



The Preschool with a Heart!

*A ministry of the Apostles
of the Sacred Heart of Jesus*

SACRED HEART VILLA
PARENT HANDBOOK
2009-2010

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Apostles of the Sacred Heart of Jesus

Congregation Mission Statement

We are Apostles of the Sacred Heart of Jesus, consecrated women of the Church. Impelled by the spirit active in each of us and faithful to the charism of Clelia Merloni, we seek to make the compassionate Heart of Christ better known, loved, and served. We do this by personal and communal witness to the Gospel, commitment to growth in holiness, and ministry to the people of God.

Sacred Heart Villa Mission Statement

Sacred Heart Villa, established and directed by the Apostles of the Sacred Heart of Jesus, is a Catholic preschool whose educational program is dedicated to the total intellectual, spiritual, physical and social/emotional development of young children. Recognizing that parents are their child's primary teachers, the staff works in partnership with the parents to provide a safe, creative and loving environment. Our school community embraces the Catholic faith, nurtures the love of the Sacred Heart of Jesus, encourages enthusiasm for life-long learning, fosters personal growth, and respects the unique gifts of each child.

Sacred Heart Villa School

Sacred Heart Villa, established in 1940, is a private Catholic pre-school owned and operated by the Apostles of the Sacred Heart of Jesus. The administration, faculty, and staff believe in the uniqueness of each individual child. Each one is a gift from God endowed with a variety of gifts and talents. We strive to assist each child in developing these gifts and talents to their fullest potential, even at this early age. Emphasis is placed on the child's growth with particular attention to early learning needs and Catholic values.

The Sacred Heart Villa program is designed expressly for children and children only. The integrity of our program is built on the total development of the child. Therefore, the entire program and the physical plant reflect our commitment to the very young.

Staff

Administration

Sister J. Catherine Coleman, ASCJ	Director
Sister Catherine Antinora, ASCJ	Asst. Director
Sister Jude Ruggeri, ASCJ	Director of Mission Advancement

Teaching Staff

Nursery 1

Ms. Maria Romanelli	Teacher
Ms. Josie Overman	Teacher Aide
Ms. Troy Torrez	Teacher Aide

Nursery 2

Ms. Lisa Villhard	Teacher
Ms. Trisha Coleman	Teacher Aide

Pre-K 1

Ms. Catherine Gruebbeling	Teacher
Ms. Mary Rose Maier	Teacher Aide

Pre-K 2

Ms. Carrie Rashleigh	Teacher
Ms. Bobbie Laury	Teacher Aide

Kindergarten

Jennifer Buehre	Teacher
Sr. Eugenia Maria DaSilva, ASCJ	Teacher Aide

Catechesis of the Good Shepherd

Sr. Maria Battaglia, ASCJ	Teacher
Ms. Gerry Puricelli	Teacher Aide

Support Staff

Ms. Nicole Muskopf	Office Manager
Ms. Barbara Heimburger	Accountant
Sr. Anthony Novara	Office Assistant
Ms. Eleanor Oldani	Office Assistant

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Ms. Albina McFall

Afternoon Staff

Ms. Stephanie Edney

Teacher Aide

Ms. Reba Ebert

Dietician

Ms. Carolyn Baynes

Dietician Aide

Ms. Silvana Sholla

Kitchen Aide

Mr. Angelo Bianchi

Kitchen Aide

Ms. Gina Bianchi

Classroom Aide

Ms. Joan Maier

Classroom Aide

Mr. Enes Hadzic

Maintenance

Admission

Age

Sacred Heart Villa accepts children ages 3 to 5 years old. Children are grouped according to chronological age in the following classes:

3 years old by December 31 (and potty trained) Nursery

4 years old before August 1

Pre-Kindergarten

5 years old before August 1

Kindergarten

Tours

Tours for prospective families are conducted on the first Wednesday of each month. Interested parents may call the Villa to sign up for a visit.

Requirements

A pre-registration form is given out upon request. When the school receives the pre-registration form and the non-refundable fee, the child will be placed on a waiting list.

When the student is accepted, the school will send out a registration packet for the upcoming school year.

Re-Registration

Each January parents/guardians of current students will be asked to re-register for the coming school year. At that time, a non-refundable book/activity fee is due. This is to assure the child a place in our program and also to assist us in planning classes.

Affirmative Action

Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

Aims and Objectives

Parents are the primary educators of their children. Sacred Heart Villa strengthens and supports parents in this responsibility, by providing a learning environment that instills in the children a love for God, for learning, and for school.

