

ST. THOMAS MORE

CATHOLIC SCHOOL

& PAWPRINTS PRESCHOOL

A School of the Omaha Catholic School Consortium

3515 South 48th Avenue Omaha, NE 68106

Phone (402)551-9504 / Fax (402)551-9507

School Website: stmbengals.org

Principal: Mr. Gary D. Davis

Preschool Director: Tamyra Hower

Preschool Extended Care Director: Dianna McCormick



PAWPRINTS PRESCHOOL

2020-2021

Parent Handbook

Program Philosophy

Researchers have found that if we really want to enhance children's readiness to succeed in school, then we must pay as much attention to their emotional health and social competence as we do to their cognitive abilities and academic skills (Shonkoff, 2005). At St. Thomas More Pawprints Preschool we believe in providing a safe and structured preschool environment that will direct needed attention to your child's development in all of these critical areas:

Spirituality... by sharing with your child the knowledge of God as our Creator and the life and love of Jesus Christ through biblical teachings and song we hope to contribute to their spiritual development.

Emotionally... by providing needed reassurance and guidance we help your child learn to respond appropriately to life's joys and disappointments in a nurturing environment.

Socially... by providing the opportunity for children to interact with children their own age and with caring adult care providers they may play and learn together while they develop self-caring skills and responsibility.

Cognitively... by stimulating each child so that they may think critically, problem solve, and reason.

Physically... by offering activities that help each child develop large and small motor coordination.

Discipline Philosophy

Pawprints Preschool staff use a combination of discipline methods in our classrooms. We use a program called Love and Logic which helps to guide and encourage our students through natural consequences to use appropriate behaviors and positive social skills. We also use the Girls and Boys Town discipline educational model known as The Well-Managed Classroom. This discipline model provides instruction for strong, positive teacher-student and peer relationships, instructional methods that motivate students, management techniques that maximize students' on-task behaviors and problem solving, and behavior management techniques that empower students to responsibly manage their behavior.

Teaching social skills is imperative if we are committed to helping students achieve success in school and beyond. By giving students the basic tools for self-discipline and positive social interaction, we are shaping their success experiences in the classroom, with their peers, and in future employment experiences.

If we have a child who is struggling with self-discipline and is therefore creating an environment where children do not feel they are in a safe learning environment, we will work together with the child and their parents to work towards success. Our main goal is to have a classroom environment where children feel they are safe to enjoy learning. **A child's enrollment may be terminated at any given period of time per the Director's discretion.**

Enrollment Procedures

To be eligible to enroll in the preschool, your child must turn three by July 31st of the respective school year and *must* be completely potty trained. A registration fee of \$100 will be required for each child at the time of enrollment. To enroll in the program the parent/guardian needs to do the following: Families Already Enrolled at STM - Log onto **Sycamore**, click **My School**, then click **Admission Portal** to begin admissions. New Families - Go to <https://app.sycamoreschool.com/admissions/index.php?schoolid=1260> to begin the registration process. A \$100.00 registration fee and the child's immunization records must be submitted to the school office. Approximately two weeks after registering online and submitting your registration fee you will

receive an invitation from FACTS to set up your online payment plan. Once all steps in this process are complete the Director will then notify the individual of acceptance into the program.

Age Requirements

To be eligible to enroll in the three-year-old class, your child must turn three by July 31st of the respective school year. Four-year-olds must turn four by July 31st of their respective school year.

Tuition

The following rates apply for the 2020/2021 school year:

CLASSES OFFERED AND FEES

- ❖ **STM Pawprints Preschool** offers both morning and afternoon **half day** sessions for 3 year olds, 8:00-11:00 a.m. and 12:10-3:00 p.m. and half day morning sessions for 4/5's.

Tuition Fees:

Prekindergarten Mon/Wed/ Fri Classes for 4's & 5's	\$1,428 /year
Prekindergarten Mon-Fri Classes for 4's & 5's	\$2,121/year
Preschool Tues/Thurs Classes for 3's	\$1,109/year

- ❖ **STM Pawprints Preschool** offers **all day** sessions for 3, 4 & 5 year olds, 8:00a.m.-3:00pm.

Tuition Fees:

Prekindergarten Mon/Wed/ Fri Classes for 4's & 5's	\$2,520 /year
Prekindergarten Mon-Fri Classes for 4's & 5's	\$4,069/year
Preschool Mon/Wed/ Fri Classes for 3's	\$2,520 /year
Preschool Mon-Fri Classes for 3's	\$4,069/year

A one-time non-refundable registration fee of \$100 is due at the time of registration each year.

