

**ST. MALACHY CATHOLIC PRESCHOOL  
HANDBOOK**



**7410 N COUNTY ROAD 1000 BROWNSBURG, INDIANA  
46112**

**PHONE 317.852.2242**

**FAX 317.852.3604**

**EMAIL [SKENNISON@STMALACHY.ORG](mailto:SKENNISON@STMALACHY.ORG)**

**WEBSITE [HTTP://STMALACHY.ORG.SCHOOL/](http://STMALACHY.ORG.SCHOOL/)**

On behalf of St. Malachy, welcome and thank you for choosing our program. We look forward to a rewarding school year.

Our preschool program started during the 2015-2016 school year. We offer a preschool curriculum as well as STEM (science, technology, engineering, and math) activities. We strive to meet your family's needs for spiritual, emotional, social, physical, and academic growth in order to prepare your children for academic and social success.

The preschool is staffed with committed Christians who have your child's development as their priority. Please feel free to call us at any time.

St. Malachy Catholic School (317) 852-2242

Sandra Kennison, Principal

John Kiefer, Business Manager

Father Sean Danda, Pastor

#### Mission Statement

*“Learning, Loving, and Living with Christ.”*

*To provide quality education that fosters academic excellence and integrates the traditions of the Roman Catholic Faith and the teachings of the gospel of Jesus into all curricular areas.*

*To nurture the spiritual, intellectual, physical, social, and emotional development of each student.*

*To support, respect, and accept all individuals as members of God's Family.*

#### Philosophy and Teaching Goals

Our preschool program prepares children as young as 3 years old for school and beyond. This program sets the stage for self-confidence and inspires education and social success. Our goal is to provide quality education that fosters academic excellence, integrates the traditions of the Roman Catholic Faith, and integrates the teachings of the gospel of Jesus into all curricular areas while developing school readiness skills. Each day is centered on the commandment, “Love one another as I have loved you.” (John 15:12)

We will provide children with a variety of activities to help them learn to respect, work, and play with others in a positive Catholic Christian environment. Children will learn skills such as self-help, listening, language, small/large motor skills, dramatic play, creative art, literature, music, and science. These skills will be taught with age appropriate activities designed to be presented to children individually and in small and large groups. It is important for each child to learn at his or her own skill level.

#### Admissions Policy

Active parishoners of St. Malachy are given priority to enroll their children in our preschool. When openings are available, St. Malachy Catholic School will consider for admission students from other Catholic parishes and students of other faiths. When a classroom has been filled, a waiting list will be established and maintained throughout the school year.

Policy order for acceptance:

1. Current students of the school
2. Catholic children of participating parishioners who are siblings of current students
3. Catholic children of participating parishioners who are siblings of alumni
4. Children of staff members
5. Catholic children of participating parishioners
6. Catholic children of non-participating parishioners who are siblings or current students
7. Catholic children of non-participating parishioners who are siblings of alumni
8. Catholic children of non-participating parishioners
9. Catholic non-parishioners
10. Non-Catholics

## Registrations

A non-refundable family registration fee of \$100 is required to reserve your child(ren)'s preschool placement. If we are unable to provide a spot for your child due to classroom size being met, your registration fee will be returned.

The preschool is independent of the school; therefore sibling discounts do not apply to preschool.

We must have all of the items below in order for the application process to be complete.

- The non-refundable registration fee
- Applicant's birth certificate
- Applicant's immunization records
- Applicant's immunization CHIRP release form

Preschoolers can attend the school's Shamrock School time extended day program from 3:00PM (2:30 dismissal on Wednesday)-6:00PM for \$5.00 per hour.

They may also attend morning care from 6:45AM-7:20AM for \$1.00 per day, payment expected at time of service.

## Clovers

Clovers Age 3 and potty trained

- M/W/F 7:50AM-10:30AM
- M/W/F 7:50AM-3PM (dismissal at 2:30 on Wednesdays)
- T/TH 7:50AM-10:30AM

- T/TH 7:50AM-3PM
- 5 days all day 7:50AM-3PM (dismissal at 2:30 on Wednesdays)

Pre-K

Pre-K Age 4 by August 1<sup>st</sup> of the applying school year

- M/W/F 7:50AM-10:30AM
- M/W/F 7:50AM-3PM (dismissal at 2:30 on Wednesdays)
- T/TH 7:50AM-10:30AM
- T/TH 7:50AM-3PM
- 5 days all day 7:50AM-3PM (dismissal at 2:30 on Wednesdays)

\*Preschool all day includes Enrichment STEM activities

Children **must be toilet trained** to attend Clovers and/or Preschool.

The student to teacher ratio of 1:10 allows for individual attention.

Students are welcomed into a community of faith and will learn about character building and caring for others.

