

# Saint Rose of Lima Catholic School



## Parent/Student Preschool Handbook 2020-2021

*Learning, Love and Service*

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## MISSION STATEMENT

*Saint Rose Catholic School unites with the whole Family to provide a quality Catholic education in a Christ-centered environment, promoting learning, love and service, which prepares students for the future.*

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*“Train a child in the way he should go, and when he is old he will not turn from it.”*

~ Proverbs 22:6 ~

## **Statement of Purpose**

In 1992, Saint Rose Preschool opened to the public as an early learning program with extended care. The preschool is licensed to accommodate 112 children per day ranging in ages from two to five years. The purpose of Saint Rose Preschool is to provide a Catholic-based learning environment for children, with extended care for parents who need care beyond regular preschool hours. In addition, it is the purpose of the preschool to support parents in their child rearing roles.

## **Statement of Philosophy**

Saint Rose Preschool maintains the philosophy that the family unit is fundamental in a child's life. We recognize that some families need the availability of supportive services to strengthen their family, which will result in the enhancement of positive growth and development in young children. Saint Rose Preschool recognizes that the first five years of a child's life are considered a critical period of growth and development. To reinforce that commitment, The Diocese of Nashville Pre K curriculum and the Tennessee Department of Education dictates that Saint Rose Preschool provide programs that are comprehensive and developmental in scope. Therefore, we recognize that it is essential to nurture a positive self-image in each child during these formative years.

## **Preschool Objectives**

- 1. To provide** a Catholic-based learning environment where activities and experiences enhance the individual child's self-concept through positive reinforcement, genuine praise, opportunities for success, positive language feed-back, public praise and acknowledgment of children's work.
- 2. To promote** self-expression and confidence in children by listening to children, giving children time to talk, teaching children respect for others and appropriate behavior, discussing differences in people with children, allowing children to display items from their own culture and allowing parents time to address a class in promoting knowledge.
- 3. To support** the family unit through consultation, education and informational services while being open to suggestions from parents in maintaining continuity with the family unit, and sharing with parents how Saint Rose Preschool handles situations while inquiring how the parent handles the same situations.
- 4. To nurture** a positive attitude and respect toward individuals outside the family unit in promoting an appreciation for all of God's people while sharing multi-cultural diversity through pictures and story books depicting a wide variety of families and cultures and inviting foreign parents to share with students their cultural heritage.
- 5. To enrich** children's desire to explore and learn about life around them through a wide variety of literature, art, conservation efforts for preservation of our environment and planned activities that focus on recycling.
- 6. To develop** in children the ability to listen and work toward accomplishing a common goal, while learning appropriate problem solving techniques.

## **Admissions Procedures**

- 1. Acceptance:** Saint Rose Preschool is a private, not-for-profit preschool. Children of any race, sex, creed, color, religion or national origin may apply for admission. Priority for admission shall be given to the children of Saint Rose of Lima parish. When a child is admitted to the program and has a sibling on the waiting list, the sibling becomes a priority for admission.
- 2. General Requirements for Initial Admission:** An application should be completed first and a Non-refundable application fee needs to be paid. Once the application has been completed, students will be assessed by a Saint Rose staff member and an interview will be held with the principal.
- 3. Admission Policy:** A student is admitted to the preschool on the premise that the student will benefit from and contribute to a Catholic, educational environment. Therefore, students are admitted on a probationary status of six weeks. Please see the Admissions section of the Parent/Student Handbook for specific details regarding the application process.
- 4. Specials Needs:** Saint Rose Preschool is not equipped to handle children with serious physical or learning disabilities. If, with reasonable accommodation on the part of the school, the physically or learning-challenged individual could be accommodated, the child will be accepted if openings are readily available.

## **Withdrawal Policy and Procedure**

- 1. Withdrawal Notice:** In the event that a parent wishes to withdraw a student from the program, plans to withdraw the student should be discussed with the preschool director prior to action. Then the parent(s) should submit a "Letter of Intent to Withdraw" to the preschool director. Withdrawal notification must be given by the parent(s) to the preschool director no less than two (2) weeks prior to the student's departure.
- 2. Additional Fees:** As noted in the financial responsibility form for each year, a 10% tuition penalty in addition to incurred prorated tuition will be assessed for any student who withdraws from Saint Rose Preschool. This policy will not be enforced if the withdrawal is due to a request by the school or due to the family moving out of the area.

