

**URSULINE CENTRE
PRESCHOOL & CHILDCARE
2021 - 2022**

Information and guidelines for our enrolled and prospective families:

Christian Environment: Ursuline School has a long tradition of Christian education. This permeates our curriculum, as well as the various programs throughout the year. Teachers do encourage children to be conscious of how much God loves us all, and provides the beauties of nature for us. Concern for others, and care of our environment are emphasized as opportunities arise. Ursuline's goal in our School and Child Care programs is growth of the child - social, intellectual, spiritual, moral, as well as physical - for each child who is with us.

Health Forms: A State of Montana Certificate of Immunization form signed by your doctor, nurse, or by a health officer is required with application. We are required by law to have this form before your child may be admitted to school and childcare. There are some immunizations that are required for school and childcare. Please refer any questions to the City County Health Department, 454-6950, or your pediatrician. *Any* allergies (or intolerances) are to be noted on the application form. Any other type of health concerns, whether physical, mental, social, emotional, spiritual, or environmental should also be brought to the attention of the school director and the classroom teacher/daycare coordinator.

Emergency Cards and other forms: Required to be completed before your child begins school or daycare. Fill out the cards and information forms provided by your child's teacher. All of the forms are available, and can be completed during "Back to School Days." Please refer to the school calendar and communication from your classroom teacher for these days and times. If you have questions, or need help completing the forms, please let us know.

Picking Up & Dropping Off: Parents/Caregivers will check their child(ren)'s temperature and overall health and well-being before bringing them to school. At school, all children must be brought into the school by their parent or caregiver -- either to a teacher, or in the school/daycare area on the first floor. Pick up and Drop off times are detailed in the School Hours section. At pick up and drop off, Parents/Caregivers may be required to wear masks in the school. Parents/Caregivers will sign the daily "in/out" sheets at drop off and pick up, noting times and answering health questions, if necessary, as doing so. The students are to be picked up in the same classroom/designated area. No child will be permitted to meet a parent outside the building. No child will be permitted to be left alone in the building before or after school or daycare. If someone other than a parent or primary caregiver will be picking up your child, you must let us know. That person(s) should also be listed on your emergency and contact information cards and forms.

Clothes: A change of clothes is needed for all (underwear, shirt, pants), and should be seasonally appropriate. Clothing should be marked with your child's name. The clothes may be left at school, with your child's teacher or may be brought back and forth from home in a backpack. As the weather changes, coats, hats, boots, mittens are needed for outdoor activities.

Toys: No toys from home are permitted, unless for some reason, specified by the teacher. The toy will return home with the child at the end of the school day, unless otherwise specified by the teacher.

Potty-trained: Children are to be completely potty-trained before entering school.

Payment: A non-refundable application fee is due before a child can be enrolled. The annual supply fee is to be paid prior to the start of school. The Supply Fee is also not refundable. Payment in full for school and child care is due the first week of each school month (9 equal, timely monthly payments).

Best Beginnings Scholarships are accepted.

No monthly statements are issued. No balance may be carried forward to the following period, unless there is prior approval by the school director. In the event monthly fees are not paid timely, a statement will be issued, and will also include a separate charge, which should be paid promptly. Non-payment of tuition and fees can result in dismissal. If needed, a statement or receipt can be given. Make such request to the bookkeeper. Our Federal Tax Identification number is 47-3933744.

If, in the event of a temporary closure, due to an infectious disease, natural disaster, or other event that impacts community-wide, tuition is still expected to facilitate remote learning. State of Montana guidelines released August 7, 2020, will allow us to serve our families needing extended care at the school. All other families will transition to remote learning.

Illness: Your child should not attend school when he or she is ill. This is a consideration for the other children and staff. If you answer yes to any of the health questions on the sign in sheet, your child will be sent home. If a child is sent home from school or daycare ill or with a fever, follow the State of Montana's healthcare requirements for childcare centers to determine when your child may return to school, usually a minimum of 24 hours without symptoms or medication. Infectious disease protocols may differ, and families should follow CDC guidelines. If the illness seems to be other than physical, the teacher may be able to help you, parents, discover the cause. We want this year at Ursuline to be a happy experience.