Tuition will be collected through an automatic bank transfer. Families enrolling in the preschool/prekindergarten program will need to enroll in FACTS to set up their account and will receive an email from FACTS approximately two weeks after online registration and payment of the \$100 registration fee is complete. Students will not be considered registered until these steps are complete. If you have any questions about this process, please contact the Omaha Catholic School Consortium at (402)590-2810.

Enrollment is on a first come first served basis. Class sizes are limited to 20 students in the four and five year old classes, and 12 students in the three year old classes.

A child's enrollment may be terminated at any given period of time per the Director's discretion due to delinquent tuition payments.

Arrival/Pick Up

Morning: Students are expected to arrive at school between 7:50 and 8:00 a.m. A preschool teacher will welcome you into the school at the main school doors at approximately 7:50 a.m. Please do not enter the school building until that time. Please escort your child to the preschool room. If your child is arriving after the 8:05 bell, please check in with the office before bringing your child to their classroom. It is imperative that no student be left unattended on school grounds or in the classroom. Dismissal is at 11:00 a.m. outside the school's main entrance. The teachers will bring the students to the main entrance of the school for pick up. Please send a note with your student in the morning if someone other than the "normal" person will be picking

up your child from school. Please inform the person picking up your child that they will be required to provide photo identification at the time of pick up or we reserve the right to not release the student. If you need to pick up your child before 11:00 a.m., you will need to check with the office prior to coming to the classroom. **Please do not enter the school building at pickup time. Doing so causes congestion in the school lobby making it difficult to dismiss the students in a safe manner.**

Afternoon: Afternoon classes begin at **12:10 p.m.** **Afternoon students are required to wait until 12:00 p.m. before entering the school building.** A preschool teacher will welcome you into the building at approximately 12:00. If you arrive after 12:15 p.m., please check in at the office. At dismissal, afternoon students will be brought to the main entrance of the school for pick up at 3:00 p.m. Please send a note with your student if someone other than the “normal” person will be picking up your child from school. Please inform the person picking up your child that they will be required to show photo identification before we can release the child to them. If you need to pick up your student prior to 3:00 p.m., please check in at the office. **Please do not enter the school building at pickup time. Doing so causes congestion in the school lobby making it difficult to dismiss the students in a safe manner.**

Restroom Readiness

Please have your child use the restroom prior to coming to school. We would like for all of the little boys to be familiar with using a urinal as well as a regular toilet. The bathroom available for preschool age boys has only one toilet and they may have to wait in line if they aren’t used to using the urinal.

Parking

Morning Class Drop Off: For safety reasons, parking in the school parking lot is only available south of the cones in the south parking lot, and on the street. Parking is available along 48th street north of the bell tower. The curb area between the two driveways of the church parking lot is for loading and unloading only. Please obey the one-way signs during school hours and be extra cautious. The west side of the building may be utilized as well. The small parking lot on the North side of the school is for staff parking and for church adorers only.

Morning Class Pick Up: Please park along 48th street when picking up your student.

Afternoon Class Drop Off: Please park along 48th street when dropping off your student. Children may be outside for recess so the school parking lot is not available for safety reasons.

Afternoon Pick Up: For safety reasons, parking in the school parking lot is only available south of the cones in the south parking lot, and on the street. Parking is available along 48th street north of the bell tower. The curb area between the two driveways of the church parking lot is for loading and unloading only. Please obey the one-way signs during school hours and be extra cautious. The west side of the building may be utilized as well. The small parking lot on the North side of the school is for staff parking and for church adorers only.

Classroom Rules

The following rules were developed with the help of our past preschool students. Students will be expected to follow them on a daily basis.

- Listen politely
- Clean up
- Treat others nicely
- Use your manners
- Do neat work

Dress Code

Our school uniforms may be purchased at Dennis Uniform 726-740 N. 109th Ct. Omaha, NE 68154, Phone 408-496-9911 or at DiGiorgio's Sportswear 14111 Q Street Omaha, NE 68137 Phone 402-894-5627. While uniform shirts, shorts, and pants do not have to be purchased at these stores, they must be of the same style. They are the only stores where the school skirts, skorts, and sweaters may be purchased. Both vendors will place a permanent school monogram of the St. Thomas More logo on any white or navy uniform polo shirt for a small fee. The school encourages students to proudly wear their school logo on their uniform shirts. In adherence to our philosophy, proper dress will enhance the learning environment. Personal appearance, cleanliness and hygiene should reflect an attitude of self-worth and school pride on the part of the student. It is the parents' responsibility to know and ensure their students follow the uniform code for students in Pre-School through the eighth grades. Students who are out of uniform will receive demerits and/or may lose privileges. This may include not being eligible for Spirit Days / dress down days.

