



## **SAINT ELIZABETH PRE- K (4) PARENT HANDBOOK**

**431 Pershing Boulevard**

**Whitehall, PA 18052**

**Phone: 610-264-0143 Fax: 610-264-1563**

**School Web Page: [www.sercc.org/school](http://www.sercc.org/school)**

**E-mail: [school@sercc.org](mailto:school@sercc.org)**

### **PHILOSOPHY**

Our Philosophy at Saint Elizabeth Pre-K is to see every student as a unique individual. Each student has their own learning styles. We hope to incorporate developmentally appropriate activities into our daily classroom. The objective is to enhance each student's curiosity, their creative side, their social and emotional growth as well as their physical and spiritual maturation.

Students need to be respected and loved in a Christ-centered, friendly and safe school such as Saint Elizabeth Pre-K. Our teachers hope to create an enriching environment where students can become self-assured and successful while they learn about themselves, their friends and their world.

### **MISSION STATEMENT**

Our Mission...is to develop children who imitate Christ and see Christ in others. Each child's special purpose is nurtured in a faith-filled community of equality, charity, and learning.

### **SYNOPSIS**

We provide a Pre-Kindergarten Full Day Program (9:00 a.m. - 2:00 p.m.) Monday- Friday during the academic school year. The Pre-K follows the same academic school year calendar as Saint Elizabeth Regional School. A calendar will be provided that includes days off for holidays.

Our goal for students is learning while socializing and interacting with others in a classroom setting. The students will learn how to adhere to a daily routine, follow directions and the rules of a classroom, taking turns and sharing with others, listening and valuing what others have to say.

The students will demonstrate their independence, their problem-solving skills and how to work independently and in a group to accomplish goals. They will be made aware of God and His creations and learn basic prayer. The classroom activities this year will help increase the student's awareness, interest in learning and their attention span.

All of the skills that they learn at Saint Elizabeth Pre-K will be crucial as they progress in a successful academic life!

## **ADMISSION POLICY**

Families with students applying for admission to Saint Elizabeth Pre-K Program must be four years old by October 15 of the current academic school year.

## **REGISTRATION**

Registration is accepted throughout the school year. Items required for registration include a birth certificate, baptismal certificate, immunization records and a non-refundable \$100 registration fee. Open Enrollment typically begins the first week of February, better known as Catholic Schools Week. Siblings of current families take precedence over new students.

If a family wishes to continue at Saint Elizabeth Regional School, they will receive first admissions for Kindergarten prior to Christmas of their Pre-K year.

## **TUITION**

All payments will be collected using Electronic Fund Transfers through Simple Tuition Solutions (STS), which is available online. Only cash payments in full can be made in the school office prior to the first day of school. You may enroll in STS by going to:

<https://app.simpletuitionsolutions.org/register?sc=20374>

Failure to pay tuition will result in the disenrollment of your child/ren.

## **EARLY WITHDRAWAL / EXTENDED VACATIONS**

A student withdrawing prior to the end of the academic year requires that the parent/legal guardian must notify the school office in writing two weeks prior to the last day the student will be in attendance.

If a student has paid tuition in advance and has taken advantage of a discounted rate, tuition will be refunded as follows:

The full non-discounted tuition amount per month will be deducted from the amount paid for each portion of the month the student was in attendance and the balance refunded by check within the month after official notice has been received in writing by the school office.

Extended vacations are understandable, however, to hold your student's placement tuition must be paid during this period. If a family chooses to withdraw a student for an extended vacation period rather than pay the required tuition, the student will be released as per early withdrawal policy described above. Upon the student's return, if a placement is available, a non-refundable registration fee of \$50 will be required to re-register the student.

Extended vacations are continuous school days of more than four days. Example of an extended vacation: Tuesday, Wednesday, Thursday, and Friday of one week. Long weekends that cross over a weekend such as a Friday absence (*Saturday, Sunday, and Monday non-school days*) and Tuesday of the next week absence are not considered an extended vacation. We recommend that if a family is planning a period away that it be done in this manner.

## **DAILY SCHEDULE**

Students assemble in the Pre-K Building by 9:00am for free play.

9:00 am	Arrival, Free Play, Handwriting
9:30 am	Morning Stretches, Circle Time, Morning Prayer, Salute
10:00 am	Snack Time
10:15 am	Phonics, Letter Sound Recognition, Writing
11:00 am	Free Play
11:30 am	Art, Story Time
12:00 pm	Lunch/ Recess
12:30 pm	Station Rotation
1:30 pm	Math/ Science
2:00 pm	Dismissal

## **ABSENCE**

Parents should call the school office to report a child absent. A note explaining the child's absence (the reason and the dates) must be sent to school upon his or her return. If a child is absent for more than three days, a doctor's note is required.