## **Arrival and Departure Procedures**

- 1. Hours of Operation:** The preschool is open Monday through Friday from 7:00 a.m. to 6:00 p.m. The regular school day begins at 7:30 a.m. and continues to 3:00 p.m. Please see section 7.0 regarding Extended Care for attendance after 3:00 p.m. and section 8.0 regarding AM Care for attendance prior to 7:30 a.m. In order to avoid AM Care charges, students should arrive in their classrooms any time after 7:30 a.m. \*Note: on the first Wednesday of the month (when school is in session), dismissal will be at 1:10. Extended care will be available.
- 2. Arrival:** Parents are required to escort their child(ren) into the preschool and sign them in at the sign-in table at the time of arrival and take them directly to his/her classroom, acknowledging their presence to the teacher. All students should be in their classrooms no later than 8:00 a.m. Preschool Doors remain locked from 8:10 am until 2:00 p.m. Students arriving after 8:10 must use the main school

- entrance and walk to the preschool to sign their child in, then proceed to the classroom to drop off child. Every 2nd and 4th Friday of the month, the entire preschool attends Mass. On those Fridays, the doors will lock at 8:10 and the preschool office is closed. Parents may bring their child to the main school office to wait with a secretary until Mass is over. The teacher will pick the child up from the office on their way back to class. No student will be permitted to arrive after 9:30 a.m. unless previous arrangements have been made with the teacher and/or the preschool director.
3. **Dismissal:** Students are dismissed from school at 2:45 pm. and remain in the custody of their teacher until parent(s) arrive. Parent(s) are expected to pick up their child(ren) by 3:10.
  4. **Departure:** If a student has a sibling in the elementary school, he/she will be dismissed in the proper elementary school dismissal line. Teachers will have students waiting at the appropriate entrance to be picked up. Parents must go immediately to their car with their child so dismissal is not delayed. Any student not picked up by 3:10 p.m. will be escorted by their teacher to an afternoon classroom. Any child(ren) picked up after 3:10 p.m. will be assessed the appropriate fees defined in the Financial Obligations Section (21.5). All children with no elementary school siblings dismissing at 2:45 will be dismissed at the old preschool wing by Stonewall Boulevard. Parents need to enter from Stonewall Boulevard and turn right into the pickup line. The same procedures will apply for any child not picked up by 3:10. For children who stay in Extended Care, parents will need to park and come into the preschool building to sign their children out.
  5. **Designated Custodian:** Students will only be allowed to leave the preschool with the parent(s) or other adults specified on the student's Approved Pickup List. If an adult other than those specified arrives to pick up a student, the student will not be allowed to leave the premises. Only those individuals whom the parent(s) have listed on the student's Approved Pickup List will be able to leave the preschool premises with the student. No student will be allowed to leave the preschool with anyone who is under 16 years of age. There shall be no exceptions.
  6. **Designated Fellow Preschool Parents As Custodian:** We recognize that as the school year progresses, friendships often form between parents. Often parents will assist one another in picking up children from school, especially if one parent is ill and unable to drive. However, without exception, regardless of familiarity, any person who is approved to pick up students from school should be identified on the student's Approved Pickup List. Parents may add and/or delete names from this list at any time throughout the school year by coming into the preschool office and writing/deleting those names on the child's emergency form.
  7. **Students' Welfare:** Saint Rose Preschool, its administration, staff and/or personnel, reserve the right to withhold dismissal of any student to an individual whose behavior places the student at risk. Any adult, appearing to be intoxicated, under the influence of drugs or other medication, exhibiting impaired judgment or driving capabilities, or any adult acting in an erratic manner, will not be permitted to escort a student from the premises. In the event that this episode should occur, the parent or emergency contact will be located and notified so that other arrangements can be made for transporting the student safely home.

