

Saint Patrick  
Early Childhood Center

1401 N.E. 42<sup>nd</sup> Terrace  
Kansas City, MO 64116  
Phone: (816) 453-0971  
Center Office: ext. 116  
Center Hallway: ext. 119  
[www.stpatrickkc.com](http://www.stpatrickkc.com)

Hours of operation:  
Full Day Program: 6:30 am – 6:00 pm  
Morning Program: 7:50 am – 11:50 am

Enrolling children ages

## 2 through 5 years

### **Mission**

The mission of St. Patrick Early Childhood Center is to provide care within a safe Christian environment, emphasizing academic growth and development. Through the presence of Jesus Christ, our community celebrates the uniqueness of each child and their family.

### **Goals**

- Create an environment which encourages faith formation
- Familiarize students with Catholic practices, symbols and prayer
- Provide daily teacher/child interaction in an academic setting
- Provide age-appropriate learning activities
- Maintain safe and healthy environment
- Encourage effective communication between parents and staff
- Provide a qualified and caring staff

### **Vision**

As a ministry of the parish and in connection with the school, the Early Childhood Center's vision is:

provide a positive learning experience in collaboration with the families;  
offer meaningful spiritual opportunities;  
prepare students for school readiness according to best practice within industry standards.

## **CENTER POLICIES AND GUIDELINES**

### ***Admission***

Our Center welcomes all families who wish to enroll their child in our Program. Our Center admits students who are between the ages of 2-5 years old. Students enrolling in the 2 year old class must be 2 years old by August 1.

Our Center follows the admissions policies of the Diocese of Kansas City-St. Joseph. Students will be accepted for admission in the following order of priority:

1. Children of St. Patrick parishioners who participate actively in the parish community.
2. Children from families new to our parish who were enrolled in a Catholic school at their previous address.
3. Children of families registered in another Catholic parish.
4. All other children including those from non-Catholic families.
5. There will be a 60 day probationary period for new children. At the end of the probationary period, a determination will be made by the coordinator and teachers to assess whether or not the child will continue and if the child's needs have been met.

### ***Registration Policy***

To register a student, parents are to complete a registration form and pay the yearly registration fee. The registration fee must be paid in full prior to the student's first day of attendance. The registration fee is non-refundable.

### ***Enrollment Procedures***

Parents are to complete and return the following forms by the first day of attendance:

Emergency Form  
Family Agreement Form  
Payment Contract

In addition, a copy of the student's immunization records must be on file by the first day of attendance.

### ***Emergency Information***

The Emergency Form is to be completed and returned by the first day of attendance. This form is retained in the Center office and in each classroom for reference in the case of an emergency. It is absolutely necessary that the information on this form be complete, accurate and current. Please notify the office of any changes that may occur.

### ***Arrival and Dismissal/ Departure Procedures***

Full Day Program students: upon arrival, parents are to take their student to their classroom and then sign their child in using the “sign-in/out binder” located at the sign-in desk.

At departure time, parents are to enter the building and sign their student out using the sign in/out binder

Morning Program students: upon arrival, parents are to take their student to their classroom. Parents do not need to sign their child in, as their child’s teacher records attendance separately.

At departure time, (11:50 am) students will be dismissed from the lower level parking lot. Parents are to park their cars in a circle formation. Staff will escort students to their vehicles. Please see the diagram on the last page of the handbook for more details.

In the event that someone other than the student’s parent will be picking them up, parents are to notify the director and/or teacher with this person’s name. Identification will then be checked.

### ***Attendance***

On the occasion that a student will be absent due to illness or vacation, parents are to call the Center and notify the Director, who will then notify the student’s teacher. Please call prior to 9:00 am. If you receive the answering machine, please leave a message.

### ***Parking Lot***

For the safety of all, please drive safely, slowly and cautiously when entering and exiting our church and school parking lot. Be mindful that the lower level parking lot is used for recess throughout the day by students in both the school and early childhood center.

### ***Session and Class Size***

Our Center's programs are in session Monday through Friday. Parents may choose to enroll their student in the year-round program or the August through May Program.

