

Holy Spirit Catholic Preschool

11300 W. 103rd St.

Overland Park, KS 66214

School office: 913-492-2582

Fax: 913-492-9613

<http://hsschool.eduk12.net/>

Dear Parents and Preschoolers,

“What greater work is there than training the mind and forming the habits of the young?”

~St. John Chrysostom

Welcome to Holy Spirit Catholic Preschool! In choosing Holy Spirit, you have demonstrated a commitment to the values and philosophy of an early childhood Catholic education.

The faculty and staff at Holy Spirit look forward to working with you. We pledge to help your child experience a positive and enthusiastic approach to learning. Ours is a program of enriched learning interactions and play activities to encourage the spiritual, intellectual, social, and physical development of the children entrusted to our care.

We look forward to working as partners to foster a life-long love of God and learning with your children. God bless you,

Michele Watson, Principal

Eileen Colling, Assistant Principal

Holy Spirit Preschool Parent/Student Handbook

Holy Spirit Catholic School and Preschool is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers, and stakeholders in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation, and bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

By signing this form, you are indicating that you have received a copy and read both the Preschool Handbook of Holy Spirit Catholic School and the Parent/Student (K-8) Handbook of Holy Spirit Catholic School. The Preschool Handbook is specific to preschool classes, while the K-8 handbook includes policies for the entire building that also apply to the preschool. Your signature indicates that you accept and support the policies and regulations therein, including the behavior expectations and discipline procedures stated within both handbooks.

Both Handbooks are intended to be in compliance with Archdiocesan policy. If the Archdiocese changes policy during the course of a school year, Holy Spirit Catholic School and Preschool will implement those changes effective immediately. Holy Spirit Catholic School and Preschool recognizes the authority of the Archdiocese in the policy of running Catholic Schools and Preschools.

Administration reserves the right to interpret and apply the policies and the procedures noted in these handbooks. Holy Spirit Catholic School and Preschool reserve the right to amend Handbooks. Notice of amendments will be sent to parents via e-mail, the Friday newsletter, and/or backpack mail.

Family Name _____ Date _____
(Please print)

I/We have read and agree to be governed by the policies and practices in the Holy Spirit Preschool Handbook and have discussed with my/our child(ren) the importance of abiding by the school rules.

Parent(s) Signature(s) _____

I/We have read and agree to be governed by the policies and practices in the Holy Spirit Parent/Student (K-8) Handbook and have discussed with my/our child(ren) the importance of abiding by the school rules.

Parent(s) Signature(s) _____

PLEASE GO TO THE SCHOOL WEBSITE <https://hsschool.eduk12.net> TO READ THE HOLY SPIRIT PRESCHOOL HANDBOOK AND THE HOLY SPIRIT PARENT/STUDENT HANDBOOK (found under forms and documents) AND THEN SIGN AND RETURN THIS PAGE TO THE SCHOOL OFFICE BY MONDAY, AUGUST 17, 2015.

Holy Spirit Preschool Parent/Student Handbook

Mission Statement

The Mission of Holy Spirit School is to develop independent, life-long learners who can and will live for Christ.

Philosophy

Our educational philosophy recognizes that each child is a unique creation of God with many gifts and talents. It is our aim to help preschoolers grow intellectually, socially, emotionally, spiritually, and physically through creative, hands-on learning experiences that meet the individual needs, interests and abilities of each child.

Holy Spirit Preschool works cooperatively with parents and the community to facilitate a program that will create a solid educational foundation for young children. We strive to create a setting where our children are enabled to become faith-filled, life-long learners, problem-solvers, and responsible human beings with an understanding of their connection to God, family, and their Holy Spirit Catholic Community.

Christ-Centered

“Let the children come to me, and do not prevent them; for the kingdom of heaven belongs to such as these.” Matthew 19:14

Our preschoolers will visit Jesus through prayer, faith lessons, and center activities. Jesus is the center of our school, our faculty, and our children. Each child walks in the likeness of Jesus, and everyone who encounters your child throughout the day will recognize and celebrate this belief.