Young Ladies The uniform for girls is the Campbell plaid shift (jumper) (Pre-School-3rd grade) and Campbell plaid box pleat skirt or skort (4th-8th grades.) Shifts (jumper) /skirts must be no shorter than 3 inches above the knee. Girls may wear navy slacks (Pre-School-6th grade) or khaki slacks (7th & 8th grade) in place of the plaid shift, skirt or skort. (Slacks must be similar to those sold by Dennis Uniform—no cargo, corduroy, wind pants, ankle, capri, etc.). A plain dark colored belt must be worn by students in 1st – 8th Grade. If blouses are worn, they are to be long or short sleeved, tailored, and collared. Navy or white knit/polo shirts may be worn as long as they meet the same standard (no non-school logos). Shirts must be tucked in at the waist. No t-shirts with writing or designs that show through the shirts are allowed.

Young Men The uniform for boys is solid navy slacks (Pre-School – 6th grade) and khaki slacks (7th & 8th grade). (Slacks must be similar to those sold by Dennis Uniform—**no cargo, corduroy, wind pants, etc.**) A plain dark colored belt must be worn by students in 1st – 8th Grade. Shirts are to be long or short sleeved, tailored, and collared. Navy or white knit (polo) shirts may be worn as long as they meet the same standard (no non-school logos). Shirts must be tucked in at the waist. T-shirts with writing or designs that show through the shirts are not allowed.

Shorts Uniform navy (Pre-School – 6th grade) and khaki (7th & 8th grade) walking shorts may be worn by students from **the beginning of the school year until October 15 and from April 15th to the end of the year**, in addition to other times as determined by the administration. Shorts should be knee length. Shorts must be similar to those sold by Dennis Uniform—no cargo, corduroy, nylon, etc. All shorts originally made with belt loops must be worn with a plain dark colored belt. Shorts are to be worn with uniform blouses/shirts.

Sweaters A navy cardigan sweater with the St. Thomas More crest emblem worn with a white or navy collared shirt underneath may be purchased from Dennis Uniform or at DiGiorgio's Sportswear. We advise parents to have a sweater for their student. **This is the only sweater that may be worn as part of the school uniform. Students are not allowed to wear sweatshirts, coats, or hoodies on uniform days.**

Socks Socks are to be **plain with no logos** in white, gray, navy, or black. Girls may wear tights or leggings in the same colors only. Socks that are visible from the top of the shoe must be worn at all times.

Shoes Athletic shoes are required for gym class and may be worn at other times. They must be neat, clean and in good condition. Shoes with laces must be properly tied. Please avoid wearing dark soled shoes that leave marks on our floors. During cold and/or wet weather, appropriate boots should be worn for recess; however, no boots may be worn in the classrooms. Shoes must have a solid sole and cover the entire foot - no sandal type shoes may be worn.

Extra Clothes Accidents do happen, so please keep a change of clothes (season appropriate) in your child's backpack. Clothes need to be sealed in a Ziploc bag marked with your child's full name. Each item inside of the bag should have your child's name on it as well. Please be sure to include a shirt, navy pants or shorts, socks, and underwear.

Hair Hairstyles must be simple and not obstruct students' vision. Our uniform vendors sell girls bows and headbands that match our school uniform. Hair must be kept neat and clean. If a style or extreme hair coloration causes a disruption in the learning environment as determined by the principal, it is considered inappropriate. Boy's hair must not cover their eyes and must be above the collar. The Principal will provide final determination of questionable hairstyles/color. Students are not allowed to have facial hair.

Fingernails Finger nails are to be kept clean and cut to a reasonable length. Girls may wear only clear or very light undetectable nail polish. Black, dark, or bright nail polish is not allowed.

Jewelry Jewelry should be kept simple and appropriate. Dangling earrings are not allowed. Necklaces and bracelets will be limited to religious styles. Students may not wear jewelry on any visible pierced body parts other than the ear. Boys may not wear earrings. Students may wear watches, but may not wear digital / internet connected smart watches.

