

PARENT HANDBOOK 2017 - 2018



Saint Andrew the Apostle Catholic Church
3008 Old Raleigh Road
Apex, North Carolina 27502

Nancy Wujek, Director
(919) 387-8656
email: ecc@saintandrew.org
www.saintandrew.org

WELCOME ABOARD!

ECC Office

Nancy Wujek	Director	ecc@saintandrew.org
Chris Schlachter	Administrative Assistant	ecc2@saintandrew.org
Dina Handa	Bookkeeper	ecc3@saintandrew.org

Music and Movement

Hajnalka Klieman	Room 214
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3 Year Olds

Teachers	Class	Days	Room	Email
Kerry Bergeson Ellen Bierlein	Tiger	TTh	106	ecctigerclass@saintandrew.org
Kerry Bergeson Amanda Bellantoni	Butterfly	MWF	106	eccbutterflyclass@saintandrew.org
Lynn Seyler Barbara Parzygnat	Ladybug	TWTh	105	eccladybugclass@saintandrew.org
Jeanette Kremer-Middleton Julie Spencer	Penguin	MWF	103	eccpenguinclass@saintandrew.org

4 Year Olds

Teachers	Class	Days	Room	Email
Rebecca Peterson Joanne Tucci	Monkey	MWF	107	eccmonkeyclass@saintandrew.org
Carol Nay Denice Medlin	Horse	MTWTh	102	ecchorseclass@saintandrew.org
Mary Adams Lesley Fortier	Owl	MTWTh	104	eccowlclass@saintandrew.org

PreK Class

Teachers	Class	Days	Room	Email
Lisa Shafto Colleen Beyer	Lion	MTWThF	101	ecclionclass@saintandrew.org

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PHILOSOPHY

Saint Andrew's Early Childhood Center strives to provide an environment in which the spiritual, social, emotional, intellectual and physical growth of the child is fostered. Being a Catholic center, we will incorporate Bible stories, prayer, and Christian values into our daily lessons. We hope to emphasize the importance of each unique individual and to promote the value of each child's ideas, feelings and actions.

Daily activities will focus upon appropriate developmental levels for each age. Intellectual and physical activities (both gross motor and fine motor) will be included each day to challenge and stimulate the growing child. Children will participate in arts and crafts, music class, storytelling, cutting and pasting, sand and water play, nature walks and in-house field trips. Color, shape, letters, time and number concepts are taught at your child's level of understanding. Most importantly, the children will learn on a daily basis how to play with their peers in a cooperative manner, learning to share with others and create friendships. We will work together with parents to broaden the experience of the preschool child and to help each child find happiness and security in his/her ever-expanding world.

REGISTRATION REQUIREMENTS

Saint Andrew's parishioners receive first priority for admission. Once our parishioners' needs are met, we open enrollment to Catholics from other parishes and the General Public. Saint Andrew's Early Childhood Center admits students of any race, color, and national or ethnic origin. North Carolina Public Schools now require children entering Kindergarten to be five years old on or before August 31, so the ECC birthday cutoff date is also August 31. Therefore, three year olds must be 3 by August 31 and four year olds must be four by August 31. Our Five Day Class consists of older four year olds and five year olds. A Student Health Form complete with immunization dates is **required** for each child before school starts.

HOURS OF OPERATION

Teachers use time prior to 9:25 a.m. to prepare the classroom for the day's events. Therefore, we request that you do not bring your child before 9:25 a.m. Please walk your child to his/her classroom and sign the attendance sheet posted outside the door. It is beneficial for children to arrive on time to avoid confusion once classroom activities have begun. At dismissal time, you must be prompt. Parents are asked to sign out on the attendance sheet and then wait outside the classroom door. Teachers will release children one at a time to ensure safety. **Please do not allow other siblings to enter the classrooms at dismissal time.** Since teachers need to give full attention to ECC students at this hectic time of day, dismissal is not the time for conferencing with the teacher. Please write a note or ask the teacher to call you, if needed. If some unforeseen emergency should arise that prevents you from being at the ECC at 12:30 (or 1:00) please call the preschool office, so teachers may be notified. **If you would like for your child to ride home with someone other than his/her regular driver, please send a signed and dated note to the teacher. We ask that the substitute driver show a picture ID to the teacher the first time they pick up your child. This is to ensure the safety of your child at all times.**

ABSENCES

If your child is sick or will be absent from school, please email the teachers. You may also call the ECC office at (919) 387-8656, and we will notify the teachers.

