



YOUNG CHILD CENTER

St. Ann Young Child Center

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www.stannpv.org

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WELCOME!

We welcome you to St. Ann Young Child Center. The following information is to acquaint you with the policies and procedures of our center. St. Ann Young Child Center will accept any child regardless of race, color, religion, national origin, ancestry, sex or physical handicaps.

PROGRAMS St. Ann Young Child Center provides parents with five different programs to educate and enrich the lives of their children. We have part-time preschool, preschool extended day, full-time preschool, and Kids' Day Out.

DROP OFF Parents shall park in the designated parking spaces in the north parking lot of the church and personally escort their child into the classroom, where the teacher will greet each student. Please do not leave younger siblings unattended in the car. This procedure is for the safety of all children.

PICK UP A child will be allowed to leave school only with a parent or designated car pool driver unless the school is notified otherwise in writing or in person by the child's parent. A picture ID will be asked of the person picking up.

LATE PICK UP POLICY Children are to be picked up immediately after their session ends. A fee of one dollar per minute may be charged for the time your child is picked up late after his or her session.

SECURITY One of our main goals at the Young Child Center is to make sure our students and staff are safe at all times. We have a **security system** which will allow us to keep all doors closed during the school hours and video tape activities with surveillance cameras in and outside our building.

Parents and students will be able to enter the Y.C.C. at any time through the south side door only, the main family entrance, by the patio. Parents will need to press their family code on the key pad positioned on the brick wall to the left of the door. We ask this code not be given to your **child(ren) or anyone else** except for people who will be picking up your child on a regular basis. All other visitors must ring the front door bell where they will be personally escorted into the building.

PARENT / TEACHER COMMUNICATION Good communication between parents and teachers is essential for the best experience. Email is the best form of communication with our staff. You will also receive weekly newsletters from your child's teacher and the director, via email. Staff also uses the Remind App to send daily reminders and photos. There is also an informational bulletin board outside every classroom with parent information. Articles, pictures, calendar, lesson plans, upcoming events, etc., will be posted there. Please check daily when picking up or dropping off your child.

BIRTHDAY Birthdays are important and exciting to children. Your child may wish to share a simple treat with classmates on this special day. Parents should make arrangements with teachers in advance. We also celebrate half-birthdays for children who have summer birthdays.

CLOTHING Please dress your child in clothing that is comfortable for active play and is easy for them to handle. The state of Kansas requires that all children spend some part of the day outdoors. Unless the weather is too cold or raining, we will be going out every day. Please label all coats, sweaters, hats, and boots, with child's name. All children are required to keep an extra set of clothing in a large ziplock bag and kept in the bottom of their backpack in case of an accident.

TUITION may be paid by the month, semester, or year. If paying by the month, Electronic Fund Transfers are required and due on the first banking day of each month. Semester payments are due September 1 and January 2. Payment for the year is due September 1. \$30.00 will be charged for each tuition payment returned to us for any reason. Refund, credit or make-up sessions will not be given for any absences due to illness, snow days, or vacation. All tuition rates are stated on the enrollment forms.

WITHDRAWALS A child may be withdrawn from our program and tuition payments stopped after a 30 day written notice is given to the director.

ABSENTEEISM Please email/call the Young Child Center office, in addition to emailing the teacher, if your child will be absent.

HEALTH / SICK CHILD POLICY Regular attendance is important, however a child should be kept home for the following reasons: 1) diarrhea; 2) vomiting; 3) a temperature above normal; 4) a rash or discharge from eyes or ears; 5) a fresh cold with sore throat, runny nose, or a cough. Children must be free from **all of the above for 24 hours before returning to the Young Child Center**. If your child contracts a contagious disease, please notify the school immediately so parents of other students may be notified.

We do not dispense medication unless your child attends Full Day Preschool. A child needing to take medication while at the Young Child Center must submit a note to the director. The note must include: the child's name, the name of the medicine, the proper dose, the time of the dosage, and your signature. All prescription medicine must be enclosed in its original container with the doctor's instructions on it.

When your child becomes ill while at the Y.C.C., you will be called to pick him or her up. We ask that you do so as soon as possible so that your child will be more comfortable and not expose the other children.

HEALTH RECORDS All children need annual medical checkups, which include immunizations and the signature of the doctor on the same. A nurse's signature will not be accepted. These health records must be on file by August 1, as required by the State of Kansas Health Department.

DISCIPLINE Praise, respect, and acceptance for a good self-concept is our goal at St. Ann. When discipline is necessary, a body rest method will be used. Discipline, that is humiliating, frightening, or physically harmful to the child, shall not be used at any time.

