

*Saint Andrew's Preschool  
September 2017 to May 2018*

*A ministry of*

**St. Andrew's Catholic Church**

401 South Willow Street  
Ellensburg, WA 98926

509-962-9819 church office

509-962-9846 fax

[standrewparish@yahoo.com](mailto:standrewparish@yahoo.com)

Rev. David Jimenez  
Pastor

Marikay Gabriel  
Preschool Director  
509-899-1366

Wendy Kirkham  
Preschool Assistant

Barbara Johnson  
Office Administrator

We welcome you to Saint Andrew's Preschool. We hope your child will have a great year.

Saint Andrew's Preschool is open to all children on a non-discriminatory basis; admitting all children of preschool age without regard to race, religious affiliation, national origin, or ancestry.

Our ministry will assist preschool age children in developing spiritually, physically, socially, emotionally and creatively through self-discipline, a good self image, and valuing human life as shown in God's love. We will strive to provide an environment that will prepare preschool age children for future years of learning in elementary school.

### **PROGRAM OFFERINGS**

#### **3 & 4 year old class**

Offered on Tuesday and Thursday mornings, 8:30 to 11:00 a.m., September through May. Child must be 3 years old by September 1.

#### **4 & 5 year old class**

Offered on Monday, Wednesday, and Friday mornings, 8:30 to 11:00 a.m., September through May. Child must be 4 years old by September 1.

### **REGISTRATION**

To register your child, please obtain a registration form from the parish office. After completing the form, return it to the parish office with the registration fee.

Please remember to keep your child's personal information on file up to date during the school year (ie: address, phone numbers, authorized people to pick up your child, medical information.)

Registration will take place beginning March 1, of each year for currently enrolled children for the following year. Siblings are also allowed to register during this time. Beginning on April 1, of each year registration will then be open to the public. First-come, first-served. Class sizes are limited to 10 and 12 children, respectively for the 3 & 4 and 4 & 5 year old classes.

### **FEES & TUITION**



- ▶ \$40.00 non-refundable registration fee due with the application.
- ▶ \$90.00 monthly tuition for 3 & 4 year old class.
- ▶ \$110.00 monthly tuition for 4 & 5 year old class.

Tuition is due monthly on the **first day of class** for that month. Please visit the parish office if you need to make other arrangements. The preschool is self-supporting, and relies on tuition being paid on time to support the expenses and staff of the preschool.

We accept cash, check, online Bill Pay through your bank and online through Vanco Services for payment. Please make notation of child's name in the memo field and let the parish office know to expect these monthly payments. Please see parish office for information to access Vanco Services.



### **PARENT/TEACHER COMMUNICATION**



Parents are encouraged to sign up for a [www.remind.com](http://www.remind.com) account so they can receive notices and reminders by text or email. To sign up, go to <https://www.remind.com/join/h9ck3> and set up your account. St. Andrew's Preschool code is h9ck3.

A newsletter will also be sent home each month to let parents know about themes and activities, as well as, remind parents of upcoming events and the snack schedule.



### **PRESCHOOL CALENDAR**

St. Andrew's Preschool will follow the Ellensburg School District calendar. We will have classes during the months of September through May/early June. If we have any other last minutes changes, you will be notified in advance.

### **First day of preschool will be:**

Wednesday, September 6, or Thursday, September 7.

### **There will be no preschool on the following dates: 2017-18 preschool year**

Friday, November 10, Veteran's Day  
Thursday & Friday, November 23 & 24, Thanksgiving  
December 18 through January 1, Christmas  
Monday, January 15, Martin Luther King, Jr., Day  
Monday, January 29, No School Day  
Monday, February 19, Presidents' Day  
March 19-23, Spring Break  
May 28, Memorial Day

### **The last day of preschool will be:**

Thursday, May 31, or Friday, June 1, 2018.

### **ADVERSE WEATHER**

If the Ellensburg School District cancels school because of winter conditions, preschool will be canceled. Please listen to local radio stations for current school information. There are no make-up days.





### **HEALTH & SAFETY**

Your child's health is a matter of great importance to all of us. We require that your child have the standard immunizations.

Please keep your child home from preschool if he/she:

- ▶ has or has had a fever during the previous 24 hours.
- ▶ has heavy nasal discharge (other than allergy symptoms).
- ▶ has a constant cough.
- ▶ is irritable, lethargic or has experienced diarrhea or vomiting during the past 24 hours.