- Symptoms present when you should keep your child home are a fever (+/- 100 degrees or higher), vomiting, diarrhea, sore throat, continuous coughing, runny nose (other than clear), draining eyes or ears, unexplained rash, lice, etc. If you are not sure if your child is well, please call the school to discuss.
- Masking your child's symptoms with over-the-counter medicine and sending them to school is not allowed and could be cause for dismissal.
- Although your child may be brought to school with mild symptoms associated with recovering from a common cold, or allergies (slight cough, clear runny nose, minimal sneezing), we will call you to come and pick up your child if they are not feeling well enough to participate in classroom activities.
- Medication: We can administer medication if proper protocols are followed. If a child is on antibiotics, and continues to be contagious after a 24 hour period, they cannot return to school. When they do return to school, a Medication Authorization Form must be completed, and a record or documentation of dispensing medication will be maintained.
- Medical Emergencies and First Aid: Minor accidents (bumps and scrapes) are inevitable. We make every effort to keep children safe. Minor injuries will receive first aid. If, in an emergency, there is a major illness or accident, we will contact you (and/or your emergency contacts) immediately. If necessary, your child will be transported by ambulance to the hospital. Parents are responsible for costs involved in emergency medical treatment, including transportation. If a child is suspected of ingesting poisonous or toxic substance, the Emergency Montana Poison Control Center will be called (1-800-222.1222)
- If your child will not attend school, please let us know either via a phone call, 452-8585 (feel free to leave a message), or by email: wcurry@ursulinecentre.com.

Food Program (CACFP): We provide a snack in the morning during school hours. For those here in the child care program, lunch is at noon, and a snack is provided in the afternoon. A prayer is said as a blessing before snacks and lunch. Menus are posted for the current week and the week ahead. We participate in the Federal USDA Child and Adult Care Food Program, as managed by the State of Montana Department

of Public Health and Human Services. Reimbursements are received for meals served which meet certain nutritional requirements.

The CACFP requires us to notify you as follows:

“In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

Activities & Programs: Family is an important value, which we want to emphasize with our students, here at Ursuline. Families are invited to discuss with teachers, outside of class time, your child’s performance. On occasion, a teacher will ask for a voluntary supply of a special item. As well, parents are expected to participate in fundraisers. These volunteer activities enable you to work more closely with the school. They also enable us to keep our tuition more affordable for you and future families. Each family is responsible for participation in school activities (Christmas and Spring Programs, Book Fairs, Parent-Teacher Conferences) *and* fundraisers.

Children will also participate in a traditional Christmas program. In the Spring program, at school year’s end, they celebrate the completion of the school year. Both Christmas and Spring programs are performed on stage in the Ursuline auditorium, during the school day. These dates are provided on the school calendar.

Discipline: The purpose of all discipline is self-discipline. Rules are in place to help children grow and to begin to recognize that there are consequences, some natural, for their actions. Children are expected to behave in a courteous manner. Discipline does include positive guidance, redirection, and the setting of clear limits that allow children to become self-disciplined. Specific detail of a discipline policy can be shared with you at Back to School Days or in a separate meeting with your child’s teacher. Each teacher will explain their procedures for discipline. Consequences of negative behavior may include: 1st - redirection and appropriate modeling; 2nd -a specified period of time lost (i.e. part of recess), while the child has the opportunity to consider improving his or her behavior; 3rd - conference between parents and school director/teacher or daycare personnel; 4th - temporary dismissal from program; 5th - withdrawal from the program. In most circumstances the first consequence is sufficient.

Child Abuse and Neglect: It is State law and our responsibility to report any and all abuse or neglect signs on a child. We will notify Children’s Protective Services, the Montana Child Abuse Hotline and the Police Department when it appears a student is being physically, sexually, or emotionally abused, neglected or exploited.