To enroll in the 2-3 year old class, the student must be 2 years old by August 1<sup>st</sup>. No bottle or pacifier may be brought in. Students do not need to be potty trained to enroll. The ratio of students to teacher for this class is 8:1

To enroll in the 3-4 year old Pre School class, the student must be 3 years old by August 1<sup>st</sup> and must be completely potty trained. The ratio of students to teacher for this class is 10:1.

To enroll in the 4-5 year old Pre Kindergarten class, the student must be 4 years old by August 1<sup>st</sup>. The ratio of students to teacher for this class is 10:1.

### ***Supplies***

Through the payment of the registration fee, most all supplies are purchased by the Center. This includes art supplies, Kleenex, etc.

All students do need to bring the following:

A complete change of clothes to be kept on hand at the Center at all times (pants, shirt, underwear and socks);

A bedroll and lightweight blanket (for full day students)

For students in the 2-3 year old class: diapers, wipes, Pull-ups, etc.

### ***Dress***

Students should come to school in clothes that are comfortable, easy to move in and that launder easily. Please keep in mind that the students will be experimenting with various art mediums (tempera paint, water colors, glue, play-doh, markers, etc) so students are discouraged from wearing their “Sunday best”. Additionally, students go outside almost everyday for outside play time and therefore should come dressed for the weather. Due to the composition of our playground (wood chips), the best choice for foot wear is tennis shoes.

### ***Meals and Snacks***

**Breakfast:** our Center does not provide breakfast and it is best if the students eat breakfast prior to arrival. However, students may bring in their own “easy to eat” breakfast until 8:00 am.

**Snacks:** our Center offers a morning snack (@ 9:15 am) and an afternoon snack (@ 3:15 pm).

The morning snack is provided by the families. Each student will receive a monthly snack calendar which will notify the family of their student’s assigned day to bring snack for their class.

The afternoon snack is provided by the Center.

**Lunch:** our Center provides a hot lunch for students attending the full day program. The lunch is prepared and served by the school lunch program. The cost for the lunch is included in the weekly fee that each family pays. A monthly calendar will be sent home with each student listing the daily lunches. Lunches meet the Diocesan Wellness Guidelines for nutrition.

**Note:** when St. Patrick School is not in session and the Center **is** in session, students will need to bring a lunch and drink from home. Parents will receive reminder notes when these days occur.

### ***Payment Policy***

For those families who have a student enrolled in the morning Early Childhood program, the monthly fee is due by the 1st of each month.

For those families who have a child enrolled in the full day program, fees are due at the beginning of each week.

Payment can be made by check, cash, money order, or through auto bill pay through your bank. When doing auto bill pay, have the payment mailed to: St. Patrick ECC 1401 NE 42<sup>nd</sup> Terrace KCMO 64116.

If a payment is returned for insufficient funds, a \$25.00 fee will be charged. If a check is returned twice, payment must then be made in cash or by money order.

If fees are consistently late or unpaid, the student will not be allowed to attend the program until the account is paid in full.

Fees are based on the total projected costs for the year. While a family is enrolled, they are responsible for paying the regular fee payment regardless of absences, holidays or vacations.

### **Snow Days**

The Center will be closed for snow days when St. Patrick School is closed. Please follow KMBC Channel 9 for this listing: **St. Patrick School—KC North**. In addition, the closing will be posted on the school website and on the school phone message. Please make alternate arrangements for the care of your child in the event a snow day is called. In regards to fees, a credit is given to those families enrolled in the **full day program** if the snow day occurs on a student's regularly scheduled attendance day.

### **Emergency Dismissal**

In the event of fire, flood, electrical failure or treacherous weather, the Center will close. Parents will be notified and arrangements should be made for picking up their child.

### **Crisis Plan**

A crisis plan for emergency evacuation is in place. In the event of an emergency evacuation, students will be escorted to St. Pius X High School. Parents will be contacted to pick their child up from that location.

### **Emergency Drill**

The Center conducts the following emergency drills on a regular basis: fire, tornado, earthquake and shelter in place.