Financial Information

Tuition

Tuition rates are below and are per child attending.

Group	Days	Annual Tuition
-------	------	----------------

Clovers/Pre-K	MWF Half days	\$ 1,840
Clovers/Pre-K	MWF All Day	\$ 3,679
Clovers/Pre-K	TTH Half days	\$ 1,515
Clovers/Pre-K	TTH All Day	\$ 3,031
Clovers/Pre-K	5 Day-All Day	\$ 5,114

FACTS Enrollment Management Company

St. Malachy Catholic School has contracted with FACTS Management Company to manage our tuition payments. You will be receiving a Tuition Account Billing Statement from FACTS management in June. It will list your total tuition & fees balance due to the school for the upcoming school year along with instructions on how to enroll in a payment plan online.

Enrollment in FACTS must be completed by June 1<sup>st</sup>. There is a separate enrollment fee to utilize the FACTS withdrawal system. This fee is applied to your FACTS account when you enroll. Only those that are making a full payment may pay the school directly. A late fee of \$15.00 will be assessed if a monthly payment is received 10 days past the due date. A 3-5 day notice must be made prior to a scheduled withdrawal date if a change in date is necessary.

\*Tuition payments are not subject to adjustments due to illness, vacation, absences, weather closings, etc.

\* Failure to meet financial obligations will result in assessment of late fees and/or dismissal of students.

Withdrawals

If it is necessary to withdraw your child from our preschool program, please do your best to give our administration a 2 week notice.

## Discipline Policy

St. Malachy Catholic School strives to educate students in Catholic beliefs and to provide a learning environment that will assist the student in developing intellectually, spiritually, emotionally, physically, and socially. Discipline is a necessary element of this mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must and will be provided.

We expect students at St. Malachy Catholic School to exemplify attitudes and actions that reflect Catholic values. Values such as respect, honesty, caring, responsibility, justice, and generosity are the goals toward which all students must strive. Both students and staff must expend constant effort in growth and development toward this end.

Disciplinary action is intended to be instructional and corrective. Discipline will be administered with respect for Catholic values. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

Preschool rules mimic the school-wide rules for behavior, otherwise known as “The Shamrock Way”.

1. Honor and respect our teachers and staff.
2. Do all of your work.
3. Keep your hands, feet and unwanted comments to yourself.

We utilize many different methods for achieving good behavior in preschool. One system does not work for every child. We use redirection, positive reinforcement, and Conscious Discipline among many others.

Parents will be contacted on a case by case basis, if behavior is an issue.

### Drop-Off and Pick-Up

\*see attached maps for arrival and departure routes

Students can arrive between 7:20-7:50 to proceed to their classroom. Please allow enough time for your child to enter the building and walk to their classroom before the 7:50 tardy bell rings. Follow the departure map for pick up. Please note where you park at pick up is based on what road you would like to exit.

### Snacks and Lunch

Parents are responsible for providing a peanut-free daily snack for their child. Preschoolers who will be here all day will eat lunch in the cafeteria daily at 10:35AM. Hot lunch can be purchased for \$2.90. Lunches brought to school do not need to be peanut free. There is a designated peanut free table in the cafeteria for children with food allergies.

### Child Custody and Parental Rights

St. Malachy Catholic School will require a court document to be on file which indicates child custody in cases where parents are in dispute. Direct contact will be made with the primary custodial parent for daily information, parent conferences, and school mailings. The non-custodial parent may have access to any student records and general information regarding the program. If there is a court order indicating the non-custodial parent should not have access to the child or his/her records, this needs to be on file in order for the preschool to be in compliance. Any parents who are unable to settle their differences between themselves and continue to harass the preschool staff may be asked to remove their child from the program. This also applies to disputes regarding tuition payments.

### Visitors-Alum

We invite visitors to St. Malachy Catholic School, especially parents, alumni, and interested friends. Please call ahead to arrange a convenient time for your visit. All visitors must report to the school office upon arriving to sign our visitor's log and pick up a visitor's badge. All volunteers must complete Safe and Sacred online before volunteering in the classroom.

### Conferences



Parent/teacher conferences will be scheduled each October.

### Medication at School

In order to protect the health and welfare of the students and staff members, Indiana laws require that school personnel observe certain safeguards in administering prescription medication or over the counter medication to students. If we are to administer medications to your student during school or program hours, the following procedures will be observed:

- All prescription or over the counter medications must be delivered to the school administration by the parent/guardian or another adult designated by the parent/guardian.
- All prescription and over the counter medications must be provided by the parent/guardian in the original packaging.
- All prescription and over the counter medications must be stored in the school office.
- Parents must complete the Administration of Medication Form to have medication administered. This will provide the school nurse details regarding the dosage of medication for the student. Dosage information can be obtained from the label of the original container. The form is available in the school office and on the school nurse's blog site.
- It is the parent/guardians responsibility to pick up any unused medication prior to the last day of school. It cannot be sent home with the child. If it is not picked up it will be properly disposed of.