Make-Up Students may not wear makeup, except Jr. High girls who are allowed to wear **non-visible** foundation.

Tatoos Temporary or permanent tattoos on any visible body part(s) are not allowed.

Spirit / Jean Days / Dress-Up Days Out of uniform days will be announced and defined by the principal.

Spirit / Jeans Days For Spirit Days students may wear a school spirit shirt and jeans. Students may not wear leggings. When Spirit Days are held during shorts season, students may wear **school appropriate** school uniform length non-athletic jean or dress shorts. Typically these days are held as part of a fundraiser and required students to bring an item to participate. The weekly newsletter will provide dates and additional details when these days are scheduled. If students do not follow the guidelines for appropriate dress on Spirit / Jeans / Dress up Days they will not be allowed to participate in the next one.

Dress-Up Days On dress up days students may wear dress-up (nice) clothes, but **NO** t-shirts, wind pants, jeans, shorts, sports clothes, or sweatshirts. Skirts must be the length of uniform skirts. **NO** flip-flops or slippers may be worn at any time. Shoulders and waists must be covered and shirts must be of sufficient length to reach the top of the waist band. All non-uniform apparel must be of a modest nature. The administration reserves the right for final clothing approval.

Health and Safety

School Nurse St. Thomas More Catholic School contracts with the *Visiting Nurses Association* for a school nurse. The nurse is responsible for maintaining student health records, state health reporting, and staff training. The nurse is on-site a designated number of hours per year. Additionally the school contracts with Creighton University School of Nursing to conduct student health screenings.

School Counselor St. Thomas More Catholic School contracts with other Catholic schools to provide a part-time school counselor. The counselor is available for classroom visitation, to consult with teachers, and to see students individually. A student can be referred to the counselor by a parent, teacher or Principal, or the

student may initiate the contact. Each family is asked to sign a permission form that will allow a student to see the counselor. This form is available on the school website and provided in the School Office. The counselor will only see a student individually if there is a signed permission form on record for that year. The counselor will contact the parent if he/she thinks that the child should be referred to an outside agency for further counseling. The counselor can provide parents information that may be helpful to their child's development, and lists of appropriate community agencies and resources. The counselor may come into classrooms to teach all students, working together with classroom teachers to deliver curriculum in the areas of academic and career planning, as well as personal and social skills development.

Child Protective Services When there is reasonable cause to believe that child abuse / neglect has or will occur the state law mandates a referral to the authorities. In this case, a verbal report needs to be provided to either Child Protective Services (CPS) or to our local Law Enforcement agency. Keep in mind that if the child has physical indications/injuries or there are immediate safety issues, law enforcement (not CPS) has the authority to take immediate protective custody if necessary. The state and the Catholic School Office mandates that schools cooperate with CPS and law enforcement personnel in order to conduct their investigations.

Immunizations Parents are required to ensure that their student complies with the Nebraska School Immunization Rules and Regulations **before they can be allowed to attend classes.** Exception to the immunization requirement is made only if a medical reason is documented by a physician assistant or nurse practitioner or for valid religious objections as determined by the principal. Students who are not in compliance with the immunization requirement or have not provided a qualified waiver, may not attend St. Thomas More School until they have complied with the immunization policy. The 2020 - 2021 Nebraska School Immunization Rules and Regulations require students to have the following immunizations **before attending classes.**

Preschool/Prekindergarten

- 4 doses of DTaP, DTP, or DT vaccine
- 3 doses of Polio vaccine
- 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 month of age
- 3 doses of pediatric Hepatitis B vaccine
- 1 dose of MMR or MMRV given on or after 12 months of age
- 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
- DT vaccine,
- 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

Head Injury A report will be made and parents contacted if their student receives a head injury. The report will contain a list of symptoms associated with head injury and concussion. Parents will be encouraged to contact their doctor if the student displays any of those symptoms.

Calendar

Pawprints Preschool follows the St. Thomas More Catholic School calendar as closely as possible. A separate preschool calendar is sent home monthly along with a newsletter to keep you up-to-date on preschool happenings.

