





ST. LUKE CATHOLIC
PRESCHOOL

Family Handbook

Location: 7711 Holliday Drive East, Indianapolis, IN 46260
Mailing Address: 7575 Holliday Drive East, Indianapolis, IN 46260

Director, Mrs. Jamie Ruff
email: jruff@stluke.school

phone: (317) 974-9937
website: www.stluke.org/connect/preschool

Mission

The St. Luke Catholic Preschool, with the love of Jesus Christ as our model and guide, is dedicated to serving the staff and families of the St. Luke Catholic Church, School, and community. This ministry seeks to provide a joyful and secure environment for young children to commence a love of learning through a play-based curriculum. We believe play is the work of children and is essential to their healthy development that will guide each child towards a successful start at St. Luke Catholic School. With teachers as a Catholic guide, every child at the St. Luke Catholic Preschool will develop a lasting relationship with Jesus as they pray, play, explore, question, and learn together.

Admission and Enrollment

Who We Serve St. Luke Catholic Preschool* was established in February 2016 to serve the young children of the St. Luke Catholic community. This ministry offers early childhood education for ages 3 months to 5-year-olds.

Registration priority is determined by administration.

Tuition and Fees

- A non-refundable registration fee of \$150 per child is collected annually, upon enrollment.
- Tuition rates are subject to change from year to year.
- St. Luke Catholic Preschool uses the FACTS tuition collection system for all tuition payments. Parents must set up an account on the FACTS system before their child begins school. St. Luke Catholic Preschool tuition payments must start in August of each year and will end in May. There is a fee for payment options other than full payment.

2022-2023 Communication Update

- Please email: preschool@stluke.school or call the Preschool (317) 974-9937 when needing to report:
 - Absence, Late Drop-Off, Early Pick-Up, Different Person Picking-Up

***The wording "St. Luke Catholic Preschool" includes all programs (infants, toddlers, 2's, 3's and 4's preschool) When necessary, the handbook will specify a selected program.**

- Financial Policies:

- * St. Luke Catholic Preschool is dependent on the prompt payment of tuition and fees to meet its responsibilities. Parents may pay tuition in one of three ways;
 - 1) over 10 months (August through May) by direct debit
 - 2) by semester payable in two equal payments
 - 3) by year with full tuition due in August.
- * All tuition payments are made through our tuition management software, FACTS. You will be notified by FACTS of your tuition amount and upcoming payment dates. Please contact the Senior Financial Associate, Sue Reynolds, sreynolds@stluke.org, for any financial questions or concerns. Late fees will apply for tuition or fees received after the due date. There is no financial assistance available for Preschool.
- * Parents are responsible for any outstanding tuition or fees, should they unilaterally decide to withdraw their child from the Preschool, once a place is accepted. Requests for consideration of exceptions to this policy, for such things as moving from the city, etc., must be requested in writing to the Director.
- * In case of maternity leave, if a parent decides to keep their older children at home during their maternity leave, they are at risk for losing their Preschool position. Payment will be expected for the child's absence unless the child's position can be filled.
- * Late Pick-up Fee: A \$5.00 fee will be charged when you are 1 - 5 minutes late picking up your child. After 5 minutes, you will be charged \$2.00 per minute you are late. You will be notified by email from the Director of your charges.

Operating Policies

School Day Hours
School Day 8:30am - 2:45pm
Drop-off begins at 8:15am
(Children of School Staff Only 7:00am - 4:00pm)

Preschool Programs

Infant Classroom -must be 3 months old
Toddler Classroom -must be 12 months by Sept.1
2's Classroom -must be 24 months by Sept.1
3's Preschool -must 3 years old by Sept.1 -must be potty trained -minimum 2 days/week (recommend Tuesday/Thursday)
4's Pre-K -must be 4 years old by Sept.1 -must be potty trained -minimum 3 days/week (recommend Monday/Wednesday/Friday)

Child : Teacher Ratios

CHILD'S AGE	CHILD:TEACHER RATIO
3 months - 12 months	8 children : 2 teachers
12 months - 24 months	10 children : 2 teachers
2 year olds	12 children : 2 teachers
3's/4's Preschool	18 children : 2 teachers

Calendar

- St. Luke Catholic Preschool will run according to the St. Luke Catholic School Calendar. *(See enclosed St. Luke Catholic Preschool calendar)*
 1. **August 24 (First day for St. Luke Catholic Preschool)**

Emergency Weather Closings

- Closings for St. Luke Catholic Preschool due to emergency weather conditions will follow the same policies of St. Luke Catholic School.
 - * St. Luke Catholic School will attempt to make the choice for delayed opening rather than total closing whenever possible. A one-hour delay would mean Preschool would begin at 9:30am (with arrival beginning at 9:15am). A two-hour delay would begin at 10:30am (with arrival beginning at 10:15am). We are NOT able to adjust the 2:45 pick-up time.
 - * TV Channels 6, 8, 13 and 59 will announce emergency closings for St. Luke Catholic School. BE SURE TO LOOK FOR ST. LUKE SCHOOL or ST. LUKE CATHOLIC SCHOOL WHEN THERE IS A CHANCE OF CLOSING DUE TO SEVERE WEATHER. St. Luke Catholic School will **not** automatically be closed if MSD Washington Township closes.
 - * There are no reimbursements for days or hours missed due to closure or delays.
- In the event of an emergency (loss of heat, electricity, or water) parents may be notified to pick up their children promptly. Emergencies do not guarantee a refund of daily tuition.