## **TARDINESS**

Please ensure your children are on time for all functions held by the school. Repeated lateness will result in communication with the parent. If they are late, a parent must sign them in for the day in the school office.

## **DISMISSAL**

Regular dismissal time is 2:00 pm. Please have someone waiting in a parked car along the front sidewalk of the school (Pershing Boulevard).

Your students' safety is important; to ensure their safety, please do not leave your student alone, with an older child or with another adult who is not a teacher.

If someone other than the person(s) you have listed on the emergency card will be picking up, we must have a written note signed by you giving permission. A telephone call may be accepted only in an emergency situation and emergencies must not be repeated multiple times in the same academic year. Photo ID must be provided when someone other than a parent / legal guardian is picking up.

## **BOOKS AND SUPPLIES**

All students need a backpack to carry their books. All students need to have their required supplies with them as written in a list and provided to the families at enrollment. All students must pay a \$50.00 supply fee at the beginning of the year.

## **DRESS CODE**

- Label all personal / clothing items brought to Pre-K.
- Children should wear comfortable clothing appropriate for a playing including outdoor activities and arts & crafts.
- Each student must have an extra set of seasonally and appropriately sized clothes for occasional emergencies.
- Children must wear socks and shoes to the Pre-K. Sandals, flip-flops and crocs are not permitted.
- Earrings must be small posts only. Staff will not replace earrings that may fall out during the day.
- To avoid loss, breakage, choking hazards, etc. other jewelry is not allowed.
- Children may not bring coins or small objects to the Pre-K due to choking hazards.

## **CURRICULUM**

Saint Elizabeth Regional School curriculum is built on a solid foundation in basic skills. Religion, Writing, Reading, and Math are strongly emphasized.

## **RELIGIOUS EDUCATION**

Your child will learn about the Catholic Faith and Catholic Doctrine.

Parents are expected to ensure their children attend Mass every weekend. The faculty at Saint Elizabeth Regional School supports this by encouraging students' awareness of God's continual presence and the need for prayer.

## **COMMUNICATION AND CONFERENCES**

Communication between home and school is vital. Option C Alerts are sent to alert parents of happenings in the school and a calendar is sent home each month for families.

The Principal and Faculty are always willing to meet with you; however, we ask that an appointment be made in advance. Teachers cannot leave class during instruction time and have after-school duties and commitments. If the appointment is before school, please park on either end of the parking lot, not in the first couple of rows. If the appointment is after dismissal, you may enter the building after all students have left.

If you would like to speak to your child's teacher, you may do so by calling the school office. The phone is answered throughout the day by the administrative assistant who will take a message for the teacher.

If at any time you call the school and get the recording, you can leave a message and we will return your call as soon as possible.

## **CONTACT INFORMATION**

It is very important to keep us informed of any changes to your home address, email address and phone numbers. Your phone numbers and email addresses are extremely important since they are used for Option C Parent Alert messages and the weekly newsletters. Parents may be called for a variety of reasons. In the event of an emergency, we will always call the parents first using the numbers provided. If the number is incorrect, out of service, or your mailbox is full, we will have a hard time trying to reach you.

## INVITATIONS

If your child would like to invite classmates to private parties, invitations may not be given out in the school classroom unless every class member is invited. In other instances, if it's a girls' party – all girls must be invited; boys' party – all boys must be invited. Birthdays are not celebrated in school.

We do not permit birthday celebrations in the classroom.

## DISCIPLINE

Discipline in a Catholic School enables all of us to “love God and love our neighbor as ourselves”. It is our purpose at Saint Elizabeth Regional School to foster the growth and development of self-discipline that promotes good conduct.

Any behavior concerns will be reported to the families and proper interventions will take place. Abnormal concerns that greatly affect the learning and/or safety of others may result in disenrollment.

## HEALTH SERVICES

**Illness:** If a student has the following symptoms he or she should not come to school:

- temperature (100 or above)
- vomiting, diarrhea
- skin rash or lesions that have the appearance of impetigo or ringworm
- sore throat with fever
- severe headache
- toothache, earache
- red eyes that are watery and have yellow discharge

**Emergencies: Parent will be called if a situation is an emergency.** If a student becomes ill at school, the teacher, principal, or administrative assistant will assess the situation and act accordingly. If a student has a temperature of 100° or above, a parent or guardian will be called to take the child home. If a parent or guardian cannot be reached, the person listed as the emergency contact will be called. It is very important to keep all phone numbers up to date. Any changes in addresses and telephone numbers should be sent to the school office immediately.

**Medicine:** Students are not permitted to keep any type of medication on them at any time. This includes pain relievers and inhalers. If a student needs medication he or she should report to the school office for use.

If your child needs prescribed medication during school hours, your physician will need to fill out a form stating the type of medication and the required dosage. We cannot administer any type of medicine without the written consent of a parent (this includes Tylenol® or Motrin®). Only the nurse, principal or administrative assistant will administer the medication.