### **Extended Care**

- 1. Pre-Arranged Extended Care:** Saint Rose Preschool offers an Extended Care program until 6:00 p.m. This service is offered for parents who need care beyond regular preschool hours. During this time, children participate in multi-age group activities. The fee for this service is outlined in the Appendix of the Parent/Student Handbook. If this service is necessary, parent(s) should notify their child's teacher and/or the preschool director so that arrangements can be coordinated. Also, parent(s) should take time to prepare their child(ren) with the knowledge that he/she will be staying late.
- 2. Late Fee Assessment:** Parents are expected to pick up students in a timely manner. Extended Care late fees are assessed if a student is not picked up by 6:00. The fee for this service is outlined in the Financial Obligation Sections of the Parent/Student Handbook.

### **Morning Care**

Saint Rose Preschool offers an early Morning Care for parents who need this service before the 7:30 a.m. school opening. The Morning Care program is offered from 7:00 a.m. until 7:30 a.m. The cost per day for this Morning Care service is defined in the Financial Obligations Section of the Parent/Student Handbook.

### **Security Procedures**

To ensure the health, safety and welfare of all preschool students and staff, it is necessary for security procedures to be respected and followed without exception.

- 1. Notification of Absence:** Parents are responsible for notifying the preschool director whenever a student will be absent from school whether due to illness or for personal reasons.
- 2. Building Security:** The preschool is equipped with security camera surveillance at all times. When school is in progress, all doors accessing the preschool are locked. Entry is available only through identification. All visitors to the preschool are required and expected to stop at the preschool office for identification.
- 3. Early Dismissal:** Children who leave before 3:00 are required to be signed out by the individual who is picking them up. Identification may be required for pick up.
- 4. Visitors:** Any person who is visiting the preschool or who may be helping in a classroom must stop in the main office to receive a visitor's pass.

## **Closings: Holiday and/or Inclement Weather**

- 1. Inclement Weather:** Saint Rose Preschool follows Saint Rose Catholic School schedule for snow closing. **If Saint Rose Catholic School is closed due to snow or inclement weather, Saint Rose Preschool will be closed.** School closings will be announced on local channels and a phone call through School Reach. On days that we are closed due to snow or inclement weather, **PRECHOOL EXTENDED CARE WILL NOT BE OFFERED.** If Saint Rose Catholic School opens later, we also will open later but no AM Care will be provided on these days.
- 2. Holidays:** Saint Rose Preschool closes for the following holidays. Specific day/dates for the year will be provided at the beginning of the school year in August.

**Labor Day Fall Break**

**Thanksgiving Holidays**

**Christmas & New Year Holidays**

**Martin Luther King, Jr. Day**

**Winter Break**

**Easter Break**

**Spring Break**

**Memorial Day**

## **Class Curriculum**

- 1. Two Year Old Program:** A developmentally appropriate curriculum is planned using the Diocese of Nashville Curriculum in conjunction with units and themes for two year old students that allow them adequate time daily to interact among themselves in small group settings. The two year old program offers students an opportunity to interact with peers, while enjoying art, music and circle time activities. Students are provided with manipulatives and other various materials that create and promote sensory and small motor experiences. Students gather together several times daily for stories and circle time. At the beginning of the school year, these gatherings are limited to a short period of time, and are gradually lengthened by the teachers as the year progresses. This process develops the expansion of their attention span and prepares students to progress to the three year old program.
- 2. Three Year Old Program:** A developmentally appropriate curriculum is planned using the Diocese of Nashville Curriculum and the Keeping Kids Safe curriculum. Small group experience with their primary teacher is planned each day. During this time, students are grouped by developmental range.

Each teacher is responsible for planning and implementing activities that meet the needs of the individual student in the group. The curriculum in this program is based upon the unit approach and unit-related activities that address all developmental areas. Each week, a theme is introduced during group time. The daily program includes free choice time designed to allow each student to choose centers, and then allow them to interact in small groups. The centers may include, but are not limited to, art, science, dramatic play, blocks, literature, music, sand or water, woodworking, small motor/manipulatives, large motor, etc. Special effort is made to balance individual, group, quiet and active time.

- 3. Pre-Kindergarten Program:** The Pre-K program uses a comprehensive curriculum that includes the Diocese of Nashville and the Keeping Kids Safe curriculum to prepare students for a smooth transition into kindergarten. Students learn through play and direct instruction. Small groups of students independently work on pre-reading, writing, math, science and social study skills. Activities are planned which foster the whole development and enrichment of the student.