Lunch (All Day Students)

Lunch is available through a prepaid lunch ticket. A nutritional hot lunch served with milk will be made available each day in the cafeteria for children who are enrolled in the All Day Programs. Parents/Guardians must indicate each morning on the lunch charts in the preschool/prekindergarten rooms whether or not their

child is having hot lunch or if they have brought a cold lunch from home. If your child will be having a hot lunch and you did not notify your child's teacher, you will need to notify the school secretary or by 9:00 a.m. If you are unable to do so, please be aware that your child may be served a lunch that is different than the one shown on the daily menu. **If you are interested in having lunch with your child, please let your child's teacher know. Anyone visiting in the school will need to complete Safe Environment Training first. To sign up please go to <https://omaha.cmconnect.org>.**

Lunch Schedule

Preschool/PreK 11:10 - 11:40 a.m.

Lunch Tickets Students are issued a student bar coded ID badge that is scanned when they purchase a lunch or milk. An automatic notice is sent through Sycamore when their account is below \$5. Parents are able to monitor their family accounts through Sycamore. Additional amounts may be purchased throughout the school year by sending a check made out to OCSC for the amount of lunches needed in an envelope with your student's name and their teacher's name or homeroom number to the school office. You can also stop in or call the school office and use a credit or debit card to make a payment.

*Below are the 2019-2020 lunch prices. These will be updated as prices change.

Preschool Student per lunch cost: \$2.40

Adults per lunch cost: \$3.75

Individual Milk cost: \$.50

Milk is already included with the cafeteria lunch.

A milk ticket is available for students who bring their own cold lunch.

Lunch Charge Policy

The goal at St. Thomas More School is to provide students access to nutritious no or low cost meals each school day. However, unpaid charges place a financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA child nutrition program.

When family lunch accounts fall below \$5.00 you will receive an email notice from Sycamore directly to the parents. You will continue to receive notices until payment has been made.

Should family accounts become over \$20.00 past due a school employee will call a parent. Negative balance status can be avoided by making a payment in the form of cash or check payable to OCSC, or we can accept a credit/debit card payment. A credit card payment will have an added 3% charge, no charge for a debit card payment.

We strongly **discourage meal charges**, but we understand that an occasional emergency is necessary. The following policies will apply regarding charges:

~All students are given a chance to charge.

~Any family accounts that are \$25.00 past due and the student does not bring a lunch from home will be provided with a National School Lunch Program Meal consisting of an American cheese sandwich, with a vegetable, fruit, and milk. This will be provided at the regular cost of a school lunch and will be charged to the student's lunch account.

~~If monies are brought in to purchase a la carte items, it will go towards the negative balance and the child cannot purchase a la carte items.

Parents are strongly encouraged to submit a free/reduced price meal application yearly as well as when household or income information changes. All households can apply for meal benefits any time during the school year. Please notify the school office or the food service program for an application.

***The first Friday of May through the last day of school a “NO CHARGE” policy goes into effect in order to eliminate negative balances at the end of the school year. This means the above policy is no longer in effect and there will be no charging of meals.

***Free and Reduced Lunch** - Free and reduced-price lunches are available to families who qualify. Application forms are available in the school office. Students who received Free or Reduced Lunches in the previous year at St. Thomas More School begin the school continuing with this benefit. New Applications must be returned for the New School Year as soon as possible and within 30 school days.

Recess

It is important for everyone to have physical activity as a part of their day. Preschool/Prekindergarten students will have regular recess periods that will be held outside (weather permitting). If weather does not permit outside recess, we will have recess indoors.

Regular Recess Schedule * Times may be adjusted due to various circumstances*****

Preschool / PreK 11:40 a.m. - 12:05 p.m.

St. Thomas More School employees are solely responsible for the safety and supervision of students during recess. For the safety of our students, anyone wishing to visit during recess time must successfully complete Safe Environment Training. To sign up please go to <https://omaha.cmgconnect.org>.

Rest Time/Quiet Time (All Day Students)

Each day in the afternoon each child will be expected to participate in one half-hour of rest time/ quiet time. Resting mats will be provided by the preschool/prekindergarten and will not need to be purchased by the parent/guardian. Please send a small blanket to be kept in your child’s backpack for resting time. A small stuffed animal is acceptable also, but please do not send items that make noise.

Snack Schedule

We will send a snack schedule home monthly. Your child will only get a snack schedule if they will have a turn to bring snacks for their friends during that month. A basket will be sent home at the end of the week with a label indicating what days your child will get to bring snack and for how many children. Healthy snacks (anytime foods) such as vegetables, fruit, cheese, crackers, etc. are strongly encouraged. A small apple, half a banana or a handful of baby carrots make a great snack. Snacks must be in their original containers due to health code regulations. No cookies, candy, or snack cakes please unless they are being sent as a special birthday treat. **No Cupcakes Please.** A birthday cookie or even a nonfood birthday treat is acceptable.