The goals are:

- to assist children in their development of a positive self-concept, love for life, knowledge and experience of God's love
- to create an environment that meets the individual and social needs of the children from a spiritual, moral, intellectual, emotional, physical, and psychological perspective
- to create an environment that is rooted in love and respect for the individual uniqueness of God's creation
- to educate parents in their understanding of child development, and provide them with the opportunity to learn parenting skills
- to provide an environment built upon the basic skills necessary for further academic and personal growth while maintaining freedom and balance of controls.

Arrival and Dismissal

In order to facilitate arrival and dismissal of the children, parents are asked to use the Wilson Avenue entrance. At both arrival and dismissal times parents must accompany their child to the locker to check for any notes, papers, folders, etc. that need to go home. The school is open from 6:30 a.m. to 5:30 p.m. Monday through Friday. The Kindergarten class begins at 8:00 a.m. The children must be in the playroom by this time. All other students are to arrive no later than 8:30 a.m.

Upon arrival in the morning parents are asked to log in their child on the class list located at the first floor office. Please include

both the time and the signature of the parent/designated person dropping off. At pick-up time each parent/designated person is asked to write the time of pick up and sign the class list.

For the safety of the children all school doors are locked at 8:45 a.m. Under no conditions will a child be permitted to leave with anyone other than the parents, unless written permission is given by the parents to the Director. Designated persons other than parents picking up the child for the first time will be asked to present identification, e.g. photo ID/valid driver's license.

Attendance

Please call the school by 9:00 a.m. if your child will be absent. The next day, send a note explaining why the child was absent. In case of prolonged illness, please inform the school by 9:00 a.m. the first day only.

If a family plans a trip during school time and will take their child(ren), they are asked to inform the office beforehand.

Children's Clothing

Daily

All students are expected to wear the school uniform daily. The uniform consists of a navy blue crew shirt with Sacred Heart Villa emblem. The coordinating outfits are:

- Girls—a plaid skort or khaki pants
- Boys— khaki shorts or pants
- Girls/Boys— tennis shoes or sturdy shoes with rubber soles and socks; sandals and boots are not safe

During the winter months a navy blue sweatshirt with school logo may be worn over the crew shirt and a long-sleeve red or white turtleneck may be worn under the crew shirt.

The crew shirt is ordered through the school. The skort may be purchased through the school or Quinn Uniform Company. All uniform items are preordered and are not in stock at school.

Reminders:

Uniforms must be kept in good condition.

All children must have a complete change of clothes (including socks and shoes) for emergencies.

The children go outside each day (extreme weather excluded). Please have them dressed for the day's weather.

Watches, bracelets, and necklaces are not part of the school uniform.

Dress-Up Days

On special occasions, such as Picture Day, Christmas Party and special events, the students will not be required to wear the uniform. Special event days will be noted on the calendar.

May Crowning

PreK and Kindergarten girls wear a pastel colored party dress (knee length) for May Crowning. Pre-K and Kindergarten boys wear dark pants and a short-sleeved shirt for this special day.

Communication

School

The Director sends home a weekly memo every Thursday. Additional notices and reminders are posted on the school door and the bulletin board near the front entrance. There is a file folder for every family located outside the school office. Parents are asked to check the folder daily, take the information, and leave the folder in the file box.

Other forms of communication include: telephone calls for emergencies; appointments/ conferences with the director and teachers; incident and accident reports—parents will be asked to sign the report and will receive a copy from the office.

Teacher

A representative sample of each child's work will go home each week in a classroom folder. This folder will be found on the child's locker or in the family folder on Friday of each week. The class folder should be returned on Monday. It is recommended that the teacher communicate with the parents on a regular basis,

informing them of happenings in the classroom: activities, projects, and the curriculum.

Other forms of communication include: telephone calls, when necessary; email notes, brief meetings scheduled at a time when the teachers are not supervising students; fall/spring conferences; Kindergarten mid-year conferences; private appointments/conferences that can be scheduled at any time during the year.

Curriculum

The curriculum provides the children with a variety of learning activities that are developmentally appropriate. SHV stresses socialization as well as academic learning. The curriculum has a balance of structured and unstructured tasks with both teacher-directed/facilitated and child-initiated activities. The program focuses on all areas of development: spiritual, social, emotional, cognitive and physical.

HighReach Learning serves as the basis for the Nursery and Pre-School curriculum. The developmental programs are based on a whole-child philosophy. They are rewritten each year to meet the needs of the children as well as to keep the materials fresh. HighReach Learning objectives address the following areas: language, literacy, mathematics, science, creative arts, social/emotional, approaches to learning, and, physical/health. The goals are: to enhance the development of readiness skills, encourage a love for learning, and, promote family involvement in the learning process. The programs develop consistency throughout the curriculum levels.

Teachers plan additional activities, projects, and lessons to celebrate seasons, holy days and holidays. The school has a number of events throughout the year that include the whole school community. Speakers are invited at different times to present educational programs.