Health and Safety

Emergency Evacuation If we need to evacuate the building and cannot return to our St. Luke Catholic Preschool home for an extended length of time, the teachers and children will walk to the St. Luke Parish office. In the event the St. Luke Parish Office must evacuate, the teachers and children will walk to Second Presbyterian Church. Each parent will be notified by phone to pick up his or her child.

Fire and Tornadoes The children will be trained and will practice performing fire drills. St. Luke Catholic Preschool will have fire drills once a month. In the event of a tornado warning, children are brought to an inner hallway or room away from glass. St. Luke Catholic Preschool will have several tornado drills.

Immunizations It is required that we have an up-to-date record of your child's vaccinations on file at all times. You will be expected to turn this in before your child can start school at St. Luke Catholic Preschool and after each updated vaccine. You may provide your doctor's vaccination form or use the given form provided by St. Luke Catholic Preschool.

HEALTH We do understand how difficult and frustrating it can be when your child is ill, but it is EXTREMELY important that children do not come to school when they are sick.

- If your child experiences any of the following symptoms within the last 24 hours, please keep them at home until they recover: Fever, vomiting, sore throat, earache, cough, flu, serious cold, eye infection, heavy green nasal discharge, consistent runny nose, skin rash, diarrhea, or other possible contagious illnesses.
- If your child becomes ill at St. Luke Catholic Preschool (fever of 100 degrees or higher), you will be contacted to make arrangements to pick them up. The child must be fever - free for 24 hours WITHOUT medication before returning to school.
- If your child goes to a physician to be treated for a contagious illness (diarrhea, vomiting, flu, etc.), we must receive a note from the physician stating that the child has been seen in a doctor's office, is not contagious, and may return to school.
- Diarrhea: If your child has diarrhea, please keep him/her home. If your child has 2 or more diarrhea episodes while at school, you will be called to pick him/her up. Your child may not return to school until he/she has a normal bowel movement. Diarrhea due to illness is very contagious.
- Vomiting: If your child vomits while at school, you will be called immediately to pick him/her up. Please keep your child at home until 24 hours after the vomiting has stopped.
- Parents will be informed of any significant injuries and communicable diseases that occur at school through email.

Parents will be updated through email when/if Covid protocols are put into place.

Emergencies In case of a medical emergency, staff will take the appropriate medical action first and parents will be notified immediately. If necessary, staff will also call the child's pediatrician and local hospital.

Medications: Children who are under a doctor's prescribed medication should remain home for 48 hours or until they are well enough to come back to school. If your child requires taking medication while at school, please let the Director know. Instructions must be given to the Director.

- Prescription medications will not be stored overnight at school.
- Medication must be in the original container and have the following information:
 - Child's name
 - Name of medication
 - Reason for giving the medication
 - How often to give the medication
 - The dosage to be given
 - Any refrigeration need

Allergies Please alert the director if your child has a serious food, bee sting, or other potentially life-threatening allergy.

Head Lice While head lice does not pose a health hazard, it is highly contagious, especially with young children. Children who have a live louse and/or 2 or more eggs/nits within 1 inch of the scalp will be temporarily excluded from school until treated with the appropriate medication.

Injuries All injuries should be reported as soon as possible to the Director. A written record of the injury will be kept. Serious injuries require a complete incident report being filed. Normal accidents are not covered by the school's insurance. All accidents or injuries will be reported to the parents. A child will be given first aid by the staff. If the injury poses an emergency, 911 will be called. Every attempt to contact parents will be made.

Medical Conditions Please alert the Director of any significant medical condition, such as diabetes, seizure disorders, neuromuscular conditions, cancer, etc. impacting your child's health.

Universal Precautions Always avoid direct contact with various human body fluids, such as blood. St. Luke Catholic Preschool has universal precaution kits with gloves and first aid kits. All staff members at St. Luke Catholic Preschool have received Universal Precautions, CPR and First Aid training.

Protecting God's Children The Archdiocese of Indianapolis, St. Luke Catholic Church, School, and Preschool are dedicated to the protection of all God's children from harm, especially from sexual or other abuse. All staff and volunteers are required to undergo the Archdiocesan background check and successfully complete **the approved online training program for the Archdiocese, "Safe Parish."** The web link may be found on the parish website www.stluke.org. Password is: Archindy2021

Child Abuse and Neglect We are required by Indiana law to report any suspected signs of child abuse or neglect.

Childcare Sign-In and Sign-Out A staff member will sign-in and sign-out each child each day. Please make sure your child is under the supervision of a teacher before you leave.