SERIOUS INCIDENTS Because on occasion, a serious incident such as biting, fighting, punching, kicking, and others may occur, we have set a center-wide policy on this subject. Any child who hurts another child seriously will get two warnings. On the first incident, the teacher will talk to the child and to the parent. On the second incident, the child will be sent home. On the third incident, the child will be asked to leave our program permanently. This policy is set for the safety of all children at the Young Child Center.

SNOW DAY POLICY School closing due to inclement weather will follow Shawnee Mission School District. The Young Child Center reserves the right to call a snow day and close when the grade school is not in session. An email will go out notifying you that the YCC is closed for the day.

TORNADO, FIRE, and CODE RED DRILLS Tornado, fire, and Code Red drills will be practiced continually through the year. Should a tornado warning occur during school hours, we would take the necessary precautions for your child.

TOYS All toys must be left at home except for designated Toy Days or Show and Tell days.

ST. ANN PRESCHOOL

**PRESCHOOL SESSIONS: Part Time Preschool runs Mid-August through May.
Full Time Preschool runs year round.**

4.5-5 year old Part-Time Preschool 12:15-3:00pm	5 days Monday through Friday Must be 5 years old by Dec. 1
4 year old Part- Time Preschool 9:00-11:30am & 12:30-3:00pm	4 days Monday through Thursday Must be 4 years old by September 30
3 year old Part-Time Preschool 9:00-11:30am & 12:30-3:00pm	3 days Tuesday and Thursday Must be 3 years old by September 30
4-5 year old Full-Time Preschool 7:30am-5:30pm	Monday through Friday Must be 4 years old by August 31
3 Year Old Full-Time Preschool 7:30am-5:30pm	Monday through Friday Must be 3 by September 30

PHILOSOPHY

Our children are God's most precious gift to us. We believe that every child is special and unique and therefore should be taught to his own developmental level. In a Catholic environment each child is guided to become the best he can be and to be the most complete person possible. We offer the opportunity to grow, to become an independent person, to be able to make decisions, to be willing to try and experiment with new things and ideas, to have the courage to make mistakes and try again, and to be willing to discover on his own through play and with the guidance of the teacher.

CURRICULUM

St. Ann Preschool offers the developmental curriculum of modified High Scope where children are viewed as active learners who learn best from activities they themselves plan, carry out, and reflect upon, the Plan-Do-Review process. Classrooms are designed to integrate Catholic teachings and values, cognitive skills, fine and gross motor skills development, social interaction skills, and creative expression. Center areas are provided for specialized learning such as dress-up, housekeeping, reading, art, science, math, computers, music, and construction. Each day is scheduled to allow for individual, small group, and whole group experience, and outside play.

POPSICLE PARTY/MEET THE TEACHER In August, prior to the start of the school year, you will have to opportunity to attend our Popsicle Party. At that time, you will meet your child's teachers, drop off school supplies, and explore your child's classroom. All YCC families are invited to attend.

FIRST DAY OF SCHOOL Join us in making this a happy time for your child. The newness of school sometimes causes apprehension, and therefore, the first day of Part-Time Preschool is only for an hour. Full-Time Preschool starts with a full day.

PARENT MEET AND GREETINGS All Preschool Parents are required to attend a parent meeting on the first day of school. At the that time, parents will have the opportunity to meet each other, sign up for different committees, and listen to the director give a short informational speech. Dates and times for the Parent Meet and Greetings will be posted on the calendar on the website and will also be found in the summer mailing.

ARRIVAL Preschool begins promptly at 9:00am and 12:30pm. Please do not plan to have your child arrive more than five minutes before class begins.

DISMISSAL Please pick your child up promptly at 11:30am or 3:00pm. Young children become anxious if parents are late for pick up.

LUNCH Children staying for preschool extended day must bring a sack lunch from home. Hot lunches are only available to the preschoolers enrolled in the Full-Time Preschool sessions.

RELIGION St. Ann Preschool is centered in a Catholic environment. Catholic values are integrated into the daily curriculum to make preschool a vital and extended part of your family life. Our teachers invite our little ones to open their hearts to Jesus Christ by teaching them how to pray and the meaning of prayer. All students from as learn how to make the sign of the cross and pray aloud each day. Our teachers read daily bible stories, introduce the Saints to the children and each preschool classroom contains a prayer table. All preschool students are invited to participate in Catechesis of the Good Shepherd.

PARENT AND TEACHER CONFERENCES Parent/Teacher conferences are held in the fall. Progress reports are sent home three a year. You will receive your child's first progress report in the Fall at Parent/Teacher conferences. The second progress report will be sent home in the Winter and the last progress report will go home during the Last Week of School in May. If at any time, you would like an additional conference or have any concerns or questions, do not hesitate to call and arrange for an appointment with the teacher or director.