### **Kindergarten Readiness**

“Readiness” is a term used to describe the mental and emotional disposition of a student in preparing for the next level of learning. Kindergarten will utilize all the essential skills that a child has mastered to this point in his/her lifetime. Many parents perceive that readiness testing focuses on scholastic abilities alone. On the contrary, educators have many expectations of a child who is entering Kindergarten; *social and behavioral skills, sensory-motor skills and cognitive and language skills*.

There are times when a child is not ready to move on to Kindergarten, although his peer group is. The most common reason for this is that the child is not at the maturity level to be able to handle the rigors and structure of the Kindergarten classroom. The Pre-K teachers and/or the Saint Rose School Assistant Principal will advise you if your child would benefit from an additional year of preschool. ANY time this suggestion is made it is for the well-being of the child in question. Therefore, parents should rest assured that their children are developing at their own pace, and that the student’s abilities will be recognized.

### **Dress Code Requirements**

- 1. Purpose:** Implementing and maintaining a dress code at Saint Rose Preschool is to prevent/deter unnecessary distractions in order that a more conducive learning atmosphere may be maintained. The dress code must be respected and observed at all times. However, there are several times throughout the school year that students are allowed to wear other clothing. Those times will be announced.
- 2. Ordering:** Appropriate clothing items (new) may be ordered from the preschool. However, gently worn uniforms from former students may be purchased during the annual Uniform Consignment Sale that typically occurs at the end of the school year.



### 3. Uniform Options

- ✓ **T-Shirts (Boys and Girls):** Must have the school logo on the front, may be short or long sleeve. Purchased from the preschool.
- ✓ **Shorts (Boys and Girls):** Preferably with an elastic waistband, unless the student is capable of “zipping” and buttoning” without any assistance, worn in colors Khaki or Navy. Purchased at any local retailer or the Dennis Uniform store. Girls may also wear Khaki, Navy, or Saint Rose school plaid skorts.
- ✓ **Sweatshirts (Boys and Girls):** Pullover Sweatshirts and/or Hooded Zipper-Front Sweatshirts must have the school logo on the front in order to be worn during the school day inside the classroom.
- ✓ **Dress:** Girls who choose to wear the dress/jumper are required to wear shorts, tights, or leggings beneath to conceal their underwear/diaper. There are no exceptions to this requirement. The white dress will be purchased from the preschool. The navy polo dress and plaid jumper will be purchased from the Dennis Uniform store. Navy, black, or white leggings or tights are acceptable underneath the school dress or long school shirt.
- ✓ **Pants (Boys and Girls):** Preferably with an elastic waistband, unless the student is capable of “zipping” and buttoning” without any assistance, worn in colors Khaki or Navy. Purchased at any local retailer or the Dennis Uniform store.
- ✓ **Shoes:** All students are required to wear tennis shoes with socks at all times. **No light-up tennis shoes** are allowed because of the distraction they can cause. Please note that sandals or boots are not appropriate for school in that they prohibit a student from safely participating in recess activities.
- ✓ **Hair and Jewelry:** Hair should be kept clean and well-groomed at all times avoiding extreme trendy-styles or highlights, coloring or spiked hair. Hair should be kept out of eyes. Boys may not wear hair below shirt collars, below the top of their ears, or below eyebrows. Girls are allowed to wear appropriate hair accessories. Girls may wear small post earrings. For safety reasons, other jewelry is not allowed.

### **Personal Possessions**

Saint Rose Preschool acknowledges that students often enjoy bringing toys from home to share or show to classmates. However, we respectfully request that parent(s) prohibit their children from bringing toys or any play items to school. Personal toys often cause unnecessary conflict and can be lost and/or damaged.

This “Toys from Home” policy *does not* apply to a *small* doll or stuffed animal that a student might require in order to nap comfortably. Also this policy does not apply to books, tapes or CD’s that a student might wish to share with the class as a whole.