School Hours:

PreSchool Classes:	9:00 am - 11:30 am.
Pre-Kindergarten Classes:	8:15 am - 11:15 am (5 day program) 8:30 am - 11:30 am
Pre-Kindergarten Classes:	8:40 am - 11:40 am (3 day program) 8:45 am - 11:45 am

We expect children to be at school, and in the classroom promptly for the beginning of class. If they are late, the class in session is disrupted. Consistent tardies or disruption caused by late arrival may also be reason for dismissal. We have a daily sign-in and out sheet for those in school and child care. It is mandatory, per the State of Montana, to sign this sheet, at drop off and pick up. If a student needs to be at school more than 5 minutes before or after class, please make arrangements for them in our child care program. Pick up times are outlined above, or as specified by the teacher, unless a child is enrolled in the childcare program. Additional fees are assessed for early drop-offs and late pick-ups.

If your child will not attend school, please let us know either via a phone call, 452-8585 (feel free to leave a message), or by email: wcurry@ursulinecentre.com.

CHILD CARE

Child Care Hours: 7:15 am - 8:30/9:00 am and/or 11:15am - 5:30 pm. We have a daily sign-in and out sheet for those in school and child care. It is mandatory to sign this sheet and note the time, at drop off after answering health questions, and pick up.

Childcare is only available to students on days they are enrolled *and* attend school. If your child does not attend school, s/he cannot be brought to the school later in the day for child care.

No toys from home are permitted, unless for some reason, specified by the Extended Care Coordinator. The toy will return home with the child at the end of the day, unless otherwise specified.

Please refer to the tuition and fee schedule for additional information.

Your child may bring a breakfast, before school, to eat in the daycare room. Please note, the snack provided at 10:00 in the classrooms is not breakfast.

Lunch is served, in the dining room, at noon. A two week menu is posted outside the daycare room. No lunch should be sent from home without notice given to the School Director or the Extended Care Coordinator prior.

Rest or Nap Time is offered after lunch. Children in Extended Care may bring one small blanket or one soft "cuddly" for their personal comfort at naptime. These will be taken home daily for laundering. No pillows permitted. An age appropriate book, recording or CD may be brought for that time. Please conference with the Extended Care Coordinator on child specific or other matters regarding nap time. If your child does not nap, or you are phasing out his or her naps, please let us know. An alternate activity is provided for those that do not need naps.

A snack is provided at 3:00 in the afternoon. The snack menu is posted with the lunch menu.

Childcare opens at 7:15 a.m. If, a child arrives before 7:15, additional charges will be made. Childcare closes at 5:30pm. If, in an emergency, a child stays beyond 5:30, additional charges will be made.

URSULINE CENTRE PRESCHOOL CALENDAR 2021 - 2022

	MON	TUES	WED	THU	FRI		MON	TUES	WED	THU	FRI
August	2	3	4	5	6	January	3	4	5	6	7
	9	10	11	12	13		10	11	12	13	14
	16	17	18	19	20		#	18	19	20	21
	23	24	25	26	27		24	25	26	27	28
	30	<u>*31*</u>					31				
September						February					
			<u>*1*</u>	<u>*2*</u>	3			1	2	3	4
	#	<u>*7*</u>	8	9	10		7	8	9	10	11
	13	14	15	16	17		14	15	16	17	18
	20	21	22	23	24		#	22	23	24	25
	27	28	29	30			28				
October						March					
					1			1	2	3	4
	4	5	6	7	8		7	8	9	10	#
	11	12	13	14	15		#	15	16	17	18
	18	19	20	#	#		21	22	23	24	25
	25	26	27	28	29		28	29	30	31	
November						April					
	1	2	3	4	5						1
	8	9	10	11	12		4	5	6	7	8
	15	16	17	18	19		11	12	13	#	#
	22	23	#	#	#		#	#	20	21	22
	29	30					25	26	27	28	29
December						May					
			1	*2*	*3*					*5*	*6*
	6	7	8	9	10		2	3	4	12	13
	13	14	15	16	17		9	10	11	19	20
	#	#	#	#	#		16	17	18	*LD*	27
	#	#	#	#	#		23	24	25		
							#	31			

- Vacations/Holidays -- No School or Extended care

* _ * - Special Events

Aug. 31, Sept. 1 & 2 - Back to School Days
 Sept. 7 - First Day of School
 Oct 21 & 22 - Professional Development
 Nov 24-26 - Thanksgiving Break
 Dec 2, 3, - Christmas Programs
 Dec. 19- Jan. 1 - Christmas Break