Drop-off + Pick-up New drop-off and pick-up procedures will be communicated through email before the beginning of the school year. Please call the Preschool (317) 974-9937 if you have any adjustments to your child's day. We will bring your child(ren) to you!

Please Note: If an unauthorized person attempts to pick up your child, the child will not be allowed to leave. If an unidentified, but authorized person attempts to pick up a child, identification will be required. The school cannot legally deny release of any child to a natural parent unless there is a written court order. The school cannot allow a child to leave with any inebriated person, even a parent. If, on a given day, your child has permission to leave school with someone other than those authorized individuals listed on the enrollment forms, please advise the Director/teacher in writing or call the preschool office. If you wish to change the names of persons who are authorized to pick up your child at any time, you must do so by written notice.

Late Pick-up Fees See page 3 “Financial Policies”.

Supplies /Snacks A one-time supply and snack fee of \$100/per child (infants - 2’s), \$150/per child (3’s + 4’s) will be added to your FACTS tuition. Mid-morning snacks will be offered to all children. We are a **NUT FREE** school.

Birthdays We celebrate birthdays during snack time. St. Luke Catholic Preschool provides the birthday treat for all the students. Please do not send cupcakes or other treats to share because of food allergies. Your child may choose a book from home for a class read aloud or donate a book to the classroom library. If you wish to send birthday invitations through the school, the entire group must be invited to prevent hurt feelings.

Personal Belongings St. Luke Catholic Preschool is not responsible for the damage, loss, or theft of personal property. This is in accordance with Archdiocese insurance requirements. All personal belongings that might become separated from a child should be labeled with the child’s name. All outer garments, including coats, mittens, hats, etc. should be labeled with your child’s name. Children should not bring personal items such as money, toys, etc. unless requested by the teacher.

Behavior The ultimate goal of St. Luke Catholic Preschool is to develop a Christian child whose habits are consistent with good moral principles and Catholic values. We strive to create a loving environment in which all children, their rights, and belongings are respected. Positive reinforcement builds a child’s self-worth and encourages the formation of the whole child. The limits for children at St. Luke Catholic Preschool are set for their safety. We encourage children to find alternatives to confrontation in stressful situations. Techniques include: giving choices, problem solving, natural and logical consequences, redirecting, and thinking time. Our goal is to create a positive learning atmosphere.

Physical Contact Hitting, pushing, shoving, or any other physical contact by a child will not be tolerated by St. Luke Catholic Preschool staff. In addition, biting is a typical behavior for toddlers to seek attention or express their feelings. It will always be discouraged and the child will be helped to find other solutions. If biting becomes a problem, the teachers will meet with the parents to find a solution. Our policy is to provide first aid if needed and the incident will be documented and both sets of parents will be informed. If the child bites two times in one day, parents will be called to take the child home. We must keep the children's safety first. Names of the children will not be disclosed to insure each family's privacy. Confidential information about the child and family will remain confidential at all times.

Divorce and Legal Separation Parents who are divorced or legally separated must provide legal (court) documents regarding custody, financial responsibility and other information related to the educational well - being of the children involved. Both parents have access to school and academic information unless restricted by a court order. Parents have the responsibility of keeping the school informed in writing of any changes. Contact the Director if you have any questions.

Faith We are a Catholic preschool and Jesus' teachings are the foundation to our school. Students and staff at St. Luke Catholic Preschool make prayer, the Gospel and Catholic traditions a key part of daily life. The teachers encourage respectful behavior during prayer time. 3's/4's Preschool children will participate in Catechesis of the Good Shepherd (*see below*). Children are led by example. Families that regularly pray and make Sunday mass a priority are essential to our Catholic faith.

"The 3-6-year-old child is particularly capable of receiving and enjoying the most essential elements of our faith—the announcement of God's love especially experienced through Jesus, the Good Shepherd, who died and is risen. Materials on the life of Jesus Christ and his teachings help to make the mystery of God concrete for the child. The heart of the catechesis for children under six revolves around the Parable of the Good Shepherd. Jesus announces that he is the Good Shepherd who calls each one by name. The sheep listen to the voice of the Shepherd and follow him.

The 3-6 year old child enters the mystery of the Eucharist by first learning the names of the articles used on the altar and then through the most important gestures including the preparation of the chalice, the epiclesis and offering, and the sign of peace. Through the experience of seeing these gestures, presented one by one, the Mass emerges as the Sacrament of the Gift. The child becomes acquainted with the historical character of the liturgy through the events of the Last Supper, Christ's death, and His resurrection." -The United States Association of Catechesis of the Good Shepherd

St. Luke Catholic Preschool is an Unlicensed Registered Ministry in the State of Indiana.



Receipt for St. Luke Catholic Preschool Handbook

I have received my copy of the St. Luke Catholic Preschool Handbook. I agree to read it and keep it for future reference. I agree to abide by all the procedures and policies as stated in the handbook.

Full Name (print)

Signature

Child's Name

Date