Parents are required to give the item directly to a teacher when bringing a student to preschool. All items must be labeled appropriately. Any items that your child brings for “Share Day” must also be labeled with your child’s name. Saint Rose Preschool, the staff or representatives are not responsible for lost, damaged or stolen items.

**\*\*\* Toys such as action figures, guns, knives, swords, light sabers or other weapons may not be brought into the preschool, as these items encourage aggressive and inappropriate behavior contrary to the preschool environment.**

### **Nap/ Bedding**

All students are required to provide a two-inch accordion-fold mat and cover for nap time. These mats can be found at all area Wal-Mart stores. **Bedding should consist of two (2) regular-size bath towels (one to lie on and one as cover) or two (2) small thin cotton crib blankets.** This bedding will be kept in the child's cubby and therefore since space is limited, it should be small enough to fold and store there. This bedding will be sent home every Friday for laundering and should be returned to the school on Monday.

### **Developmental Guidance and Disciplinary Action**

- 1. Overview:** In a preschool setting there is often a need for constructive guidance. The type of guidance and discipline used at Saint Rose Preschool is a combination of redirection, approval and reinforcement of desirable behavior. Sometimes removal from an activity or group setting is necessary addressing the undesirable behavior. **No corporal punishment is used at Saint Rose Preschool.** In addition, guidance and discipline are never associated with food or shame. Consistency is important in effective guidance, and therefore, every effort is made to coordinate and communicate with the parent in this area in successfully redirecting the child. Parents are encouraged to also use the accepted methods of guidance described above.
- 2. Biting:** Over the years, experience has proven biting to be an issue with some preschoolers. Therefore, Saint Rose Preschool has adopted a "Biting Point System" to aid in disciplinary action. The Point System is accrued as follows:

#### **Biting Point System**

<i>Condition</i>	<b>Points Accrued</b>
Bite breaks the skin	3
Bite leaves red mark	2
Attempted bite	1

The following scale warrants dismissal of a child for biting:

**Dismissal For Biting**

<i>Age</i>	<b>Points Accrued</b>
Pre-K Student	5
Three Year Old	10
Two Year Old	14

3. **Adjustment Policy:** As educators, the staff of Saint Rose Preschool recognizes that “children will be children.” However, in cases where the structured program at Saint Rose Preschool is not the best environment for a child, a six-week adjustment period may be necessary for **any student** who exhibits any one or more of the following:

- ∨ repeated aggressive behavior towards classmates or teachers
- ∨ repeated disturbances in the classroom due to not being developmentally ready for a structured program
- ∨ any other behaviors that disrupt the education and experience of other students in the classroom.

A conference will be scheduled with parents of any student that exhibit these types of behavior. The conference will enable parents, teachers, and the director to establish a course of action that will provide the student and his/her family with a successful experience at Saint Rose Preschool.

**If these methods of intervention are unsuccessful, then dismissal from Saint Rose Preschool may be warranted. Acknowledging, understanding and complying with these disciplinary policies is essential to maintaining harmony at Saint Rose Preschool.**

4. **Potty Training: The only exemption from the potty training policy is for students enrolled in the two year old classroom.**

All children enrolled at Saint Rose Preschool must be potty trained, and therefore, do not wear disposable “Pull-ups” or any other type of training underwear. By definition, “potty trained” refers to a child who is able to ...

*...communicate that they have to go to the bathroom*

*...communicate that they have had an accident*

*...go to the bathroom without assistance.*

A student should not experience more than one or two accidents during a week, depending upon how many days of the week they attend.

Saint Rose Preschool will consider any student who is unable to meet this criteria “not potty-trained”, and thereby the student will be unable to attend.

**Adjustment Period:** The staff and personnel at Saint Rose Preschool understand that for all children there is an adjustment period at the beginning of a new school year. Therefore, teachers are required to document each accident for three-year olds and pre-kindergarten students, with notification sent home as required. However, after an adjustment period of four weeks if a student is still having accidents, a conference will be arranged between parents, teachers, and the director. After the four-week adjustment period and subsequent conferences with parents, if the situation has not improved, dismissal may be warranted.

### **Healthcare and Medical Issues**

In order to provide the healthiest learning environment for all students, it is essential that parents and teachers work together to manage the health related issues that often seem to recur with preschool children. This concerted effort will reduce absenteeism in the school and allow children to benefit more from the program.