### **Legal Rights**

If a student's parents are divorced or separated, the Center presumes that both parents have access to the child unless legal documentation to the contrary is provided. A copy of any legal document pertaining to sole custody by one parent must be on file in the Center Office.

### **Insurance**

Our School and Center carries Student Accident Insurance in the event a child is injured on the premises. To utilize this insurance, a family must first file a claim with their own insurance company.

### **Allergies**

Any allergy (food or otherwise) is to be listed on the student's Emergency Form. For full day program families-- please notify your child's teacher when a substitution needs to be made for lunch.

### **Birthdays**

Students are encouraged to celebrate their birthday with their class by bringing treats to share. This can include food and/or party favors. Please make arrangements with your child's teacher prior to date.

### **Birthday Invitations**

The rule for distributing birthday invitations is as follows: Invitations are given to ALL students in the class OR to all girls if it is a girl's birthday OR to all boys if it is a boy's birthday. If there is a plan that does not follow the above description, then the invitations may not be given out at school.

### **Holiday Parties**

The Center holds parties on these holidays: Halloween, Christmas and Valentine's Day. Parents will be asked to provide snacks for these events.

### **Field Trips**

Throughout the year, age appropriate field trips will be scheduled for students in the pre school and pre kindergarten classes. Any cost for the field trip and/or transportation will be paid by the student's parents. Prior notice will be given and permission slips will be required. Parents are encouraged to attend and assist the teacher.

### **Communication**

Classroom teachers issue a weekly classroom newsletter. For families enrolled in the full day program, their student receives a "daily note" detailing their day—snacks, lunch and naptime. The Center issues a bi-monthly newsletter which includes information about upcoming events and special notices. As the occasion arises, school and parish notes, memos and letters will be distributed.

### **Visitors**

We are eager to share with parents, grandparents and guardians the activities and projects of our students. Please contact your child's teacher and the Center Office prior to visiting in order to schedule a visit that will not interfere with the instructional schedule. Interruptions during class time must be kept to a minimum to ensure quality education.

### **Discipline**

All children entering St. Patrick's programs will be on a 60 day trial period. Any undesirable behavior such as biting, hitting, kicking and destruction of property will be stopped immediately and documented. Inappropriate language and disruptive talking will not be tolerated.

Staff use a positive approach through guidance and re-direction. At times, a time-out approach will be used as well as loss of privilege.

If an undesirable behavior continues, a conference with the parents will be held. Our Program reserves the right to dismiss a child for consistent, inappropriate behavior or if we feel we have not met the family or child's needs. Liability for the acts of the child while under the care of the school is the parents' responsibility.

### **Outdoor Play**

Students will have 2 or more opportunities each day to enjoy playtime outside. The only exception would be during extreme weather conditions. Such examples of extreme weather conditions would include when temperatures rise above 95 degrees or fall below 25 degrees. All students should come dressed for the weather conditions of the day.

### **Items from Home**

Students are not to bring toys or other items from home to school. The exception would be if the item relates to the learning theme of the week or the letter of the week. In such cases, prior permission from the teacher must be given.

### **Cell Phone Usage**

It is kindly requested that upon the drop off or pick up of students, that all adults refrain from using their cell phone.

### **Illness Policy**

If a child becomes ill at school, parents will be contacted to pick their child up. If parents can not be reached, the emergency contacts listed on the Emergency Form will be called. Sick students should be picked up within 1 hour of notification. Parents are to notify the Center if their child contacts a contagious disease.

For more information, please refer to the additional "Illness Policy" section located on the following 4 pages.

### **Harassment/Bullying Policy**

Children enrolled in the Early Childhood Center are at an impressionable stage in their development.

Our role as educators is to use those teachable moments to instruct the children in correct behavior and to live like Jesus.

Through gentle reminders and positive Christian role modeling, students will be re-directed as to refrain from harassing and/or bullying any individual, not only in our Center but in their life away from the Center.

If such behavior continues after instruction at school, a meeting will be set with the student's parents/guardians. From the meeting, a realistic plan to aid the student in positive behavior will be developed.

A continuation of documentation will aid in showing progress and improvement. In the event that a positive outcome does not result, further discussion will take place in regards to the student's continued attendance at the Center/