Milk fees vary each school year. As soon as the fee is established, it will be communicated to parents. Checks for milk will need to be made payable to OCSC (Omaha Catholic School Consortium). If your child will not be drinking milk, please send a note and provide cups for water instead.

Birthdays

If your child's birthday falls within the school year, he/she is allowed to bring snacks that are pre-packaged on a day close to the child's birthday to share with the rest of the class. Homemade items can no longer be brought for snack due to health department regulations. **No Cupcakes Please.** A birthday cookie or even a nonfood birthday treat is acceptable. If your child's birthday is during the summer, we will celebrate it on a specific day at the end of the school year (parents will be notified of the date of the celebration). All summer birthdays will be celebrated together. **If your child is having a birthday party outside of school and you want the invitations to be distributed through school, there must be an invitation for each child. If every child is not invited, then we ask that you send the invitations by mail to the homes of the children that are being invited. We do not want any of the children to feel hurt or left out due to not being invited.**

Volunteers

Pawprints Preschool is always looking for parents who can volunteer time to help with various tasks, both in and out of the classroom. When parents volunteer to assist with students in the school setting, they are required to complete and retain current Safe Environment certification. To do this please go to <https://omaha.cmgconnect.org>. If you have a talent you would like to share with the children, we would love to have you come in.

Parent Participation Program (PPP) The success of St. Thomas More Catholic School depends on a spirit of cooperation and shared sacrifice of time and talent among parents and school staff for the good of students. There are many opportunities for parent volunteer service to the school or parish, such as room parents, volunteering in the lunchroom, helping with class field trips or celebrations, baking for teacher appreciation days, working concessions, coaching teams for the sports club, or working at the Parish Festival. Parents or preschool and prekindergarten are not required to fulfill parent participation hours but are welcome to volunteer. **All volunteers at the school must have successfully completed Safe Environment training and background check.** Go to <https://omaha.cmgconnect.org> to log into their account to see if your Safe Environment certification is current. If not register for a class and complete a background check.

Field Trips

Field trips will be held in the fall and possibly spring with the four and five year old classes. Permission slips will be sent home with your child. Parent chaperones or parent drivers may be requested for some field trips. Parents who volunteer to help on field trips must have completed Safe Environment Training. Parent drivers should take the agreed upon/ most direct route to and from school to the place of the field trip, and must be sure that each child is seat-belted in an appropriate seat in their vehicle. All parent helpers need to be fully aware of their responsibilities, and should not bring any additional children with them. **We may have in-school field trips rather than taking the children off campus.**

Assessments

Assessments will be conducted at the beginning of the school year and again in the spring. The results of the assessments will help us determine specific areas to focus on with each child. Results will be discussed with parents at Parent-Teacher Conferences.

Parent-Teacher Conferences

In the fall and spring trimesters, parents may be expected to attend a conference to discuss your child's progress with his/her teacher. We hope that you will accept this invitation to share this important information. Teachers are also available for individual conferences during the school year. These meetings must be prearranged. We would like to encourage open communication, so please feel free to contact us at any time if you have concerns or questions.

Sick Policy

Pawprints Preschool & Preschool Extended Care follows the St. Thomas More Catholic School sick policy. Please call the office at 551-9504 to let us know that your child will be unable to attend preschool because of illness. When the student is able to return to school, the parent is to send a written note explaining the reason for the absence. If a child becomes ill during the school day, a staff member will notify the parents immediately. The parent will be expected to arrange for the child to be picked up. **A child must be fever-free for 24 hours before returning to school.**

Medication

Pawprints Preschool & Daycare follows the St. Thomas More Catholic School policy on the distribution of medications, prescriptions or over-the-counter: No medicine can be given without a doctor's note. Parents wishing to have their child take a prescribed or over-the-counter medication during school hours must send a written, signed, and dated permission statement from a physician. The medication to be administered must be in its original container and will be kept in the school office unless it is required to be with the child (i.e., an inhaler).

Asbestos Notice

Our building materials contain asbestos. There is no danger to anyone as long as the material is not disturbed. Parents may view our state-approved management plan by contacting the school office.