1. **Quarantine:** Parents are responsible for ensuring the best interest of their child(ren) by keeping the student at home if that student shows any visible signs of illness such as fever, vomiting, diarrhea, green mucus nasal discharge [infection], and/ or any symptoms of a communicable disease.
  
2. **Absenteeism:** If a student must be absent from preschool due to illness, it is the parents’ responsibility to notify the director of the preschool. This effort of communication maintains preschool security in knowing the whereabouts of all students.
  
3. **Release to Parents:** A student may *not* remain at the preschool if their teacher and the preschool director determine that he/she is ill and in need of medical attention. If the student runs a temperature of 100 degrees or higher, is vomiting and/or has diarrhea, has greenish mucus nasal discharge [infection], and/ or any symptoms of communicable disease, the student’s parent(s) and/or any other emergency contact person listed in his/her file will be notified immediately, and advised to come to the school to take the child home. The child must be symptom-free for 24 hours prior to returning to school.
  
4. **Health Assessment Conditions**
  - **COMMUNICABLE DISEASES:** If a student contracts a communicable disease (i.e., conjunctivitis [pink eye], chicken pox, head lice, mumps, Fifth’s disease, strep throat, scarlet fever, etc.) the parents are responsible for contacting the preschool director as soon as possible. A notice will be posted advising parents that a student in the preschool has a communicable disease. The type of disease will be identified; however, the student’s name and personal information will remain confidential.

- **DIARRHEA and/or VOMITING:** A student may not return to preschool until he/she has been episode-free for 24 hours and able to sustain a BRAT diet. (Bananas, Rice, Applesauce, Toast) and is able to resume a normal diet without further complications. The preschool will call parent(s) after two episodes of diarrhea at school. If the diarrhea is considered a result of medication or allergies, a doctor must verify this prognosis to the preschool director either in writing or through a personal phone call before the student is allowed to return to preschool.
  
- **FEVER:** A student who exhibits a temperature of 100-degrees or higher will be sent home. The student may not return to preschool until he/she has been fever-free for 24 hours.
  
- **HEAD LICE:** If a student is sent home with head lice, or if lice is discovered at home, the student must have a doctor's note stating that the student is nit free before he/she may return to preschool. If the head lice are discovered at home, parents are to report the finding to the preschool director immediately.
  
- **INFECTIONS:** A student who has contracted an infection may return to preschool only if their temperature has been below 100-Degrees for 24 hours, and they have been on antibiotics for 24 hours. At that time, parents are to provide written verification from a doctor's office of the diagnosis and treatment.
  
- **RASHES:** If a student develops a rash and the cause is unknown, we will ask that a doctor evaluate the rash and verify in writing or through a phone call to the director of the preschool that the rash is not contagious. Parents should be aware that a rash is also a symptom of some communicable diseases such as Strep throat and Scarlet Fever.

## 5. Medical Forms

Immunization forms are required of **all** students.

*The school requires the immunizations legislated by the state.*

- Hepatitis B (HBV)
- Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
- Poliomyelitis (IPV or OPV)
- Haemophilus influenzae type B (Hib)
- Pneumococcal conjugate vaccine (PCV)
- Measles, Mumps, Rubella
- Varicella
- Hepatitis A

A child will not be permitted to start class until all required health forms have been completed by a physician and returned to the school office. In July of 2018 the Diocese of Nashville made the decision to NOT accept religious objections to immunizations for students enrolling in Catholic schools in the Diocese of Nashville.

## 6. **Medications**

Saint Rose Preschool's procedures for administering medications to students are established and enforced by the Tennessee Department of Health, the Tennessee Department of Education and the Diocese of Nashville.

Any prescription medication necessary for a student to maintain an optimal state of health shall be prescribed by a licensed physician on an individual basis as determined by the child's health status.

Only the preschool director, assistant director and/or the child's teacher will administer medication.

