

Sacred Heart Pre Kindergarten

2022 - 2023



**A copy of the complete Monticello Community Preschool Handbook
is available on our school website:
shmanticello.org
located under "Downloads" and titled: Monticello Preschool Handbook"

Home Visits

Home visits are made at the beginning of the school year. This is an opportunity for the preschool teacher to get to know you, your child, and your family and for you to begin to create a partnership between home and school in order to best meet your child's needs. This is a great time for you to share what makes your family unique, how you prefer to communicate with the teacher, and share your knowledge about your child's interests, approaches to learning, and developmental needs. You can help the teacher understand what your goals are for your child and whether you have any concerns you'd like addressed. Parents are encouraged to share these preferences, concerns, and questions at any time with either the classroom teacher or administrator.

The preschool teacher will be contacting you about scheduling this visit.

Family Teacher Conferences

The preschool program will have family teacher conferences as needed. Formal conferences will occur during the spring. During the conference the teacher will share results of classroom assessments and samples of your child's work. Together you can make a plan to continue to encourage your child's growth and development.

School Arrival

Children in the morning class are not to come into the building until 8:00. They may wait outside with the older students until principal/teacher directs them to the classroom.

Children in the afternoon class are not to come into the building until 12:00. At that time, a PreK staff member will open the doors and your child may enter.

School Closings/Early Dismissals/Delays

If the Monticello School System announces a two-hour delay due to inclement weather, we will NOT have morning preschool. If a one hour delay is announced, we will start school at 9:00.

If the Monticello School System announces a two-hour early dismissal, we will NOT have afternoon preschool. If a one-hour early dismissal is announced, we will dismiss at 2:00.

If the Monticello School System announces that there is no school, there will be no preschool that day.

If you have questions about this, please contact the teacher or call the school office at 465-4605.

Labels: Please label all clothing and materials (backpack, coats, folder, boots, snow pants) with child's name.

Transportation: Please call or send a note with your child in his/her folder if there will be different arrangements.

Money: When sending money to school, please place it in an envelope with your child's name and purpose of the money. Please place envelope in your child's folder.

Milk Tickets: Milk will be served each day with their snack. Parents will be notified of the costs of milk at the beginning of the school year.

Birthdays: Children will be allowed to bring snack on their birthday. Summer birthdays will be assigned an “un-birthday” celebration at the end of the school year.

Please note: **No Cupcakes**

Notes: Notes and newsletters will be sent home regularly. I will place all notes/newsletters in your child’s folder. Please be sure to send your child’s folder each day and to check it after each class. If you need to get a note to me, please place it in your child’s folder.

Payments: Children who are not four years old on September 15, must pay a monthly tuition. Tuition payments are due the first of each month. Please send payment in your child’s folder. Questions about payments can be made to the school office.

Questions: If you have any questions at anytime throughout the year, please call the teacher at school at 465-4605, cell phone at 319-480-6714 or email at doris@shmonticello.org.

Aftercare: If your child will be attending Sacred Heart Aftercare, we ask that you put all items for aftercare in a separate bag. Your child can hang this extra bag in his/her cubby.

Illness Policy and Exclusion of Sick Children

For the health and safety of all the children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever free for 24 hours, without fever reducing medication
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication
- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at preschool, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.