Child-Centered

Daily lessons are designed to enrich the children’s knowledge of their everyday world. The curriculum materials, along with the furniture, are child-sized and child-centered. As new concepts and lessons are introduced, teachers focus on the children’s strengths and interests. The Holy Spirit Catholic Preschool curriculum guidelines are consistent with both the State of Kansas Learning Standards for Preschools and the Preschool Curriculum set forth by the Archdiocese of Kansas City in Kansas.

Community-Centered

Holy Spirit is a dynamic Catholic community. Strong traditions of faith, service, and education are evident in our K-8 school. We welcome you to the family and now extend these traditions to your family.

Admission, Placement, and Non-Discrimination Policy

The Catholic schools and Preschools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin, and gender and admits them to all rights, privileges, programs, and activities generally made available to students in these schools. Preference in admissions is given to members of the Catholic parishes/regions served by the Archdiocesan schools and members of the Catholic faith. (Archdiocesan Policy #6000A)

Holy Spirit Preschool welcomes children ages 3, 4, and 5 years of age. **Children enrolled must be at least three years of age by August 31, and must be toilet trained before beginning school.** Other criteria for admission are included in the Holy Spirit School Parent/Student Handbook.

Prior to the first day of preschool, the following items are required:

- *Registration Form
- *Original Birth Certificate (a copied version is acceptable as long as the seal of the state in which the child was born is visible)
- *Baptismal Certificate
- *Kansas Certificate of Immunization
- *School Health Center Forms
- *Emergency Medical Forms
- *[Tuition Selection Form](#)
- *Signed Acknowledgement of having read Handbook
- *Adoption and/or Custody verification (if applicable)

Additional forms may be sent home prior to the start of the school year and should be returned by the first day of school. If circumstances arise that causes a family to withdraw a child from the preschool program, a one month notice is appreciated. [Registration fees are nonrefundable.](#)

Goals

The Preschool program at Holy Spirit Catholic School strives to meet the developmental needs of the children. The overall goals of our program are to have children who are aware of the presence of the Lord in their lives, have developed healthy self-esteem, creativity, age-appropriate self-control, and all the necessary skills for academic success. As a result of the preschool experience, the child should:

- *become aware of the fact that he/she is a child of God and will grow in His love
- *develop a positive self-image and acknowledge his/her self-worth
- *develop basic social skills
- *develop the desire to learn
- *become increasingly independent
- *enjoy being part of a group
- *accept the need to share and cooperate
- *develop awareness of surroundings and ability to follow directions
- *respect the right of others to defend his/her rights

At the end of the school year, as a four year old, a Kindergarten Roundup Day is scheduled so that students may be assessed on individual progress and readiness for kindergarten.

Daily Preschool Schedule

Three Year Olds: Must be three years old by August 31

Monday, Wednesday, Friday.....8:30 a.m. - 11:00 a.m.
 Tuesday, Thursday.....8:30 a.m. - 11:00 a.m.

Four Year Olds: Must be four years old by August 31

Monday, Wednesday, Friday.....8:30 a.m. - 11:15 a.m.
 Monday, Wednesday, Friday.....12:15 p.m. - 3:00 p.m.

Pre-Kindergarten: Must be four or five years old by August 31

Monday- Friday.....12:15 p.m. - 3:00 p.m.

School Office Hours

The school office is open on all school days from 7:30 a.m. – 4:00 p.m. On **Mondays**, the office may close at 3:30 p.m. for staff meetings.

Financial Obligations

There are two options available for tuition payments for Preschool:

- 1) Tuition may be paid in full by September 1st of the current school year
- 2) Tuition may be paid in 9 monthly payments using the auto withdrawal payment plan. See the parish accountants for details.

Tuition for the 2015-2016 school year

3 year old, 2 days/week	Yearly \$1008.00	Monthly \$112.00
3 year old, 3 days/week	Yearly \$1368.00	Monthly \$152.00
4 year old, 3 days/week	Yearly \$1368.00	Monthly \$152.00
Pre-K, 5 days/week	Yearly \$2205.00	Monthly \$245.00

Parents and legal guardians are asked to be committed to timely fulfillment of any and all tuition-related financial obligations required of a student to attend Holy Spirit Preschool. However, Holy Spirit realizes extraordinary circumstances and hardships may arise which cause a family to be late or to miss a tuition payment. In these situations, the parent/guardian should proactively contact the Holy Spirit Catholic School Principal, Parish Manager, or Pastor to discuss making special arrangements to repay past due tuition amounts.