In order to dispense the prescription medication properly, the medication must be brought to preschool in the **original, pharmacy labeled container**, placed in a "Ziplock" bag along with whatever dispenser is necessary (dropper, medicine spoon, etc) and given to the preschool director. The container shall clearly display:

- **Child's name**
- **Prescription Number**
- **Medication Name and Dosage**
- **Administration Route or other directions**
- **Date**
- **Licensed Prescriber's Name**
- **Pharmacy Name, Address and Phone Number**

In addition, a written and signed parental/ guardian consent form must be completed by the parent/guardian and the physician and accompany the medication to be administered. The consent form shall include:

- **Child's Name**
- **Name and Address of Parent/ Guardian**
- **Name of Medication, Dose, Route, Time of Administration**
- **Discontinuation Date**
- **Reason medication is needed**
- **Parent's/ Guardian's current phone number in case of Emergency**
- **Signature of prescribing physician**

**NOTICE: Any prescription medication that is not clearly labeled in conformance with the aforementioned requirements will not be given to the student. No over-the-counter medications including, but not limited to, acetaminophen (i.e., Tylenol), ibuprofen (i.e., Advil, Motrin), and/or any other form of fever reducing medication will be administered. The ONLY exception is Benadryl for an allergic reaction in accordance with doctor's order s.**

### **Personal Injury/ Emergency Procedures**

In case of personal injury or health-related emergency, every effort will be made to contact the parents immediately. If the parents cannot be reached, the emergency contact person identified on the child's information card will be notified.

If a serious injury occurs, a joint decision by preschool staff and the parent(s) shall be made to transport the child to the nearest hospital emergency room. Please note that Middle Tennessee Medical Center will be used due to its close proximity to the preschool and their ability and experience to provide trauma services.

When applicable, the preschool director and student's teacher will complete a Personal Injury Assessment Form that will remain on file in the office. The parent(s) will receive a copy for their records.

Once the student has been assessed by a doctor or emergency room personnel, the parents are responsible for notifying the director of the preschool regarding the prognosis of the student.

### Communication with Parents

- 1. Parent/ Teacher Alliance:** Teachers recognize that their responsibility as an educator is to work in tandem with the parents in providing the best possible learning experience for the student. Parents and teachers are an extension of each other dedicated to educate, motivate and inspire children to learn while encouraging their own personal desire to explore and experience life. It is important to the success of any student that the lines of communication between the parent(s) and teacher remain open and that both are receptive to constructive comments and suggestions. After all, parents and teachers have the student's best interest at heart.
- 2. Conferences:** Teachers provide a developmental assessment on each student twice a year. For pre-k children it is three times a year. At that time a parent/teacher conference is scheduled to allow teachers to review the student's accomplishments with the parent(s), while evaluating the student's needs and goals.
- 3. Grievances: Saint Rose Preschool director and teachers have an Open Door Policy. Parents are encouraged to maintain active involvement in their children's preschool experience.** However, if a problem arises, parents are encouraged to meet with the teacher privately to address the issue. If, for whatever reason, the issue is not resolved or parents feel that they need to seek intervention, a meeting with the preschool director is warranted. It may be necessary for the director to request a joint meeting with the student's teacher and parent(s) in order to resolve the matter amicably. If a resolution is still not reached, the parents may contact the Saint Rose School principal. It is in everyone's best interest that social media not be a place to air grievances, please contact the teacher to set up a conference.
- 4. Communication with students:** Should a parent need to check on a student or relay a message to the student or preschool, he/she should contact the preschool office at (615) 896-2071. Messages will be checked on a regular basis if the office has been unoccupied. Every effort is made to keep the phone staffed at all times.

### Financial Obligations

Parent(s) assume financial responsibility for all fees associated with services provided. Please refer to the Finance section of the Parent/Student Handbook for detailed information regarding rates and policies for tuition, extended care, cafeteria, and other incidental fees.

### General Policies

**Lunch/Cafeteria Program:** Children have the option of purchasing hot lunch or bringing a lunch from home. Hot lunches are offered Monday - Friday through the Saint Rose School lunch program. Parents will be advised of the menu at the beginning of each month. If a child brings his/her lunch, it should consist of a healthy variety of foods and may include a dessert if a parent so chooses. Milk is provided. We do not cook or reheat food items. Please see the Parent/Student Handbook for pricing.

