teachers if your child has special dietary needs or food allergies.

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.

Music and Physical Education

Time is allotted for a session of music/singing and physical education/gym. The music session may involve learning silly songs that teach children their alphabet, letter sounds and letter recognition as well as playing 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 11:15 a.m. Children will be dismissed by their teachers, one at a time in the entry hallway. Please form your line across from the exit doors.

Preschool Policies

Student/Teacher Ratio

Our staff takes considerable 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 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 which have been lost accidentally. This can be very upsetting for children. 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, please call us at 585-924-2800 ext. 2 to let us know. Please leave a message if there is no answer. You can also speak to the secretary or administrator as well as send an email to both. Sick days sickness or vacation days, cannot not be deducted from your tuition.

School Cancellation

If Victor Schools close due to weather (announced via TV and radio-1180 WHAM/Channel 13), then we will also close. If the Victor Schools are on a weather 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 MyParish App to their cell phones. This is an excellent communication tool for school closings and other special announcements. Text "App" to 55321. Select St. Patrick's after opening the app on your phone.

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 to keep your child safe. If an emergency arises, please call 585-924-2800 to make a plan or 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 VEHICLES IN THE FIRE LANE – NO PARKING, NO STANDING.** As always, the safety of our students and families is our priority. Do NOT use this lane to run your child(ren) in or wait for adults dropping off/picking up students. This includes during inclement weather or if you are running late. We must uphold this rule for emergency purposes. Please advise all who transport your child(ren) of this policy. 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 community garden, climbing on the Mary Grotto, 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 (beginning August 1-May 1).

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

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

Tuition for the 5 day four/five-year-old morning program is \$299/month or \$2990.

Siblings attending together will receive a 5% discount.

Tuition assistance is available for those with financial need. Please contact the school administrator.

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

For online payments, kindly consider paying the extra credit card fee. Go to our website: www.stpatricksvictor.org. Move to the "Preschool" tab and click "Online Payment" from the drop-down menu. You can set up your payment account to make single or recurring online payments. Please stop by the Preschool Office and talk to the administrator 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 funds are prorated based on the date of withdrawal. Registration fees are non-refundable.

There will be a \$10 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 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.

If your child becomes ill or has a significant 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. Medication must be in original containers and marked with student name. 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 disciplinary 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 or email. 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.

Open Door Policy

St. Patrick's staff is available for meetings when requested. Guests are allowed to read to classes with advanced arrangements made with teachers. This frequency may be limited. Occasionally, we have students from Nazareth or St. John Fisher volunteer or observe students as part of their college education. These guests may or may not be announced to families in advance.

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 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 Administrator, Margie Everett, at 585-924-2800. We thank you in advance for your understanding and support in 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, Instagram, or other promotional and advertising purposes. We will not identify children by name in photos. Your preschool registration form contained the permission required or rescinded.

Security Procedures

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

Entrance to the facility will be opened at 8:30am each school day morning.

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 if requested.

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 their visit. Badges are returned at the end of the visit.

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 Administrator, Margie Everett, at 585-924-2800.

2023-2024 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,

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 (NYSIS 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 disease.
 - 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

Preschool Administrator: Margie Everett School: St. Patrick's Preschool
Phone #: 585-924-2800 Fax #: 585-742-3296 Email: margie.everett@dor.org