Non-payment of tuition, without making the appropriate arrangements with Holy Spirit Catholic Preschool, is a violation of Holy Spirit Catholic School policy and can warrant applicable disciplinary actions to be taken, including but not limited to the following:

- Suspension of the student from attending classes and/or participating in school activities at Holy Spirit;
- Non-enrollment of the student at Holy Spirit Catholic Preschool or School the following semester or following school year.

A family's failure to pay agreed upon tuition is taken very seriously as it impacts the entire Holy Spirit community. Parents make sacrifices in order to pay tuition costs, and it is a matter of justice that each family upholds their tuition commitment. Rest assured, the Holy Spirit School Principal, Parish Manager, or Pastor will handle these matters in a private, discrete, and professional manner. We are committed to making every effort to work with a family that is willing to work with us.

The Holy Spirit Catholic School principal, Parish Manager, and Pastor reserve the right to exercise judgment and flexibility in handling non-payment tuition matters based on individual circumstances.

(Adopted 11/6/06)

Holy Spirit Preschool follows the policies and procedures as indicated in the 2015-2016 Parent-Student Handbook for Holy Spirit Catholic School which may be found on the school website at <http://hsschool.eduk12.net/>.

Arrival/Dismissal

Arrival for all a.m. classes:

- Students may arrive no earlier than 8:15 a.m. and should be in their classrooms by 8:30 a.m.
- Drop off is at the southwest school doors
- Teachers or teaching assistants will greet children and assist them to classrooms from carline

Dismissal for a.m. classes:

- Pre 3's dismiss at 11:00 a.m. on the east side of the building by gym doors
- Pre 4's dismiss at 11:15 a.m. on the east side of the building by gym doors

Arrival for all p.m. classes:

- Students may arrive no earlier than 12:00 p.m. and should be in their classrooms by 12:15p.m.
- Drop off is at the southwest school doors
- Teachers or teaching assistants will greet children and assist them to classrooms from carline

Dismissal for all p.m. classes:

- All preschool students dismiss at 3:00 p.m. on the north side of the building by the Church doors
- Parents are asked to come pick up their child at these doors

Absence Policy

Notification of Absences

Parents are required to notify the school nurse daily by calling 913-492-2582 if their preschool child will be absent from school. If the school has not been notified of an absence, State law requires the school to contact the parent(s) to check on the absence.

Inclement Weather Policy

Cancellation of school takes place only during extraordinary circumstances (i.e., extreme weather). When school is to be cancelled, this decision is made by the Superintendent of Catholic Schools of the Archdiocese of Kansas City in Kansas.

Announcements will be broadcast on all the major radio and television stations. **The message is usually stated as "Johnson County Catholic Schools." Holy Spirit Catholic School will not be specifically mentioned. We will never close school early due to inclement weather.** In addition to broadcast

announcements, a “School Reach” phone call is made to each Holy Spirit family to announce school cancellations. Please make sure that the school office has your most current phone and email information throughout the school year.

Curriculum

The Holy Spirit Preschool curriculum is aligned with both the Kansas Department of Education Preschool Curriculum and the Preschool Curriculum set forth by the Archdiocese of Kansas City in Kansas. Our program exposes the children to open-ended, developmentally appropriate experiences, present in the materials and learning environment. Our approach to education is by educating the whole child through their spiritual, intellectual, physical, social, and emotional needs with both indoor and outdoor activities including:

1. Socialization
 - A. Name Recognition
 - B. Awareness of Others and Personal Space
 - C. Class routines/Transitions
 - D. Family acknowledgement
 - E. Interaction through free play and in working cooperatively in groups
 - F. Creative play/dress
2. Language Development
 - A. Singing
 - B. Group Discussion
 - C. Stories
 - D. Learning conversational skills with peers and adults
3. Music Appreciation
 - A. Learning new songs
 - B. Rhythmic movement
 - C. Playing instruments
 - D. Creative expression
4. Small Motor Development
 - A. Developing and strengthening hand and finger muscles
 - i. Coloring, writing, drawing
 - ii. Cutting, sewing/stringing
 - iii. Sifting, pouring, mixing
 - iv. Movement Class
5. Large Motor Development
 - A. Building large motor muscle strength, coordination
 - i. Outside Play
 - ii. Balancing, climbing, throwing, catching
 - iii. Hopping, skipping, jumping, galloping
 - iv. Movement Class/Physical Education