The Kindergarten curriculum follows the state/archdiocesan guidelines.

The Catechesis of the Good Shepherd for religious education is an integral part of the Villa program. Based on the research of Sofia Cavalletti, children ages 3-6 are instructed in the Catholic

faith. A trained catechist conducts the program in a meeting room called the Atrium, located on the second floor. Children meet weekly in groups of 6-8 students.

Discipline

The Sacred Heart Villa discipline policy is designed to help children develop a positive attitude. It is carried out in ways that encourage the children to learn self-control, assume responsibility for their own actions, and make good choices.

Some of the practices used by the staff are: supervision, guidance, modeling, speaking quietly with the child, brief time out in the classroom, and, redirection to another activity. The child will be made aware of the relationship between the act and the consequence in a positive way. Time out from the group as a means of helping the child gain self-control will be for periods not to exceed in minutes the age of the child per occurrence.

Teachers inform the parents of particular behavioral concerns. Consistency and cooperation between parents and the school help the child develop a healthy social behavior.

Emergency

If a child becomes sick or is injured at school, every effort is made to notify parents immediately. It is essential that the office has current home, cell phone and work telephone numbers, and home address. All emergency forms must be completed in their entirety, including a contact person in the parents' absence.

Building

The school conforms to all fire regulations as designated by the State Fire Inspector.

Fire evacuation routes are posted in the classrooms and throughout the school. Teachers instruct the children and practice how to leave the school building in an emergency. Fire and tornado drills are conducted on a regular basis.

The Grotto

There is a beautiful Lourdes Grotto in the backyard of the school. It is used for prayer, reflection and the annual May Crowning. Gifts of \$200.00 or more will be noted with garden pavers inscribed with the names of special loved ones, living or deceased, for any occasion. The stones are placed in the walkway of the grotto.

Illness/Fever Policy

If a child is sick, do not send him/her to school. The school has the responsibility to send home any student showing symptoms of a communicable disease after the parents/guardians have been contacted.

A child will be sent home from school when: a fever of 100 degrees or higher is recorded, a child has vomited or had diarrhea. The child may return to school only after being fever-free for 24 hours without the use of a fever suppressant medication or 24 hours after vomiting and diarrhea cease.

Cooperation with this policy by both parent and the school will help prevent the spread of virus and disease. The school reserves the right to request certification in writing by a physician attesting to the student's noninfectious condition.

Licenses/Inspections

Sacred Heart Villa is registered as a License-Exempt/Inspected Child Care Facility by the State of Missouri Department of Health and Senior Services Bureau of Child Care. A copy of the Missouri Statutes for License-Exempt/ Inspected Child Care Facilities is available in the Director's office.

The Villa complies with the State of Missouri and City of St. Louis fire, safety, health, and sanitation requirements. Reports from the annual inspections are filed in the director's office and available to parents upon request.

Meals

A yearly menu is published and distributed to parents at the beginning of the school year. The menu follows the federal and state nutrition guidelines.

Parents should notify the director in writing of any specific food allergies or dietary needs. All children will be given milk to drink unless parents provide a doctor's note stating that the child is allergic to milk.

Breakfast: Children need a good breakfast before coming to school. If a child brings breakfast to school, all edibles are to be placed in a disposable bag. Lunch boxes, thermos bottles, or plastic containers are discouraged.

Lunch: The children receive a hot, wholesome lunch daily. Pre-K has lunch at 10:40 a.m.; Nursery at 11:30 a.m.; Kdgn. at 12:10 p.m.

Snacks: Nursery and Kdgn. students have a snack each morning and all students have an afternoon snack following the rest/activity time.

Medication

Sacred Heart Villa follows the guidelines for administration of medication as defined by the St. Louis Archdiocese.

Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school and bedtime).

1. The school will not administer the first dose of any medication.
2. An emergency authorization form must be on file at the school listing the name of the student's physician and phone numbers.
3. Physician orders should detail:
 - a. the full name of the student
 - b. the name of the medication and
 - c. dosage and route
 - d. time interval the medication is to be given
 - e. diagnosis or reason for medication

4. Prescription information must be brought to school by an adult in the original container as dispensed by the pharmacy.

5. Written consent of the parent/guardian for the school to administer the medication will be required. The school will also request permission from the parent to contact the physician regarding the medication administration.

6. A record will be maintained of all medication given. It will include the student's name, date, time of administration and initials/name of the person administering it.

7. Changes in the dose or timing of medication must originate from the physician. This note may be faxed or mailed to the school.

8. Upon return of the medication the parent/guardian will be required to sign an acknowledgement of the receipt of the medication.