Jan 17 - Martin Luther King, Jr. Day
 Feb 21 - President's Day
 Mar 11- Open House (no school)
 Mar 17 - No School
 Apr 14 - 19 - Easter Break
 May 5, 6 - Spring Programs
 May 26 - Last Day of School: Fun Day

**URSULINE CENTRE
PRESCHOOL & CHILDCARE
2021 - 2022
Pre-Kindergarten Tuition and Fee Schedule**

PRE-KINDERGARTEN: (4 & 5 Year-old students; must be 4 on or before September 10, 2021)

Registration (non-refundable): \$ 75.00 before May 31 - or - \$ 90.00 after June 1

5 day program (M--F) 3 hours class, time approximately: 8:30am - 11:30am*
 Tuition \$250.00/month, due at the beginning of each month
 Supply Fee \$200.00 annually, due in full before school starts (non-refundable)

3 day program (T, W, Th) 3 hours class, time approximately: 8:45am - 11:45am*
 Tuition \$215.00/month, due at the beginning of each month
 Supply Fee \$150.00 annually, due in full before school starts (non-refundable)

<u>CHILD CARE</u>	7:15am - 8:30am	and/or 11:30am - 5:30pm
Fees -	per month before school	after school
5 Days/week	\$85.00	\$450.00
3 Days/week	\$60.00	\$285.00

- Signed application and Registration Fee with immunization records are required.
- Supply fee is payable prior to the beginning of the school year.
- Tuition and Child Care fees are payable at the first of each month, September through May. No statement is printed.
- Tuition and Child Care are due whether or not a child attends every scheduled time.
- A \$10 fee will be charged for tuition payments not received by the 10th of the month.
- A fee will be charged for early drop-offs and/or late pick-ups.
- \$25.00 fee for any returned checks.

*Class times are staggered by 5 minutes to alleviate congestion in the main hallway. If you have a preference, please indicate on the application's comment section.

URSULINE CENTRE PRESCHOOL & CHILDCARE
2021 - 2022
Pre-Kindergarten Application

Date: _____
Please Print -- all portions of the form must be completed, front and back

Child's Name: _____ Boy _____ Girl _____
Last Given First Name/(Preferred, if different) M.I.

Address: _____
Mailing Physical if Different from Mailing

City: _____ State: _____ Zip Code: _____ Primary Phone # _____

Date of Birth: _____ Cell Phone(s) # _____
please specify

Immunizations record attached _____
Required

Applying For: (Please check one school preference and all childcare that may apply)
School - application fee: \$75 (non-refundable, \$90 after May 31)
4 or 5 Years Old:
5 Days (M-F) _____ /or/ 3 Days (T,W,Th) _____

Childcare: (available only on days when child is enrolled in and attends school.)
A.M. Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
P.M. Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Family Information:
Parents(Legal Guardians): _____
Name(s) _____ GF,MT 5940 _____
Billing Address(es) _____
email _____

Father's Occupation/Employer/
Work Address/Phone/email:

Mother's Occupation/Employer/
Work Address/Phone/email:

Number of children in the home: _____ Languages Spoken: _____

School last attended: _____

Family Doctor: _____ Phone # _____

In Case of Emergency Contact:

(other than parent)

Name(s)

Address(es) and Phone

Relation(s) to Child: _____

Please list concerns or special requests you may have.

Please detail special needs (clinically diagnosed, medical, mental, physical or psychological relating to functional development or accommodations needed).

Please list allergies your child may have in the space below.

You may attach a separate sheet if necessary.

Parents of students with severe allergies requiring an EpiPen® should call the School Director at 452.8585 to begin making arrangements for the school year. The Director and classroom teacher must be trained by the parent in the administration of the epinephrine syringe prior to the start date of the program.

Application must be accompanied by immunization records and the required application or registration fee.

Your signature here indicates you have read and understand the information provided in the application and registration packet, including the tuition and fees schedule, calendar and basic information pages; and that your child is fully potty-trained.

Signature of parent or guardian