6. Pre-Reading Skills
 - A. Reading
 - i. Letter recognition/identification
 - ii. Handwriting Without Tears™
 - iii. Letter Sounds
 - iv. Left-to-right and top-to-bottom movement
 - v. Visual perception
 - vi. Animated Alphabet©
 - vii. Colors
 - B. Math
 - i. Basic counting skills
 - ii. Amounts and spatial relationships
 - iii. One-to-one correspondence
 - iv. Recognizing numerals
 - v. Comparisons-grouping/forming sets
 - vi. Position Words
 - vii. Shapes and Patterns
 - C. Religion
 - A. Christian Values in everyday life
 - i. Modeling Christ-like behaviors
 - ii. Bible stories/Parables
 - iii. Learning to share
 - iv. How to Treat Others – The Golden Rule
 - v. God created me and my family and friends
7. Science
 - A. Animals/Insects and their Habitats
 - B. Seasons
 - C. Senses/Nutrition
 - D. Ecology, Sun, and Plants
 - E. Weather
 - F. Magnets/Forces
 - G. Environmental Concepts
8. Social Studies
 - A. Community Leaders
 - B. Wants vs. Needs
 - C. Money for Goods and Services
 - D. Location/Direction
 - E. Maps
 - F. Cultural Holidays and Events
 - G. Understanding of Time
9. Self-Esteem
 - A. Positive environment

- B. Positive reinforcement
 - C. Appropriate Emotional Responses
 - D. Problem Solving
10. Self-Help Skills
- A. Dressing, buttoning, zipping
 - B. Lacing, tying
 - C. Hygienic Skills
 - D. Emergency Procedures/Safety

Parent/Teacher Communication and Conferences

Parents with concerns about the child or school should first contact the classroom teacher. Each child is unique, and the best place to have questions answered is from the child's teacher. You may leave a voicemail or an email for your child's teacher, and they will be in contact with you.

At the end of the first grading period, Parent-Teacher conferences are arranged for communication of your student's progress. Sign up times for conferences will be communicated via the weekly newsletter. Informal conferencing may occur at any time. A second conference period in the spring is available for those parents with special concerns

Special Activities

Field Trips

An important part of Holy Spirit's Preschool curriculum is to expose the children to a variety of experiences within the community and to learn about various cultures. In order to accomplish this goal, field trips and/or in-school events are built into the preschool year.

Field trips are planned for educational purposes. Parents will be informed of field trips in advance through the classroom newsletter and a permission slip will be sent home for each trip. A blank field trip permission slip is located [on the school website](#) for printing by the parent if the permission slip sent home with the student cannot be located. ***Verbal permission cannot be accepted but fax transmission of the permission field trip form is acceptable. (Archdiocesan Policy #6350.1)***

At times, parents are asked to drive for field trips. Only those personally owned vehicles, whose owners carry liability insurance for a minimum of \$100,000/\$300,000 shall be used. Confirmation of this insurance must be on file in the school office prior to the day of the field trip. Drivers must be 21 years of age or older and have a valid driver's license. (Archdiocesan Policy #6350.2) Copies of these documents must be on file in the school office. Parents who are driving may only take the number of children they can buckle into individual car seats/booster seats. The classroom teachers will determine which children will go in each vehicle prior to each field trip. Parents, not school personnel, are always responsible to secure their child's car seat in the vehicle used to transport the students on any field trip.

Students will be supervised at all times by certified staff who may be assisted by parent volunteers approved by the Principal. The Principal shall determine the appropriate number of adults for adequate

supervision. Volunteers must be VIRTUS trained and will be instructed as to the expectations regarding their duties and responsibilities. (Archdiocesan Policy #6350.4).

