

2024 – 2025

PARENT HANDBOOK



Catholic Preschool
bilingual.bilingüe

Revisado 5/2024

General Information of Santa Teresita, Catholic and Bilingual Preschool.

Mission

Santa Teresita Preschool, in association with families, provides students with an excellent Catholic education where each child can develop spiritually, intellectually, and socially for the glory of God.

View

The reason we exist is to educate each child to his full potential as a child of God.

- Catholic Community
- We will bring glory to God in sacrament, prayer, and everything we say and do
- Differentiated Learning
- We are committed to growing in a diverse learning environment
- Relationship with Compassion
- We will respect and honor the image of God in everything we see

Organization

The Preschool level of the parish of Santa Cecilia is called "Santa Teresita" and is conducted by the parish authorities. The parish, in turn, is led by the Archdiocese of St. Louis.

The preschool level management ensures the implementation of policies of the Archdiocese belonging to the academic program, the religious education program, and its institutional and financial needs.

Commitment of the Parents of the Preschool "Santa Teresita".

Preschool "Santa Teresita", together with families proclaim and testify in the person and life of Jesus Christ. This helps parents fulfill their responsibility to be their children's first religious educators. Knowing then of this sacred calling and the responsibility to cooperate with the school, parents commit to the following:

1. Pray with your child and attend Mass together every Sunday.
2. Respond to phone calls, electronic messages, and all communication from the institution in a timely manner.
3. Read the school papers that come home or are posted on Facebook.

4. Attend personal or group meetings organized by the PK.
5. Participate in the digital publications through the Facebook Platform privately and only for parents of children who participate in the PK.
6. Ensure that the child has regular attendance and is consistently on time.
7. Complete 20 hours of service including a few hours during Fried Fish activities in the spring. (The parent association can help parent volunteers sign up.)

Numbers and Important Information

Preschool Office 314-353-1318 Ext 155 or Ext 205

Preschool Office 2 314-457-1528

Website: www.stceciliaparishstl.org

Office Hours

From Mon- Thu 7:00 AM to 4:00 PM

All parents / guardians, visitors, and guests should report immediately to Office 1 or 2. Please do not go to PK rooms without first requesting authorization from the office.

If the parents or guardians wish to speak with the teacher in charge of their child, with the secretary or the principal, they must request an appointment in advance.

Parents are not allowed to distract the person in charge of the children when they come to drop off or pick up the children.

Director's Right to Modify the Manual

The director of "Santa Teresita" has the right to modify the manual for just reasons or for omitted points. Parents / guardians will be notified promptly when any changes are made.

Educational Program

Please refer to the complete School Program

Class Size

Classes are small to ensure that students receive enough individual attention. Classes are generally limited to 20 students and two dependents.

Curriculum

The curriculum prepares students to enter demanding public or private schools. We place a strong emphasis on Reading, English / Spanish, Religion, and Math. Other subjects include Art Education (Music and Plastic), Physical Education, Science and Social Sciences. Students are trained in the proper use of technology tools. Soccer classes are given by New Dimensions.

Admission

All educational institutions in the Archdiocese of St. Louis will admit students of any race, color, national or ethnic origin in all various rights, privileges, programs and activities.

The principal, in consultation with the governing board, will admit children according to the rules given by the Archdiocesan Board of Education and accepted educational procedures.

Parental cooperation with your church and school can be an important criterion for determining admission. (Administrators Manual, Archdiocese of St. Louis, Policy 4100)

General rules

The parents must accept the rules of the Institution before the children are enrolled.

The following will be used as guidelines for admitting children to Santa Teresita, Preschool Catholic and Bilingual.

A. Children must be between 24 months and five years old.

B. The following is the order in which children will be considered for admission:

1. Siblings of children currently enrolled at St. Cecilia School

2. Catholic families enrolled in St. Cecilia Parish

3. Catholic families that do not belong to the parish. (These students can be admitted by mutual agreement between the pastors of both parishes and the direction of Santa Teresita, Preschool of the parish of Santa Cecilia).

4. Non-Catholic families must accept that their child will be taught religion classes and that they will participate in different activities in the parish, depending on their chronological age.

C. The baptismal certificate is requested.

D. The birth certificate is requested.

E. The enrollment process includes:

1. Complete the registration form.

2. Verification of the date of celebration of baptism.

3. Medical form
4. Vaccines certificate
5. NPR signed
6. Verification of custody agreements in cases in which the child's parents are divorced (A copy of the portion of the divorce decree, in which the custody agreements are verified, must be provided)

Enrollment Test Period Standard

Children will have a first appointment with the principal to examine some areas and determine if Sta Teresita is the right fit for the student. If accepted at this first appointment, the child will be in a 4 (four) week trial period. During this period, the child's academic and emotional behavior and progress will be monitored. With the registered data, a conference will be held at any time during this period with parents and home professionals to indicate if the child has managed to adapt to the rules, within his unique being. The purpose of this policy is to meet the needs of everyone, the child, and the school community.