MATERIALS FEE

A **non-refundable** annual materials fee of \$120.00 is due at the time of registration.

TUITION

There are nine (9) monthly tuition payments. The first is collected May 1. Subsequent tuition payments are due the first of each month, beginning Sept. 1 and concluding on April 1. Tuition is considered late if we have not received it by the 10th of the month. Tuition paid after this date will incur a late fee of \$20.00.

The ECC does not offer online drafting. **If you prefer automatic recurring payments; check with your financial institution about the option of monthly bill pay.** Most banks will draft an e-check and mail it directly to the ECC. Checks should be made payable to St. Andrew ECC. When setting up recurring payments, instruct your bank to generate the check by the 25th of the month as processing takes up to a week. Tuition is paid a month ahead, so the 9th (last) payment is due by April 1st. We also accept personal checks. These can be placed in the payment envelope located on the ECC bulletin boards or mailed to: St. Andrew's ECC, 3008 Old Raleigh Rd. Apex, 27502.

	Parishioner	Non-Parishioner
2 Days	\$170	\$185
3 Days	\$200	\$225
3 Days (9:30-1:00)	\$215	\$235
4 Days	\$250	\$280
4 Days (9:30-1:00)	\$265	\$295
5 Days (9:30-1:00)	\$290	\$325

If you wish to pay more than one month's tuition at one time, please see the ECC office.

**** Tuition, once paid, is non-refundable. ****

Absences for sickness, travel or holidays cannot be deducted from tuition payments.

RETURNED CHECK POLICY

A **\$35.00 charge** will be assessed for any checks returned by the bank as unpaid.

WITHDRAWALS

Thirty days written notice is required before a child is withdrawn from the program.

***Please Note: No refunds will be made on tuition already paid.**

LATE PICK-UP FEE

Please arrive promptly by 12:30 (or 1:00) to pick up your child. After the fifth time a parent is late (more than 7 minutes after dismissal time) he/she will be charged a fee of \$10.00; payable in the office.

TOYS TO SCHOOL?

We ask that children leave toys at home unless they are part of the child's "Show and Tell" or "Alphabet Bag" or "Surprise Box" items for that day. We have found that when children bring extra toys and small items to school or to the playground, there is a tendency for these items to become misplaced, causing distress to the children. At times, the teachers may ask for items that pertain to the theme of the week, and we do, of course, welcome your child's participation at that time.

COMMUNICATING WITH THE ECC OFFICE

You may contact the preschool office in the following ways:

ECC direct phone line: 919-387-8656

Church phone line: 919-362-0414, ext. 121 for the Director - ext. 128 for the Administrative Assistant

Email addresses: Director = ecc@saintandrew.org Administrative Assistant = ecc2@saintandrew.org

Website: www.saintandrew.org

The ECC uses REMIND Text Messaging on occasion. To sign up: text@staecc to (919) 374-2840.

CONFERENCES

Formal Parent/Teacher Conferences will be scheduled in November, and classes will not be held on the conference day. **If you would like an additional conference at another time, you are welcome and encouraged to request this from your teachers.** Likewise, should a concern arise in the classroom, the teachers will be in touch with you. We want to work together to do what is best for your child.

CURRICULUM

Our preschool follows the Diocese of Raleigh's Preschool Scope and Sequence. At Saint Andrew's Early Childhood Center, that curriculum will be fostered through a theme-based unit approach in the classroom. For our general themes, teachers draw from a variety of resources in planning their lessons. For the religious themes, teachers of three-year-olds use a curriculum called God Made Me, from the "Christ Our Life" Series of Loyola University Press and an in-house religious program. The teachers of the four-year-old students use a different in-house religious program, focusing upon Bible stories, Saints and related arts and crafts. The teachers of the Five Day class utilize different sources for their religious themes, most notably Christ Our Life from Loyola Press.

DAILY ACTIVITIES

Parents will be kept informed of their child's daily activities through our monthly newsletter, teacher notes, and the Daily Communication Board posted outside your child's classroom.

LUNCH/FOOD ALLERGIES

Parents should send a nutritious lunch and drink for your child each day. We request that no sweets or "junk food" be included. Children will eat between 11:00am and 12:30pm, depending on the schedule of the class. Generally, there will be no snack in the morning prior to lunch; however, it's possible to have a cooking experience or special food incorporated into lunch to enhance the theme for the day. If your child has a food allergy, please indicate this on the Student Health form in the registration packet. We will work with you to determine if your child's class needs to make modifications during lunch time.