TOILETING All children must be completely toilet trained and 100% out of diapers, including Pull-ups, before entering preschool.

It is important for parents to understand the need for all children to be potty trained. Your adherence to this policy helps ensure a positive first school experience for your child and the other children in their class. You must agree to the following for your child to attend St. Ann Young Child Center.

Your potty trained child...

- Will tell the teacher he/she needs to go the bathroom.
- Is able to go to the bathroom (urinating and bowel movements) on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself (with no to minimal help), putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers
- Will not be in diapers or pull-ups at all. He/she must be in regular underwear.

Our preschool has a limited number of staff, which does not allow for teachers to potty train our students. If a teacher is spending their time with potty training, then they are not able to teach and work with your child and the other children in the class.

We do not have changing tables in our preschool rooms. If a child wets his clothes, the teacher will help change him. However, if the child should soil his clothes, the parent will be called for assistance.

Our staff understands that accidents happen. This is why we request your child to always have a change of clothes at school. If your child is continuously having accidents at school, we do not consider your child to be fully potty trained.

If your child is ill and has diarrhea, he/she cannot return to school for 24 hours.

HOLIDAY PARTIES Preschool classes will have three parties a year: Halloween, Christmas, and Valentine's Day. Class Room Parents will be in charge of facilitating the coordination and organization of the parties.

SHOW AND TELL Each individual classroom teacher will decide Show and Tell days and will include them in their lesson plans. We ask that you please refrain from bringing toy guns, knives, or other weapons for Show and Tell. Also, please remember, we are not responsible for lost, misplaced, or broken items.

SNACKS Parents will be assigned to bring snacks for a week, approximately two to three times during the year. These snacks should be nutritious and consist of two food groups, such as fresh vegetables, fruits, cheese, and/or crackers. No drinks, please.

SUPPLIES Your child will need to bring a **large** backpack labeled with his/her name to school each day. This backpack will make it easier for your child to carry school masterpieces home and comes in handy when bringing Show and Tell items. All children are required to keep an extra set of clothing in a large ziplock bag in the bottom of their backpack in case of an accident.

You will receive a class supply list in the summer mailing for your child. Please bring all class supplies to the Popsicle Party in August.

PRESCHOOL EXTENDED DAY PROGRAM

St. Ann Young Child Center provides part time preschool extended days for children wishing to participate in a longer day program until 3:00. Three sessions are available.

Morning	7:30am-9:00am.
Morning	9:00am-12:15pm
Afternoon	11:30am-2:55pm

Children participating in the preschool extended day program will be escorted to and from their preschool classrooms. Children needing extended days after 3:00pm must enroll in the Full-Time Preschool session. Credit or make-up days will not be given in the event that your child is absent on his or her scheduled day.

ST. ANN KIDS' DAY OUT

OBJECTIVE

St. Ann Kids' Day Out is a part-time program whose objective is to provide many opportunities for spiritual, physical, emotional, and social development of young children in a loving and homelike environment.

SESSIONS Kids' Day Out operates Monday through Friday for children 2.5 years of age and up.. All sessions start at 9:00 a.m. and end at 2:50 p.m.

CLASS SIZE Each class will have no more than 10 children with two teachers.

DAILY SCHEDULE

9:00 - 9:45	Greeting and Free Play
9:45 - 10:05	Snack / Restroom Time
10:05 - 10:25	Indoor or Outdoor Recess
10:30 - 11:00	Arts and Crafts / Free Play
11:00 - 11:15	Clean-up
11:15 - 11:30	Music / Story Time / Dramatic Play
11:30 - 12:00	Hand washing, Lunch Preparation, Lunch
12:00 - 2:30	Nap
2:30 - 2:45	Dismissal

ARRIVAL Kids' Day Out begins at 9:00 a.m. Please do not plan to have your child arrive more than five minutes before the class begins. A sign-in sheet will be provided so you may leave information on how and where you may be reached during your absence.

MEALS AND SNACKS Please provide a nutritionally sound lunch that contains foods from four different food groups and a drink for your child in a container that will not need refrigeration. A light snack consisting of 2 food groups will be provided for the children in the morning.

NEWSLETTERS AND PARENT/TEACHER COMMUNICATION Newsletters will go out periodically to inform parents of upcoming events. If you have any questions, please ask your child's teachers. Good communication between parents and teachers is essential for the best experience a child can receive.

SUPPLIES You will need to provide the following items for your child each day: a lunch, a water bottle, an extra set of clothes, diapers, and creams (if not potty trained), a crib size sheet and blanket with child's name on it.