Parents may refuse to permit their child to participate in a field trip by stating so on the form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day. All monies collected for the field trip are non-refundable.

Birthdays

Birthday treats may be brought to school for students celebrating birthdays and half birthdays with permission from the teacher. Please schedule these birthday treats ahead of time with your child's classroom teacher. Birthday pizza parties, balloon/floral arrangements sent to school, etc. are not permitted. For those students with food allergies, parents are asked to send in designated snacks that will be set aside for their child only. At the time a birthday treat is passed out to the students, this special treat will be given to the child with a food allergy. Parents are asked to speak with the classroom teacher and school nurse in regards to these circumstances for the safety of all children.

Holiday Parties

We celebrate Halloween/All Saints Day; St. Nicholas Day/Christmas; and the Easter Season with classroom parties. Room parent(s) and/or classroom teachers will contact parents as to opportunities to help with these three holiday parties throughout the year.

Snacks

Snacks are scheduled by the classroom teacher. Monthly calendars are sent home indicating each parent's 'turn' to send in snacks for the class. For those students with food allergies, parents are asked to send in designated snacks that will be set aside for their child only. At the time a class snack is passed out to the students, this special snack will be given to the child with a food allergy. Parents are asked to speak with the classroom teacher and school nurse in regards to these circumstances for the safety of all children.

Show and Tell

Show and tell is scheduled by the classroom teacher and posted on the monthly calendar.

Visitors/Volunteers/Parental Participation/Virtus Training

Holy Spirit Catholic School is fortunate to have many visitors and volunteers. For the security of our community, all exterior doors are locked. Students are also taught not to open outside doors for anyone requesting admittance. All visitors and volunteers are asked to sign in at the School Office upon their arrival. In order to maintain order, all visitors and volunteers are asked not to 'drop in' on a classroom while here for other purposes. A visitor's badge must be worn at all times while in the building. All visitors and volunteers are required to sign out in the office when they are ready to leave the building.

Attendance at the Archdiocesan required "VIRTUS: Protecting God's Children" program is mandatory for parents who volunteer to help with the parish children in any capacity. This includes attending events such as classroom parties, chaperoning/driving on field trips, helping in a classroom, teaching

religious education, working with the after school groups/sports, etc. at Holy Spirit Catholic School/Parish.

The VIRTUS program may be completed at any session offered in the Archdiocese, but attendance in the class must occur BEFORE the parent participates in any school activity during the school year. In addition, all who attend the VIRTUS session must read the Code of Ethical Standards, the Child Protection Policy, and the Harassment Policy and complete the paperwork included in these booklets. Part of this process includes agreeing to a background check. These necessary forms are provided at the VIRTUS session and should be completed and returned to the coordinator at the end of the session.

Health Policy/Guidelines

Health and Wellness

A registered nurse is available to our school each day. The nurse collects names of students who are not in school each day, records these absences, and contacts parents whose children get sick during the school day. The nurse will determine if a student is too sick to remain in school. [If the child does need to go home because of illness, the school nurse or designee will contact the parents. If the parents are not available, the school nurse or designee will contact the emergency contact listed on the registration documents.](#)

To protect your child and to prevent illness from spreading, please keep your child home if any of these symptoms are present:

- *Diarrhea or vomiting
- *Severe sore throat
- *Undiagnosed rash or skin lesions
- *Red or discharged eyes
- *Temperature of 100° or above.

Students should be free of fever for 24 hours before returning to school.

Children absent from school due to illness are expected to refrain from school and after-school activities until they are well enough to return school.

Communicable Diseases

We ask that you please keep your child home and notify the school immediately so precautionary measures may be taken for those exposed. Children diagnosed with strep throat must be fever free and on medication for 24 hours before returning to school.

Medicine

All medication, prescription and nonprescription, is to be brought to the school office immediately upon arrival at school. The school office or school nurse, as applicable, shall keep and dispense medications. The school reserves the right to refuse to administer prescription and over the counter medication.

The Kansas School Board requires that all prescription medicines that need to be given at school be in a pharmacy bottle clearly labeled with the name of the child, the medicine, dosage, prescription number, and physician's name. All over-the-counter drugs, such as Tylenol, aspirin, or cough medicine have to be in a container marking the contents and must be accompanied by a note from the parents giving

permission to the school to dispense over-the-counter medication and stating in what dosage to give this type of medication.