CLOTHING

Please dress children in clothing that is suitable for play. Shoes should have rubber soles and cover the foot - no sandals or flip flops, please. We will go outside whenever possible, so please send jackets, hats and gloves on cold days. All clothing should be **labeled** with your child's last name for easy identification.

TOTE BAGS

A large tote bag without zippers, snaps or Velcro for your child to use for taking home papers, notices, and art projects needs to be provided by the parent. The preschool sells tote bags or you may provide one on your own. Bags need to be large enough to hold papers and a lunch box. Children should not bring toys or stuffed animals in their tote bags unless the item(s) are brought for "Show and Tell" or the Alphabet Bag. The tote bag should be **labeled** on the outside with your child's name. No backpacks, please.

BIRTHDAYS

Parents may bring in a special snack or treat for their child's birthday, if desired. No cupcakes, please, as they are very crumbly! If your child has a summer birthday, the teacher will work with you to choose a "special day" on which to celebrate. **Party invitations may not be distributed at school, unless the entire class is being invited.**

DISCIPLINE

Teachers spend time at the beginning of the school year teaching classroom manners, rules and routines. If a child needs correction, the teacher may redirect the child's attention toward more desired activities, and/or praise the appropriate behavior of another child. The teacher may need to speak privately with a child or use a "Think About It" chair where the child can reflect upon his/her behavior for a short while. Parents will be contacted, if necessary, to help the teacher guide the child's behavior. At no time will corporal punishment be used.

DISMISSAL FROM THE PROGRAM

The ECC has the right to dismiss any child whose behavior, conduct or needs interfere with his progress or the progress and/or welfare of other children at the Center.

TOILET TRAINING

All children attending the ECC must be fully toilet trained, including being able to disrobe and wipe themselves. In the fall, parents of three-year-olds need to provide an extra change of clothes (pants, shirt, underpants, socks) in a plastic bag labeled with the child's name. These will be kept at school in the event of spills or toileting accidents. For older students, the ECC has extra clothes on hand. When ECC clothes are provided for your child, please launder, and return the clothes to us on the next school day.

HEALTH POLICY

For your child's comfort and out of consideration for the other children in the class, please keep your child home if he/she has shown any of the following symptoms within the past 24 hours: (1) fever over 100 degrees (2) vomiting (3) diarrhea (4) frequent cough (5) widespread rash (6) earache (7) toothache (8) conjunctivitis (pink eye) (9) persistent upper respiratory infection greater than 7-10 days with heavy nasal discharge. **Your child must be fever-free (without the use of medication) for 24 hours before returning to school.** Please notify the office if your child is diagnosed with any infectious disease.

MEDICATION DISPERSAL PLAN

Parents should administer your child's medications at home, either before or after coming to school. The preschool staff is not allowed to dispense medication unless we have a medication authorization form (completed and signed by the doctor) on file. Forms are available in the ECC office.

INJURIES/MEDICAL EMERGENCIES

Parents will be informed of any accidents or injuries sustained by their child during the preschool day. A written record of such occurrences will be provided to the parent and a copy kept in the student file in the ECC office.

Should a child experience a medical emergency requiring immediate medical care, parents or their "emergency contact person" (as listed on the Registration form) will be notified immediately. The child will be transported to the nearest hospital by ambulance, depending upon the severity of the problem.

LICE

Parents will be notified if a confirmed case of lice is present in your child's classroom. If you find that your child has lice, please notify the ECC so that we can take the necessary steps to prevent it from spreading in the classroom. Parents should contact their physician to seek treatment. Students may return to school after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill all crawling lice. According to a June 2015 notice from the CDC:

Both the Association of Pediatrics and the National Association of School Nurses advocate that "no nit" policies should be discontinued. "No nit" policies that require a child to be free of nits before they can return to school should be discontinued for the following reasons:

- Many nits are more than $\frac{1}{4}$ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may, in fact be empty shells called "casings".
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to students, families, and communities far outweighs the risks associated with head lice.

Parents, please understand that lice is treatable and can happen to anyone! Personal hygiene and cleanliness in the home or school has nothing to do with getting head lice.

