

# URSULINE CENTRE PRESCHOOL & CHILDCARE 2016 - 2017

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:** State of Montana Certificate of Immunization (blue sheet) form signed by your doctor, nurse, or by a health officer. We are required by law to have this form before your child can 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. Any allergies or health concerns should 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. If you have questions, or need help completing the forms, please let us know.

**Illness:** We ask you to not send your child to us when he or she is ill. This is a consideration for the other children and staff. 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.

**Picking Up & Dropping Off:** 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. Parents/Caregivers will sign the daily "in/out" sheets at drop off and pick up, noting times as doing so. The students are to be picked up in the same classroom/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 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.

**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, audiotape, 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](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](mailto: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. Parents are respectfully welcome to visit classes in session. Families are invited to discuss with teachers, outside of class time, your child’s performance. On occasion, a teacher will ask for volunteers in the classroom, or a voluntary supply of a special item. As well, parents are expected to sign up and participate in various activities, including 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. Each family is responsible for participation in school activities.

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.

**Payment:** A non-refundable registration fee is due before a child can be enrolled. The annual supply fee is to be paid prior to the start of school. Payment in full for school and child care is due the first week of each school month (9 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 may 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 tax identification number is 47-3933744.

**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. Specific detail of our discipline policy will be shared with you at a meeting with your child’s teacher. Each teacher will explain their procedures for

discipline. Consequences of negative behavior may include: 1<sup>st</sup> - a specified period of time out, while the child has the opportunity to consider improving his or her behavior; 2<sup>nd</sup> - conference between parents and school director/teacher or daycare personnel; 3<sup>rd</sup> - temporary dismissal from program; 4<sup>th</sup> - withdrawal from the program. In most circumstances the first consequence is sufficient.

### **School Hours:**

PreSchool Classes: 9:00 am - 11:30 am.

Pre-Kindergarten Classes: 8:30 am - 11:30 am (5 day program)

Pre-Kindergarten Classes: 8:40 am - 11:40 am (3 day program)

We expect children to be in the classroom promptly for the beginning of class. If they are late, the class in session is disrupted. We have a daily sign-in and out sheet for those in school and child care. It is mandatory to sign this sheet, at drop off and pick up. If a student needs to be at school more than 5 minutes before class, please make arrangements for them in our child care program. Pick up is at 11:30/11:40 or as specified by the teacher, unless a child is enrolled in the childcare program.

### **CHILD CARE**

**Child Care Hours:** 7:30 am - 8:30/9:00 am and/or 11:30am - 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 and pick up.

Childcare is only available to students on days they are enrolled and attend school.

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.

Lunch is served, in the dining room, at noon. If you would like to have lunch with your child, please let the Extended Care Coordinator or School Director know in advance. A two week menu is posted outside the daycare room.

Rest or Nap Time is offered after lunch. Children in Child Care may bring one small blanket or one soft "cuddly" for their personal comfort at naptime. These will be taken home on the week's end 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.

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

Childcare closes at 5:30. If, in an emergency, a child stays beyond 5:30, additional charges will be made.