If your child is required to take any medication, it should be in the **original prescription container** (with prescription authorized by a doctor stating dosage and time). ***Do not send medication in a separate bag or non-prescription bottle.*** Medications that require three doses in a day do not need to be brought to school. You can give one dose to your child in the morning, then one after school and then again at bedtime.

## **RECESS**

Students are permitted to go outside for play unless it is raining, snowing or if the outside “real feel” temperature is below 32°.

## **SAFETY AND SECURITY**

Please be aware of the **15-mph school speed zone**.

## **SCHOOL SECURITY**

School doors are locked at all times and several security cameras exist on campus. Please ring the bell at the main entrance for access to Saint Elizabeth Regional School or knock on the door of the St. Elizabeth Pre-K Building. Students are not permitted to open the doors. Visitors and/or volunteers are to report to the office to sign-in before proceeding to their destination.

## **FUNDRAISING**

Fundraisers are an integral part of our school system. They help us afford the daily operations of our school. We take part in many fundraisers throughout the school year. You can earn tuition credit by purchasing gift cards through our Shoppe E’s Gift Card program. Detailed information about this program will be sent home every fall. Thank you!

## **WEAPONS AND ILLEGAL SUBSTANCES**

A student who possesses any type of weapon or illegal substance will be disciplined according to the guidelines in the Diocesan Crisis Manual.

## **PUBLICITY**

We continually try to market our school using all venues of advertising. Teachers are encouraged to take pictures during the school day not only for the yearbook, but also to be used to showcase the activities at Saint Elizabeth Regional School and Saint Elizabeth Pre-K. There are times the local newspaper visits to take pictures for a story they may be doing. All parents must sign a form to allow us to post pictures of students on bulletin boards, our webpages, Facebook page and in the newspapers. *If we do not have a form on a particular student, they will be asked to move out of photo range so the others may have their picture taken.*

## **EMERGENCY INFORMATION – School Closings**

In the morning, if the school should be closed or delayed because of inclement weather, please watch WFMZ-TV Channel 69.

Option C Parent Alert will be made to each family when there is inclement weather. **It is very important that your phone/cell numbers and email addresses are current, or you will not receive Option C Parent Alerts.**

**Other Emergencies** – Fire drills and tornado drills are practiced throughout the school year. In the event of an impending natural disaster and students need to remain at school for an extended period, a classroom parent coordinator will notify you. During an emergency, we receive information and instructions from the Lehigh County Emergency Management Agency and/or the Whitehall Police Department. If it is not safe to leave the building, the school will be locked down and no one will be permitted to enter or leave the building. When we are told it is safe to leave you will be notified.

**PRIVACY/ CONFIDENTIALITY**

Please understand that we are not able to discuss the progress or personality or home life of any student at Saint Elizabeth Pre-K with another student's family. We respect the privacy and confidentiality of each of our students.

If you have concerns regarding another student's safety, please let us know as discretely as possible and we will bring it to the attention of the school administration.

**THANK YOU**

We appreciate that you have chosen Saint Elizabeth Pre-K and hopefully Saint Elizabeth Regional School for your student's education.

Our programs are designed to be as affordable as possible and still treat our staff with the respect they deserve for their dedication to your children.

SUBJECT: Nondiscrimination in Services

TO: Parents

FROM: Mrs. Kimberly Kocher, Principal

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age or sex. Program Services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods may include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Saint Elizabeth Regional School  
433 Pershing Blvd.  
Whitehall, PA 18052  
610-264-0143

Commonwealth of Pennsylvania  
Department of Human Services  
BEO/ Office of Civil Rights Compliance  
Room 225, Health & Welfare Building  
P.O. Box 2675 Harrisburg, PA 17120  
Inquiries: (717) 787-1127  
Email: RA-PWDHSCivilRights@pa.gov

U.S. Equal Employment Opportunity  
Commission  
801 Market Street, Suite 1000  
Philadelphia, PA 19107-3126  
Inquiries: (800) 669-4000  
TTY users only (800) 669-6820  
<https://www.eeoc.gov/federal-sector/overview-federal-sector-eeo-complaint-process>

Email: PDOCContact@eeoc.gov  
U.S. Department of Health and Human  
Services  
Centralized Case Management Operations  
200 Independence Ave, S.W. Room 509F  
HHH Bldg. Washington, D.C. 20201  
Customer Response Center: (800) 368-1019  
TDD: (800) 537-7697  
<https://www.hhs.gov/ocr/complaints>  
Email: ocrmail@hhs.gov

Pennsylvania Human Relations Commission  
333 Market Street 8<sup>th</sup> Floor  
Harrisburg, PA 17101  
<https://www.phrc.pa.gov/File-a-complaint>  
Inquiries: (717) 787-4410  
TTY users only: (717) 787-7279