We cannot assume responsibility for medication unless these provisions are followed.

### Illness/Injury

If a student becomes ill in school, a parent or person authorized by the parent will be notified. The Family Emergency Information Sheet, which is kept on file in the office, lists names of persons to contact in the event that a parent is not available. Parents should be certain that the person who is listed on the sheet is available. Parents and other contacts should be able to pick up an ill child within 30 minutes. Please keep this emergency sheet up to date. A student who has a temperature of 100 degrees, is injured seriously, or becomes sick to his/her stomach may not remain at school.

A student needs to be fever free 24 hours without the aid of fever reducing medication, have not vomited or had a case of diarrhea within this time period prior to returning to school.

### Bathroom Policy

The preschool staff will work together as partners with the parents in helping each child achieve the skills that are necessary for independent toileting and hygiene. However, if a child has two accidents in one day, the family will be notified to come and pick up the child for the remainder of that day. If the child continues to have frequent accidents on a daily basis, the preschool staff may consider asking the family to terminate the child from preschool enrollment until complete toilet training is achieved.

### Dress Code

Preschool students follow the same dress code as students in grades K-8<sup>th</sup>. Schoolbelles is the chosen school uniform store for SMS polos. Uniforms can be ordered online through their website: [www.schoolbelles.com](http://www.schoolbelles.com) or bought at their store located in Indianapolis. Our school code is S1422.

**Uniform pants** can be purchased from Schoolbelles, Old Navy, or any store that sells the French Toast brand. Pants must be plain khaki (tan) slacks (no jean material) and must be in good condition (no holes or frayed ends). The pants may not have open outside pockets, designs, embroidery, or appliques on them.

**Uniform shirts** are the monogrammed (SMS) Schoolbelles polo shirts in navy or green in long or short sleeves. Girls may wear white long or short sleeve Schoolbelles uniform blouses. Plain white shirts (turtlenecks, long or short sleeved t-shirts) may be worn under the polo shirts during colder weather. Shirts and blouses must be tucked into the waistband at all times.

**Plaid skirts, plaid jumpers or the navy or green romper** that are approved at Schoolbelles may be worn at lengths that will not exceed 2 inches from the middle of the knee. Shorts can be worn underneath skirts, or jumpers as well as footed tights or ankle length leggings which must be a solid white, black, navy, or green. If leggings are worn, socks should be long enough to cover the bottom of the leggings, such that no skin is shown.

**Uniform style shorts** are proper-fitting, khaki colored. The shorts may not have any designs, embroidery or appliques on them. Jeans, cargo shorts or capris are not permitted. No rayon or nylon windbreaker material allowed.

**Sweatshirt/sweater-SMS** crewneck logo sweatshirts or navy Schoolbelles cardigan sweater/vest can be worn during colder weather with an approved uniform shirt underneath. The collar must be visible. All sweatshirts are to be taken off at Mass. Only 8<sup>th</sup> graders are permitted to wear hoodies through the day that have been designed by the 8<sup>th</sup> grade class.

**Socks** are to be solid white, black, navy, or green and are to be worn and visible at all times in sturdy shoes with backs. Ankle and knee socks for girls are acceptable in the above listed colors. No socks that are multi colored such as Elites are allowed. Socks with a logo such as Nike or Adidas are permitted.

**Shoes** are to be rubber soled. No slippers or moccasin type shoes. Due to safety, all students will be required to wear athletic shoes. Footwear that is NOT permitted include but is not limited to canvas loafers, boots, slip-ones, Crocs, sandals or open-toed shoes.

**PE Shoes:** Only closed-heel, athletic shoes are appropriate for PE.

**Accessories:** No temporary tattoos. Earring are to only be worn by female students. One bracelet, but no rubber band bracelets can be worn. Religious pins are only allowed. No scarfs are to be worn. Any items that disrupt the learning process will be confiscated such as blinking pins, rings, earrings etc.

**Mass Days:** Khaki bottoms, plaid skirts, plaid jumpers, or navy or green romper must be worn on Mass and Holy Days.

**Friday Spirit Days:** Each Friday will be spirit wear and jeans or uniform bottoms for those who have zero uniform violations.

**Special Themed Casual Days Guidelines:** Clothing must be neat, decent and free of rips and tears. Running shorts are **NOT** acceptable and all shorts cannot exceed two inches above the knee. Girl's yoga pants are **NOT** acceptable attire at any time at school or school events. Girl's leggings may be worn under casual skirts, skorts, dresses, or a long shirt that is at an appropriate length. An appropriate length is defined as covering the entire bottom and stomach area on Casual Days. Hats are not permitted on Casual Days unless it is designated as "Hat Day" or "Crazy Hair Day". Open-toed

shoes are **NOT** permitted on Casual Days. Casual shoes must be worn with socks and should have a closed heel.