If your child is observed with the above symptoms at preschool, a parent will be contacted to pick up the child. By keeping your child home, you will provide him/her with the comfort needed and germs will not be spread from child to child.

### **POLICY FOR REMOVAL**

1. No child will be removed from the preschool because of race, creed, or handicap.
2. Cause for removal will be any one or more of the following:
  - a. A child identified as having behavioral problems which:
    - i. Present a hazard to the child or others
    - ii. Make the preschool experience damaging or unprofitable to the child

- iii. Cause disruption of the program
- b. Non payment of tuition.

### **ARRIVAL AND DISMISSAL OF CHILDREN**

**The child is to be brought into the classroom and SIGNED IN on the daily sign in sheet, and by the same token, will be SIGNED OUT on the daily sign in sheet at the end of class.**

A CHILD MUST NEVER BE LEFT OUTSIDE THE BUILDING TO FIND HIS/HER WAY TO THE TEACHER. The preschool room will be open at 8:15 a.m. with class beginning at 8:30 a.m. The building is open at 8:15 a.m. It is very important that your child arrive on time.

Your child will only be sent home with authorized persons. Direct permission for someone else to pick up your child may be given over the phone for specific occasions. Identification of the named person will be asked for by the teacher. Please inform your child of any changes in the routine in advance.

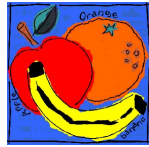
We urge you to arrive to pick up your child promptly at 11:00 a.m. Some children are frightened when a parent is not there when dismissal time occurs. PLEASE call 962-9819 or text 509-899-1366 if you know you are going to be late for an unforeseen reason.

Again, please sign out your child before leaving each day. **CHILDREN WILL NEVER BE RELEASED TO STAND OUTSIDE THE BUILDING TO WAIT OR TO WALK TO THE VEHICLE UNACCOMPANIED.**

## SNACKS

Parents will provide a mid-morning snack on a rotating basis. Please sign-up on the posted Snack Calendar on the bulletin board. Cups and napkins are provided by the Preschool. The snack schedule will be posted on the bulletin board and monthly newsletter as a reminder.

Suggested snacks are fresh fruit and vegetables, raisins, or dried fruit, crackers, popcorn, cheese, milk or juice. **Please inform the teacher of any known food allergies.**



### **\*\*WE HAVE NUT ALLERGIES THIS YEAR\*\***

Please do not send anything with peanuts or tree nuts. Thank you.

## BIRTHDAYS

We will celebrate your child's birthday at preschool. If your child has a summer birthday, we will celebrate their "half birthday."



We celebrate birthdays during snack time. Please, no full-sized cakes, cupcakes, ice cream, or popsicles. We prefer cookies, brownies, mini cupcakes, or individual ice cream cups. The teacher will have special songs or stories to make this a special time for your child.

## CLOTHING

Please label all outer garments, including hats, gloves, and boots with your child's name.



Children will be exploring their world through indoor and outdoor play and crafts. Please dress children in comfortable play clothes that they can move around in and don't



have to worry, if by accident, they are ruined. Also, please make sure children wear shoes that they can run and jump in. No dress shoes or flip flops. Yes, we do go outside in the snow.

## SHARING TIME

Children will have the opportunity to bring special items to preschool to share with the other children. A schedule will be posted.



Toys are important to a child, so toys are a valid sharing item. We also encourage children to bring other items: things they have made, examples of family outings, a favorite book, vacation memorabilia, and nature items, etc. If a toy is brought to share, it will be available during sharing time only.

A child may also bring a pet if it is properly contained or parent brings it at the appropriate time and then takes it home.

### **FIELD TRIPS**

Field trips will be taken about 2 or 3 times per year with added trips to the library for the M/W/F class. Parents will be asked to help drive on these trips. Parents will be informed in advance via a note home or the monthly newsletter.



### **CHAPEL TIME**



Children will have a Chapel Time once each week for about 15 minutes. We will read a Bible story and sing songs.

### **CONFERENCES**

The teacher will be available to chat after school or to set up a conference time if desired. Parents are encouraged to call the teacher after school or at home (899-1366) if they want to discuss something.

Parents will receive an End-of-Year evaluation in writing. Any problem areas will have been discussed before the end of the year.



### **NOTES**