If a student is unable to progress in our school curriculum due to physical, emotional, or learning situations, after the probationary period, parents will collaborate to explore educational resources in the St. Louis area that can meet the individual needs of the child or in the specialized institutions of the archdiocese.

Payment rules

Before accepting admission to Preschool "Santa Teresita", for the 2024-2025 school year, all currently registered families need to have their 2022-2023 monthly payments fully paid.

Each calendar year requires a registration fee and the update of the address data if it had not been done in advance.

Cost Information

	Full time	Part-time
First child	\$ 700	\$ 350
Second child	\$ 650	\$ 325
Thirs child	\$ 500	\$ 250
Fourth child	\$ 000	\$ 000

Payments

Monthly payments are due between the 1 and 15 day of each month or earlier.

Families can choose one of the following options to pay:

1. Monthly payments automatically withdrawn from the family's bank account on the 15th of each month (ACH).
2. Monthly payments using a credit card on the 15th of each month.
3. Monthly payments through the school office until the 15th of each month.

Payments can be delivered in the form of a personal check, money order, credit card, or cash.

Payments can be made in cash, money order, credit card or personal checks and can be delivered to the PK office.

Families can choose to make a single annual payment and receive a 5% discount.

Families will receive monthly account statements. These will indicate the total balance and the amount due at the time. Account statements will be sent before the 10th of each month.

Late payments

Families who are more than 30 days late will lose their enrollment status. Children will not be able to attend the institution until everything owed is paid for and is up to date.

Special cases

Families who must change institutions and have paid the entire cost at the beginning of the school year will receive a refund for the remaining months.

Any other payment will not be refundable or prorated.

Special note:

Parents / guardians should be aware of the cost of running the school and of providing their children with a quality Catholic education.

Families must accept the financial responsibility that this education requires.

Assistance

Service hours are from 7:00 AM to 5:00 PM. Monday – Friday.

Absence

Children who must be absent for medical, dental, funeral or other reasons will be considered truant. For these types of absences, the parent / guardian must send a note to the school, indicating the time, duration, and reason for the absence.

Chronic or excessive absences without substantial causes may be a factor in determining the student's continued enrollment in the PK.

Consistent attendance is a resource for student academic progress. Only a family illness or emergency should prevent attendance or cause a delay. A child who is ill with a fever or virus should remain at home, where special care can be given. In the case of absence, please notify the PK before 8:00 AM, to have exact numbers for meals.

If a child becomes ill during school hours, parents will be notified, and the child must be picked up. Please call the office in case any of the emergency numbers change.

Parent Responsibilities

Parents must comply with the drop off and pick up times for their children from the PK.

The entrance time of the child so that he completes the educational project and can arrive without disturbing his peers is at the latest at 8:30 AM.

Delay

When unusual situations exist, we ask the parents / guardians to inform the Secretary about the facts, so that the institution collaborates with the child within its possibilities (loss of a family member, others). It may also be a special meeting with the director.

Children must always be picked up from the institution at 5:00 pm or earlier. If the child is withdrawn afterwards, he will have to pay a fine of \$ 20 for every 10 minutes, the second time \$40 every 10 minutes, and so forth. After 5 times of failing to pick up the student on time, parents will meet with the director to determine the continuation of the student in the PK.

Failure to comply could result in reasonable actions such as fines, conferences, or a request that the child stop attending.

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Student Early Dismissal

A written note from the parent / guardian is required for a child to be removed before their regular schedule and with whom they are not the customary person to perform the child's removal,

In the event of an emergency, a phone call will suffice.

When the parent comes to pick up the child, he / she should sign the child out. Parents / family members should never enter the classroom. No child will be allowed to leave early without the permission note signed by the parent or the parent's designee.

Under normal circumstances, a parent should not arrive at school and request to remove the child without calling the office in advance.

Exit Due to Illness

The student can leave the school premises due to illness only after the parent / guardian has been contacted by phone. Records containing the information of persons to contact in case the parent / guardian cannot be contacted must be in our files. Parents / guardians are responsible for providing transportation for the student to withdraw.

The school administration is responsible for sending home any student who shows signs of having a contagious disease or not. The student may be reinstated upon receipt of a written verification from a health professional stating that the student does not have any illness and that their presence does not endanger the health of others.

If a child comes to school with a fever of 100 or above, parents will be asked to return home. We ask that you keep your child home for at least 24 hours after the fever has gone down.

Suspension

Suspension is the removal of the student for a specified period. The decision to use the suspension as a disciplinary action is made at the local level by the PK director in consultation with the pastor.