Fire and Disaster Drills

In order to ensure the safety of the students, plans have been developed for use in case of either a fire or tornado emergency. These plans are practiced periodically throughout the year to ensure the students are aware of procedure. Students with special needs will follow the same plans and will be accompanied by a teacher. The tornado shelters have been inspected and approved by the Omaha/Douglas County Office of Civil Defense. In case of a tornado, students will remain at school until they may safely leave. No child will be allowed to leave without a parent or authorized adult during a tornado warning.

School Visitation

Parents who have completed Safe Environment Training are welcome to visit Pawprints Preschool & Extended Care at any time to observe but they must first check in at the office prior to entering the classroom.

Reading Program

We invite your child to join our book club! All you have to do to join is to read at home to your child! When you read a book, write that book's title on a book slip along with the date and your child's name. Each book slip will have seven spaces (one for each day of the week). Please use one book slip per week, including weekends. We will be sending home book slips weekly. If you run out, please let us know. Children will bring their book slips on Thursday for 3 year olds, or on Fridays for 4/5 year olds. A completed book slip could mean as little as one book per day read together for a total of seven days of reading.

Note...Prekindergarten book slips are incorporated within the weekly "Pawprints Homework/Home Activities" sheets.

When your child has read for 25 days, a new book can be chosen out of the treasure chest and is theirs to keep. We call these "Bing, bing, bings!" (Please consider donating a book or two to our classroom "bing, bing, bing" bin for our Book Club participants. Your child will receive a new book for every 25th day of reading.

Scholastic Book Clubs

Scholastic book club order forms are sent home monthly. These book orders are optional. However, if you would like to purchase books, please make your check payable only to "**Scholastic**". You can also order your books online.

Please consider purchasing books during the year to donate to our Book Club Participants. Simply write "gift" on the order form next to the items you wish to donate, include payment, and send to school with your child. **Also, each time you purchase books through Scholastic Book Club, you help our class earn points that we can use to purchase books for our Bing, Bing, Bing, bin! We thank you!**

Preschool Teachers

Three year old program:

Mrs. Lilla, Miss Kerry Storm, and Mrs. McCormick

Four and Five year old program:

Mrs. Vomacka, Mrs. Brannen, Mrs. Hower, and Mrs. Grzebielski

About Preschool/Prekindergarten Extended Care

Preschool Extended Care is available for students enrolled in our three day and five day classes. Pawprints Preschool Extended Care was established in 2007 to compliment the hours of our preschool for working parents. Children will spend their time in quality activities under the supervision of compassionate and caring teachers. The requirements of children enrolled in the daycare are the same as the [preschool/prekindergarten requirements](#) .

Hours of Operation

Preschool Extended Care shall be open between the hours of 6:45 a.m.-7:45 a.m. and 3:00 p.m.-5:00 p.m. at the normal rate. **Students staying between 5:00 p.m. - 6:00 p.m. will incur an additional charge of \$8 per day. Any family with a student who has not been picked up by the closing time of 6:00 p.m. will incur a fee of \$20 for each additional fifteen minutes per child as long as the child remains in our care.**

The operational days will follow the St. Thomas More day school's annual calendar with few exceptions. Preschool/Prekindergarten Extended Care will not be available when preschool is not in session. Due to requirements in student teacher ratio, drop-ins will not be accepted.

All registrations will be accepted on a first come-first served basis and spaces are limited. There is a nonrefundable \$50 registration fee due at the time of registration.

Preschool Extended Care Fees

Preschool/Prekindergarten Extended Care fees are based on a \$4.00 per hour rate and will be assessed on a monthly basis. Preschool/Prekindergarten Extended Care fees are due by the 1st day of the upcoming month. **Extended care fees are paid in advance for the upcoming month.** Due to the demand for Preschool Extended Care, if the monthly payment is not paid when due, unfortunately a family may lose their spot in the extended care program. A signed Preschool/Prekindergarten Extended Care Commitment Form, a DHHS Children's Record form, and a non-refundable \$50 registration fee are required for enrollment in the Preschool Extended Care Program. Please go to Stmbengals.org to download the above forms and to see exact prices.

Afternoon snack including milk is included in this fee. All extended care fees are due by the 1st day of the month.