PLAYGROUND

If weather permits, children will play outside on the playground daily. In the interest of safety, only ECC children are allowed on the ECC playground during preschool hours. We ask that neither MMO students nor siblings of ECC students use the ECC playground from 9:30 a.m. until 12:30 when school is in session. Preschool parents are welcome to utilize the playground after school hours; however, posted playground rules must be followed.

INCLEMENT WEATHER

We will follow the Wake County Public School decisions for bad weather days. If they announce:

- ❖ Schools are closed, then Saint Andrew's ECC will also be closed.
- ❖ **A 1 or 2-hour delay, ECC hours will be 11:00-1:00. A 3-hour delay=12:00-2:00**
We will still eat lunch, so please pack one for your child.
- ❖ An early dismissal, parents will receive a text through our REMIND message system with details for ECC dismissal times.

When days are missed due to inclement weather, we will make every attempt to reschedule those school days; however, it may not always be possible to make up all days. Thank you for your understanding.

EMERGENCY EVACUATION PLAN

If for some reason we should ever have a need to evacuate our building due to a problem onsite, the children would be transported in church or preschool staff cars to Apex Baptist Church in downtown Apex. Hopefully, we will never need to implement this plan, but it's best to be prepared in the event of some unforeseen emergency. Apex Baptist is located at 110 S. Salem Street in Apex, and their telephone number is 919-362-6176.

FIRE, TORNADO & LOCK-DOWN DRILLS

For the safety of your children, the ECC will practice monthly fire drills. Tornado drills and lock-down drills are practiced twice yearly. Care is taken to make these drills as calm and peaceful as possible for our students.

PARENTAL INVOLVEMENT

There are MANY ways for parents to become involved at the ECC. Some volunteer opportunities are listed below. Please note that parents are encouraged to wait and visit the classrooms after the first month of school. (Children need time to adjust to the school environment.)

Room Parent - Assist teachers in classroom duties as needed, serve as the class representative at ECC Board/School Improvement meetings, and guide classroom parents through our Basket Fundraiser.

ECC Garden Committee - Maintain beds and large flowerpots on the side and front of the CARE Center, including weeding, watering, mulching, etc. Expenses are reimbursed by the ECC.

Sewing Committee - Assist as needed with sewing projects.

Fellowship Committee - Help provide meals for other ECC families during times of crisis.

Classroom Helpers - (needs vary by class) - Read stories, help with crafts, extra hands for the teachers, etc. on an occasional basis.

Class Librarian - (needs vary by class) - Using the ECC library card, check out books pertaining to monthly themes listed in the monthly ECC newsletter, & make a list of the books and their due date(s.) Teachers return the books to the library.

Class Photographer - (needs vary by class) - Photograph classroom activities throughout the year, (either with his/her own digital camera or the one belonging to the school) and then share them with the teacher or director.

Helping Hands - (needs vary by class) - Take items home occasionally to cut and trace.

Play Dough Makers - (needs vary by class) - Recipe can be found on the ECC bulletin board or on our website.

HOW TO VOLUNTEER

You may contact your child's teachers or the ECC director at any time to get involved. Diocesan policy requires that parents volunteering on-site sign "in" when they arrive and "out" when they leave. This helps us monitor visitors for our students' protection. We have provided a "**Volunteer Sign in/Sign out**" clipboard in the preschool lobby for this purpose. We have also provided a separate **ECC Volunteer Log** in the lobby in which you may record your volunteer hours. Saint Andrew's parish asks us to keep track of all volunteer or "time and talent" hours as part of the parish Stewardship program. (*Nearby Catholic Elementary Schools give first priority to families who have volunteered in their home parish or school. So, don't forget to chart your volunteer hours!*)

Please Note: When parents volunteer in the classroom, we ask that they make other arrangements for younger siblings, so that full attention can be given to the preschool students with whom they are working.

IN-HOUSE FIELD TRIPS

Due to Diocesan policy, students may not be transported to and from Field Trips by parents' personal cars or vans. Therefore, we will not be leaving the premises. We will, however, continue to bring presenters to the ECC, such as police and fire personnel, animals from the museum, and the like. We are always open to new presenters and welcome your ideas and/or referrals.

CONCERNS?

Any parental questions or concerns should be **first** directed toward your child's teachers. Most questions can be easily resolved at this level. If further discussion is necessary, parents may then request a conference with the Director to voice their concerns.