Conditional Permanence

Conditional permanence is the continuation of the student's enrollment, but with specific conditions. The decision to use conditional permanence as a disciplinary action will be made by the principal in consultation with the pastor. This decision will be communicated in writing to the parents as appropriate.

Dress and Grooming

Students are expected to dress and appear consistent with the standards of good taste and appropriate for school and school events. It is inappropriate for school to wear any insignia that conveys the image of gang membership, supports the beliefs of hate groups, sexual innuendo, or that promotes drugs, alcohol, or tobacco. This kind of costume will not be allowed. If a student is immodestly dressed, they will be asked to change their clothes or call the parents.

Uniform and Appropriate Attire

Used clothing must always be clean and tidy. It is the parents' responsibility to see if their child has appropriate clothing and if there is a permanent change of clothing at school. All clothes must be marked with the child's name, the PK is not responsible for any loss items.

Health

Our health program is under the supervision of the St. Louis Department of Health.

Physical Exam of Students

A complete physical examination is required upon entering the PK. Health records established at other schools will be accepted. The physical examination may be carried out by your family doctor or by a local medical center. The forms for this exam will be attached to this document.

By law, children who do not have their immunizations up to date cannot be admitted.

Medicine administration

Ideally, all medications should be taken at home. However, some students can attend school thanks to the efficacy of medications that treat chronic illnesses and disabilities. If a student requires prescription medication during the school day, the following must be in order:

1. The consent or direct order of a licensed physician, his assistant, or a nurse. (Appendix 8: Physician Consent for Medication Administration), appropriately signed and filed at school. (The container label may serve as the physician's order or the orders may be mailed or faxed to the school.)

2. Written parent / guardian consent for school personnel to administer medication (Appendix 9: Parental Consent for Medication Administration to their Child).
3. The medicine in its original container.
4. Appropriate training of staff to administer medication.

All medications sent to school will be kept in a locked cabinet supervised by administration. Students will not be allowed to carry medications with them. A staff member will be assigned to administer medications. Proper documentation of each dose given should be maintained.

Students with Serious Medical Conditions

A student enrolled in a Catholic school who has serious or possibly fatal medical conditions may require special considerations. Schools shall obtain the information necessary to understand the medical condition, its manifestations in the school environment and any specific adaptations or plans in case of an emergency, which may be necessary to provide a safe and healthy environment for the student.

Parent Responsibilities

Parents must comply with the drop off and pick up times for their children from the PK. Failure to comply could result in reasonable actions such as fines, conferences, or a request that the child stop attending.

The School and the Media

Members of the media will only be invited on school premises and will not be allowed to interview students on matters unrelated to the purpose for which they were invited.

Communication between School and Parents

The school shall not distribute information in any way to parents or students about programs, products, or services provided by sources other than the school, the parish, another Catholic agency, or any agency with which the school has a formal contract. This includes programs that are offered by parents or parishioners but are not formally administered by the school or parish.

Community parent hours

To build a community between parents / guardians, teachers, and students, parents / guardians must complete 50 hours of service. Opportunities to serve the community include working on school fundraisers such as Fried Fish, selling clothes during weekend fairs at the parish and much more. Hours of service will be followed up by the office manager. All families are expected to volunteer at least once for Fried Fish in the spring.

Hazardous Weather Notifications

When it is necessary to close the school due to dangerous weather conditions, it will be announced via Facebook and text message.

Parent-Teacher Meeting

Personal parent meetings will be held as needed as appropriate. These meetings are valuable opportunities to review and discuss your child's progress. These meetings are mandatory for all families.

Mailing list

The names, address and emails of students and their parents / guardians will not be given to any unauthorized person or agency, especially vendors and commercial companies.

The PK will not have information available on its website that allows students to be individually identified by name or photograph. This includes student information that is published in the school bulletins, which will be published on the school website.

Advice

Counseling provides an assessment of each student's individual progress in learning the curriculum. The results of the assessment provide valuable information that is used in the evaluation and redesign of the curriculum and to adjust instructional plans to better accomplish the educational mission and ensure that children learn as much as possible.

Parent Agreement

By signing this agreement, parents acknowledge that they have received and revised the handbook. They agree to follow the rules outlined in this handbook. Parents agree to support and follow the rules of St. Teresita Preschool and to respect the school's right to modify the handbook at any time.

By signing this document, parents are also responsible for their children's adherence to the handbook rules. It is the responsibility of parents to share the content of this handbook with their children.

The information in this signed document is the one that applies to the registration form developed by the state of Missouri. Any change of terms of this Contract will indicate a new agreement and signature.

Family Last Name Date Signed

Name (s) of the student (s)

Parent / Guardian Sig Signature Date