Annual written permission from the doctor must be on file in the school office/nurse's office if a child is to receive any over-the-counter medication. We require a written permission form, with parent signature, be on file with the school office, authorizing the nurse to administer any drugs (prescription or over-the counter).

Immunizations

Any student entering an Archdiocesan school for the first time, when such enrollment is also the first enrollment in a school in Kansas, shall present to the Principal or designee official proof that he/she has completed, or is in the process of completing tests and inoculations as are deemed necessary by the Secretary of the State Department of Health and Environment. Failure to have these tests and inoculations or complete them in a timely manner shall be deemed noncompliance.

In general, government and school authorities may legally grant exemptions to immunizations for two reasons: medical and religious.

Medical – Schools should grant medical exemptions, provided that local public health authorities determine there is no public health risk in doing so and provided that parents present validation of medical issues certified by an appropriately recognized medical professional.

Religious – Archbishop Naumann has determined that parents in the Archdiocese of Kansas City in Kansas may claim religious exemptions to immunization. This allowance for religious exemption should in no way be interpreted as a requirement that all Catholic parents claim such an exemption. (Archdiocesan Policy #7060.1)

Parent Responsibilities

Parents have the following responsibilities with respect to the health of their children and should notify the school in writing concerning any:

1. Health requirements, allergies, reactions, medications or other pertinent data necessary to better care for a particular child.
2. Child with a communicable disease. Parents must obtain a doctor's note stating that the child is under treatment. The child must be symptom free before returning to school.
3. Updated health records for their child, including the date for vaccinations and immunizations and the presence of any physical problems.

***Children will not be admitted to Holy Spirit Catholic School without current immunization records.**

Safety Guidelines

Clothing

In order for your child to have freedom of movement and to participate in all of our varied activities, please dress your child in comfortable play clothes that allow for active movement. Tennis shoes (sneakers) closed in at the toe and heel are required. Because accidents happen, each child is required to have a spare set of clothes sent in to school at the beginning of the year. This set of clothing will be kept at school just in case of an emergency and will be returned at the end of the school year. Also, names should be placed on all outdoor clothing and other personal belongings to help ensure the return of all items to their rightful owner.

Conduct Code/Discipline

Holy Spirit Preschool believes in a positive approach to discipline. The purpose of guidance and discipline is to nurture socially acceptable behaviors in children so that they can experience success in social relationships both now and in the future. We use Virtuous Behavior Formation as the basis of our approach to positive behavior. Complimenting and encouraging good behavior helps to teach children about respect for self and others.

If negative behavior begins to arise and to impact the educational experiences of that child and the other children in the classroom, a conference with parents will be scheduled and a behavior plan will be initiated. Physical punishment will never be used as a means to modify negative behavior. Parents, teacher, director and child will meet to discuss the best solution for serious incidents.

Our first goal is the safety and security of all children and staff at all times. The preschool reserves the right to terminate the enrollment of any child that endangers others or is physically abusive to the staff or other children.

Safety Procedures

Throughout the school day, students are to be conscious of safety when moving through the building and on the grounds, in use of equipment, and are asked to point out any hazards to teachers and staff. Administration will keep parents informed through e-mail [and/or School Reach notifications](#). Holy Spirit Catholic School and Oak Park/Carpenter School have a reciprocal agreement that we are the safe location for each other in case of a necessary evacuation.

Students participate in monthly, unscheduled fire drills rehearsing the emergency evacuation of the school building. Plans for evacuation are posted in each classroom. Tornado drills are also held throughout the year. Other safety drills are practiced for emergency situations. In the event of a safety drill that involves a lock down, parents will not be allowed in the school until the completion of the drill. Silence is important for the safety of all and is required by the students/adults during all drills.

Non-Custodial Parents

Holy Spirit Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Holy Spirit Catholic School will provide the non-custodial parent access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

If issues arise in regard to the after school pick-up of the child, the school may ask for a written schedule, signed by both parents, that the school can use each day. The school will not permit deviations to the pick-up schedule without written notification by both parents.