If a child should experience any learning difficulties during his/her ECC enrollment, the parents and teachers have the opportunity to utilize Project Enlightenment, a Wake County Schools child/parent/teacher advisory service that specializes in the preschool-age child. With parental permission, Project Enlightenment counselors can observe a child in the classroom (at no cost to the parent), and make recommendations to both parents and staff as to ways to best serve the child's needs. Further testing, parent consultations and parenting workshops are also available through Project Enlightenment.

PROGRAM EVALUATION

Annually, parents will have the opportunity to evaluate the ECC program. During the second semester, a survey will be sent home. We welcome your input and encourage you to complete the survey.

2017-2018 Calendar

***Please note that the website calendar will be the most accurate calendar.
Visit the ECC link at www.saintandrew.org to view the school calendar.**

Aug. 31 - Sep. 4	Closed - Labor Day weekend (Thur.- Mon.)
Sept. 5	Short day for 2D3, TWT3, 4D4, and 5D (Class time 9:30-11:00)
Sept. 6	Short day for MWF3, MWF4 (Class time 9:30-11:00)
Sept. 6	First full day: TWT3, 4D4, and 5D
Sept. 7	First full day: 2D3
Sept. 8	First full day: MWF3, MWF4
Sept. 18	Closed- Professional Development Day
Oct. 11 & 12	ECC Individual & Class Photos
Oct. 30	Halloween Parade for MWF3, MWF4, 5D (parade begins at 9:45)
Oct. 31	Halloween Parade for 2D3, TWT3, 4D4 (parade begins at 9:45)
Nov. 6	Parent Teacher Conferences for Butterfly Class ^
Nov. 7	ECC closed for Parent Teacher Conferences
Nov. 10	Closed -- Veteran's Day
Nov. 18	ECC Family Day with Brown Bag Ministry
Nov. 22-24	Closed -- Thanksgiving Holiday
Dec. 7	All classes dismiss at 12:30 for ECC Staff Christmas Lunch
Dec. 19	Christmas Program for 2D3, TWT3, 4D4
Dec. 20	Christmas Program for MWF3, MWF4, 5D
Dec. 22 - Jan. 2	Closed -- Christmas Vacation
Jan. 3	ECC reopens
Jan. 15	Closed - Martin Luther King Day
Feb. 19	Closed - Presidents' Holiday OR weather makeup day
Feb. 20	Closed - Diocesan Retreat Day for Diocesan ECC Staff
Mar. 21	St. Joseph Lunch* for Dads MWF4, 4D4 & 5D
Mar. 22	Donuts for Dad** 2D3, TWT3
Mar. 23	Donuts for Dad MWF3
Mar. 29-Apr. 6	Closed - Spring Break (Easter is April 1)
Apr. 9	Classes resume after Spring Break
Apr. 14-15	Basket/Bunko Ticket Sales after all masses
Apr. 16-20	Basket/Bunko Ticket Sales in ECC lobby
Apr. 21	Bunko and Basket Fundraiser Party 7:00 - 10:00 pm
May 9	Muffins for Mom** MWF3
May 10	Muffins for Mom** 2D3, TWT3
May 11	Lion class Mother's Day Luau
May 17	Outside Fun Day 2D3, TWT3, 4D4
May 18	Outside Fun Day MWF3, MWF4, 5D
May 21	End of Year Program* 11:30 in church MWF4 and 4D4
May 21	Ice Cream Social MWF3, MWF4, 4D4
May 21	Last day of school for MWF3, MWF4
May 22	End of Year Program* 11:30 in church 5D
May 22	Ice Cream Social 2D3, TWT3, 5D
May 22	Last day of school for 2D3, TWT3, 4D4, 5D
May 23 & 24	Snow Make Up Days (if needed)

^ ECC is open this day. Butterfly class will have a substitute while Mrs. Bergeson conferences w/ parents in room 105.

*Event for 4 year old/PreK classes. **Event for all 3 year old classes.

Preschool Directory

* Please note that school policy forbids using class rosters or email lists for business solicitation purposes.

Now that you have had an opportunity to read and understand the information contained in the Parent Handbook, please sign and return this form to the ECC by Friday, September 15, 2017.

Parent Signature Page

Please print child's name and teachers' names

Child _____

Teachers _____ & _____

I have read and understand the 2017/2018 Parent Handbook and agree to follow all school policies and procedures stated therein.

Parent signature

Date

Parent signature

Date