**Personal Appearance:** The student's personal appearance is to be neat and clean. Hair is to be above the eyes and above the collars for boys and out of the eyes for girls. Colored hair is not permitted. Mohawks or shaved designs are not allowed. For all school events, during and after school, if a tank top, spaghetti strap or shirt/dress where any part of the shoulder is seen, a cover up must be worn at all times. Girls' hair accessories should be minimal and not distract from the educational process.

### Family Service Hours Requirement

The service requirement is based on the example of Jesus, who stated that He came among us "not to be served but to service" (Matthew 20:26). Volunteering and serving on campus is a great way to lead by example, collaborate with other families, and to use your time, talent, and treasure to support, enrich and strengthen St. Malachy. Each family is required to complete 20 hours of service to our parish/school. The \$200 deposit will be refunded or reapplied once the service hours are completed. This deposit needs to be paid in full before August 1<sup>st</sup>.

### Attendance Policy

Preschool attendance is not mandatory; however the school office needs to be informed if a student will not be attending. Please call the school office at 317-852-2242 or email Mrs. Koontz and Mrs. Baldini at [lkoontz@stmalachy.org](mailto:lkoontz@stmalachy.org) and [kbaldini@stmalachy.org](mailto:kbaldini@stmalachy.org).

When reporting an absence, the parent/guardian should provide the following:

Name of the student

Class (Clover or Pre-K)

Reason for the absence

## Emergency Closing

When in doubt as to whether school will be open due to severe weather conditions, please listen to the major radio stations and TV stations. Effort is made to notify the media by 6:00AM. As a general rule, St. Malachy Catholic School follows the decision of Brownsburg Community Schools. If the weather temperatures are forecast to be less than -5 with or without the wind chill, the principal will make the decision based on the best interest of our students, staff, and parents. Parents will be notified in writing if there is any other closing not listed on the school calendar. Sometimes it may be necessary to close early, once students are in school. For these rare occasions, the school has compiled an emergency contact list for emailing parents. Your student should have an emergency plan.

## Sample Schedules

Sample CLOVERS schedule

8:00-Morning Prayer, Pledge (learned in second semester), morning meeting  
8:05AM-8:30PM Gym Time  
8:30-Bathroom Break  
8:45-Morning Starters, Letter & Number of the week, Circle time song, and read-aloud story  
9:00-Learning Centers and Meaningful Play  
10:00-10:20-Recess  
10:35-10:55-Lunch  
11:00-Exercise/physical activity  
11:20-STEM lesson and rotation stations  
12:00PM-12:25PM-Recess  
12:30-Bathroom Break  
12:40- Rest time  
1:30-Lights on and clean up  
1:40-Engineering/Building time  
2:30-Snack  
2:45-Movement/Dance exercise  
2:50-Get ready for dismissal  
3:00 Dismissal

## Sample PreK Schedule

7:20-7:50 AM- Table Time (Name writing practice then math and alphabet toys)  
7:50-8:00 AM- Prayer/Pledge/Clean-up  
8:00-8:15 AM- Hello Song/Attendance/Lunch count/Storytime)/Message  
8:15-8:35 AM-Alphabet Time  
8:35-8:45 AM- Circle Time-Lesson relating to the curriculum: monthly unit theme (includes math, social studies, and social-emotional). Catholic Religion lessons are weekly.  
8:45-9:30 AM- Center Time/Teacher Table (individual choice dramatic play, preschool library, alphabet, math, science/social studies, art and sensory table).  
9:30-10:00 AM- Specials (Music, Library, and PE)  
10:00-10:30AM-Morning recess  
10:35-11:05AM- Lunch  
11:05-11:30AM- Recess  
11:30AM-Noon- Switch Classes and prep for nap/rest  
Noon - Afternoon with a similar schedule to morning STEM

## Sample STEM Schedule

7:20-7:50 AM- Table Time (Math Binder, Engineering, Math Toys)  
7:50-8:00 AM- Prayer/Pledge/Clean-up  
8AM- 8:15AM- Good Morning Song/Attendance/Lunch Count  
8:15-8:30 AM- Circle Time- discuss science topic for the month  
8:30-9:30 AM- Centers (Individual choice math, science, engineering activities)  
9:30-10:00AM- Special activity related to engineering  
10:-10:30 AM – Morning recess  
10:35-11:05AM- Lunch  
11:05-11:30AM- Recess  
11:30AM-Noon- Switch Classes and prep for nap/rest  
Noon - Afternoon with a similar schedule to morning Preschool