Billing and Payment

As stated on the Preschool Extended Care Commitment form that parents completed at preschool registration, parents will be charged the selected fee for the month. Parents will receive their statement approximately two weeks before the bill is due. Charges for attendance after 5:00 p.m. will be addressed in the following month's statement as will deductions for school cancellation days. The payment must be made by the first day of the upcoming month. Payments may be given to your child's preschool teacher. Insufficient fund checks will be assessed a fee. Checks need to be made out to OCSC (Omaha Catholic School Consortium). Payments must be enclosed in an envelope with your child's name and marked "Preschool Extended Care". Payments may also be paid by credit card in the school office with an additional fee.

Preschool Extended Care Enrollment Procedures

To be eligible to enroll in Preschool Extended Care your child must turn 3 by July 31st and be completely potty-trained, and be enrolled in our three day or five day classes. To enroll in the program, the parent/guardian needs to obtain a commitment form and a DHHS Children's Record from the school office or school website and must submit it with the \$50.00 Preschool Extended Care registration fee.

Preschool and Preschool Extended Care Problem Resolution

Communication and cooperation between a parent/guardian and a teacher are essential to a student's success.

If at any time issues or concerns arise, the parent must first consult with the teacher to seek understanding or resolution. If the parent is unsatisfied with the results of that conference then they may seek consultation with the Preschool Director or Preschool Extended Care Director, then the school Principal. The principal may choose to convene a conference to address the matter and may also seek the advice of the Executive Director. If a satisfactory solution is not achieved, the Executive Director may become involved in the process. **A child's enrollment may be terminated at any given period of time per the Director's discretion.**

Parental Dissatisfaction

When parents are seriously dissatisfied with an aspect of the school's program or operation, which the administration deems as integral to or in the best interest of the school, and they have exhausted all efforts at a mutual resolution of the problem, they should exercise their option of choosing another school. When the dissatisfaction results in continued agitation on the part of the parent, the administration may exercise the school's right to withdraw permission for enrollment of the child or children.

Director's Right to Amend

The Directors of the Preschool & Preschool Extended Care reserved the right to amend these policies as it becomes necessary to do so.

St. Thomas More School Principal- Mr. Gary Davis

Preschool Director- Mrs. Tamyra Hower

Preschool Extended Care Director- Mrs. Dianna McCormick

Preschool Extended Care Staff- Mrs. McCormick, Mrs. Lilla, Miss Kerry Storm, Mrs. Brannen, Mrs. Grzebielski, and Mrs. Vomacka

Contact Information

St. Thomas More School & Pawprints Preschool

3515 S. 48th Ave

Omaha, Ne 68106

Phone: 402-551-9504 ext. 106

Fax: 402-551-9507

Omaha Catholic School Consortium

Executive Director/Mrs. Chris Nelson

4501 S. 41st St.

Omaha , NE 68107

Phone: 402-590-2810

ST. THOMAS MORE CATHOLIC SCHOOL & Pawprints Preschool

A School of the Omaha Catholic School Consortium
3515 South 48th Avenue Omaha, NE 68106

Phone (402)551-9504 / Fax (402)551-9507 School Website: stmbengals.org

Principal: Mr. Gary D. Davis

Preschool Director: Tamyra Hower

Preschool Extended Care Director: Dianna McCormick

2020 – 2021 Pawprints Preschool Parent Handbook Agreement Form

Dear Parents,

Please be sure to read through the entire St. Thomas More Pawprints Preschool 2020 – 2021 Parent Handbook to be familiar with our school's practices and procedures. After reading the handbook and talking to your student(s) about the school's policies please sign and return this agreement form and bring it to your child's teacher at Sneak-a-Peek.

Preschool/Prekindergarten Student's Name: _____

Parent/Guardian Agreement

I want my child to succeed. Therefore, I will encourage him/her by doing the following:

- Ensure that my child attends religious services regularly.
- See that my child is punctual and attends school regularly.
- See that my child dresses in accordance with the school uniform policy.
- Support the school discipline policy as defined in the STM Pawprints Preschool Parent Handbook.
- Encourage my student to treat teachers, staff, and other students with respect and be a model of this behavior for them.
- Establish a time and quiet place to read with my child, and review school activities regularly.
- Encourage my child's efforts and be available to answer questions.
- Stay aware of what my child is learning
- I understand that my child may lose their spot in Pawprints Preschool or the Pawprints Preschool Extended Care Program at the Director's discretion for reasons including but not limited to behavioral concerns, lack of potty training, or failure to make payments for either program by their due dates.
- I agree to be governed by the policies as stated in the STM Pawprints Preschool Parent Handbook.

Parent Name & Signature _____ Date _____