Parent/Teacher Conferences

Parent/Teacher conferences may be scheduled twice a year. Kindergarten parents have scheduled conferences mid-year. At the request of the Director, teacher or parent, a conference may be scheduled at any time during the year.

Parent Participation

Parents are expected to attend the parent meetings scheduled for the year. These meetings are informative, educational, social, and spiritual in nature. Parents are also expected to attend the Fall/ Spring family picnic, the Spring shows, May Crowning, and graduation ceremonies when scheduled for their child's class. Parent help is needed for special events throughout the year.

Parents assist the staff in serving the all-school Thanksgiving lunch. The Spring Barbecue, held on a weekend in April, is the annual fundraiser for capital improvements to the facility. All parents are expected to volunteer for the event and sell dinner tickets. Parents who are unable to participate will be assessed.

Safe Environment

Sacred Heart Villa is in compliance with the requirements of the Archdiocesan Safe Environment Program. All parents are required to comply with the program for the protection of all our children. Parents must attend a one-time session of “Protecting God’s Children,” complete a criminal record check from the Family Care Safety Registry and commit to the Code of Ethical Conduct for Clergy, Employees, and Volunteers working with Minors in the Archdiocese.

STEP Program

All parents of new students at Sacred Heart Villa are required to attend parenting classes on four Tuesday evenings in October. Early Childhood STEP or Systematic Training for Effective Parenting of Children under six is published by American Guidance Service (AGS). Early Childhood STEP presents developmental information, teaches the skills that parents, teachers, and caregivers need to foster courage and cooperation in young children—right from the start. By understanding children’s needs and abilities and applying appropriate parenting skills early, parents set the stage for future healthy family relationships. STEP helps parents learn effective ways to relate to their child. The specific dates and times for these parent nights are given at the beginning of the new school year. All parents are invited to attend, but for parents of new students it is a must!

Supplies and Toys

All children are supplied with books, paper, pencils, scissors, crayons etc. for their daily work/learning. On occasion parents may be asked to send in something extra for a party, art or special project.

Each child is asked to bring in a box of tissues four times a year: September, November, January and April. Please bring the tissues to the office during the first week of the month, and leave a note at the office.

For the sake of good order, children are not to bring their personal toys, games, stuffed animals, dolls, cars, or trucks to

school. A variety of materials are available for their use. There are two exceptions: Show & Tell Time— the teacher will notify you; Nursery and Pre-K may bring a small stuffed animal for naptime. Nap toys should not make sounds. Please make sure all items are clearly marked with the child's name.

Tuition and Fees

Annual tuition and registration fees for the 2009-2010 school year are as follows:

	Annual Tuition	Registration/ Non-refundable Book Fees
Kindergarten	\$5949	\$130
5 Day Preschool	\$5949	\$115
4 Day Preschool	\$5076	\$115
3 Day (Nursery)	\$4089	\$115

Tuition is paid through an account with Regions Bank. Families may choose between two payment methods: direct debit from a family bank account, or check mailed directly to the bank.

Families may choose from three payment options:

Annually on August 15

Semi-annually on August 15 and November 15

Monthly on the 15th of the month from August through April.

All tuition and fees must be paid before a child leaves Sacred Heart Villa.

Part of all of your tuition paid may be eligible for a dependent care flexible spending account and /or the childcare tax credit. Please consult your tax advisor for the IRS rules pertaining to child care expenses. You may obtain Sacred Heart Villa's federal tax identification number at the office.

Past Due Policy and Procedures

1. All tuition accounts are due on the 15th of each month. Late fees of 1% shall be applied to all accounts past due two weeks or more.

2. A past due notice will be issued for accounts 30 days past due.

3. If an account remains delinquent for 45 days from the date tuition was first due, and the responsible persons for tuition have not contacted Sister Jude Ruggeri, the Director of Mission Advancement, to establish an alternate payment plan, the person(s) responsible for making tuition payments will be notified that their child(ren) may no longer be able to attend Sacred Heart Villa.

If a child is removed or withdrawn from Sacred Heart Villa and tuition and fees remain unpaid, Sacred Heart Villa reserves the right to fill any open positions(s) with new student(s) who may be on the waiting list. There is no guarantee of readmission or that a position will remain open following the removal or withdrawal of a child from Sacred Heart Villa.

Financial Hardship

Sacred Heart Villa understands that there can be financial hardships in every family especially in a volatile economy. Consequently, in situations involving financial hardship, Sacred Heart Villa will make every attempt to work with a family and establish an alternate payment plan, provided the person(s) responsible for making tuition payments contacts Sister Jude Ruggeri, the Director of Mission Advancement to discuss their particular situation. Each circumstance and financial hardship situation will be handled individually and with the utmost confidentiality.

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