**Classroom Needs/ Equipment/ Supplies:** Periodically, teachers will post a list outside the classroom door, requesting donations for such items as paper towels, art supplies, etc. The teachers are always grateful for any additional financial assistance that they receive toward accomplishing their goals in the classroom. Parents are respectfully requested to offer donations where possible.

**Parties:** If the teacher desires, the students in Preschool may have a Halloween, Thanksgiving, Christmas, Valentine, Easter, and/or End of the Year parties. Planning and organization of parties is the responsibility of the teacher. Teachers may be assisted by parents if needed.

Treats in the classroom are at the discretion of the classroom teacher(s). Permission must be sought and obtained **prior to bringing them to school**. Any child celebrating a birthday may bring a small treat (not a party) to share with classmates, if parents desire. Individually wrapped treat are recommended. The designated time for a treat is at the discretion of the teacher. It should be brought with the child in the morning and left with the teacher. **Distribution of invitations for private/non-school sponsored activities may not take place at school.**



## Who Was Saint Rose of Lima?

*Catholic Encyclopedia*



As is the case with many saints in the Catholic Church, the life of Saint Rose of Lima has become surrounded with legend. She was born on April 20, 1586 to Gaspar de Flores, a Spaniard, and Maria d'Olivia, an Inca woman. She was christened Isabella de Santa Maria de Flores. There are two different stories about how she came about to be called Rose, both of which have apparent merit. One says that her mother began calling her Rose because of her extraordinary beauty and rose-colored complexion; the other version says that she took the name Rose as her confirmation name. Saint Rose's family seems to have been quite wealthy at one time but, for reasons unknown, her family lost its wealth. All of her biographers tell of Rose's beauty. According to one biographer, she had several suitors, all of whom she refused in order to devote her life to God. In another version, her beauty attracted the attentions of a wealthy Spaniard who wanted to marry her. She refused him despite the urgings of her mother. Rose spent much of her life living as a semi-recluse in a small shack in the rear of her family's garden. She took Saint Catherine of Siena as her model, and tried to imitate her life in every way. One story relates that one day a black and white butterfly settled on Rose's shoulder. She took this as a sign that God wanted her to take the black and white habit of the Order of Saint Dominic. Rose joined the Third Order of Saint Dominic and wore the habit daily. Rose lived an aesthetic life in her garden shack. She prayed a great deal and did

not allow herself any material luxuries. Initially she was ridiculed for her austere life-style. But she began to experience visions of Jesus and other mystical gifts. A commission of doctors and priests was appointed to examine her and determine the authenticity of her visions. The commission concluded that Rose's visions and other mystical experiences were indeed supernatural in origin. Word of her holiness spread throughout Lima and she attracted the attention of many who came to her garden retreat to witness her holiness. To help her family earn money, she stitched pictures of the birds in the garden to sell, worked in the garden to raise fruits and vegetables for sale, and, with her friend Mariana, raised, dried, and sold medicinal herbs. It is also said that Rose traveled through Lima visiting, comforting, and caring for the sick. One version of her life tells of how she established a clinic in her home for the sick and poor of Lima. In this clinic, she had a statue of Jesus dressed as a doctor; the statue was apparently referred to as "Mediquito." Rose intended that the statue instill hope in the sick who visited her, but many miracles were attributed to it by the people of Lima. Rose was not only concerned with the plight of the sick poor, but also with the Spanish treatment of the native Peruvians. She protested against cruelty with which the Spanish conquerors of Peru treated the native people and plundered the wealth of their country. At about age 27 or 28, Rose became quite ill as a result of her constant self-denial. She accepted an invitation from Don Gonzalo de Massa and his wife to come live with them so that they could care for her. She spent the last three years of her life in their home. She died on August 24 or 25, 1617 at the age of thirty-one. Pope Clement X canonized her in 1671, making her the first person born in the Western Hemisphere to be sainted. Her body is now in a special chapel in the Church of San Domingo (Saint Dominic) in Lima. The Catholic Church celebrates the feast of Saint Rose of Lima on August 30.

Many miracles followed her death. She was beatified by Clement IX, in 1667, and canonized in 1671 by Clement X, the first American to be so honored. Her feast is celebrated 30 August. She is represented wearing a crown of roses.