



**CATHEDRAL PRESCHOOL**  
**PARENT HANDBOOK**  
**2025 - 2026**

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## **PARENT'S PRAYER**

Loving God,

You are the Giver of all we possess, the Source of all our blessings.

Thank You for the gift of our children.

May they come to know You.

Help them to grow in faith, hope, and love,  
so they may know peace and goodness.

Teach me to listen patiently to what they have to say  
and to answer all their questions kindly.

Keep me from interrupting them or contradicting them.

Make me as courteous to them as I would have them be to me.

Let me not rob them of the opportunity to wait on themselves and to make decisions.

Help me to set boundaries for them, yet encourage them to explore.

Empower me with the generosity to grant them all their reasonable requests,  
and the courage to deny them privileges I know will do them harm.

Make me fair, just and kind.

Guide me hour by hour,

that I might demonstrate, by all I say and do, that honesty produces happiness.

And fit me, O Lord, to be loved, respected and imitated by my children.

Amen.

## **PHILOSOPHY AND GOALS**

Cathedral Preschool is one of many ministries offered to the people of this community by St. Stephen Cathedral Parish. Our goal is to complement you in your role as Christian parents, as you nurture your child's growth and introduce them to their heritage as sons and daughters of God.

### **A Well-Rounded Approach**

Our program is designed to stimulate growth and learning in all areas, because they are all interrelated - physical, spiritual, social, emotional, and intellectual. Young children learn through "hands-on" activities, many of which are perceived as "play" through the eyes of adults. Children do not need to be forced to learn. They are motivated by their natural curiosity and desire to make sense of their world, and they retain that which is useful and meaningful.

### **A Child in God's Family**

A sense of God develops along with a child's understanding of self, and discovery of order in the world. They have a natural wonder of God and His creation. In a loving atmosphere of security and trust, our school can show the child through carefully planned activities and experiences that he/she is special, not only in their own family, but in God's family (the community) as well. In this way, preschool helps a child's transition from their sheltered world at home to the wider world at school.

### **Developmentally Appropriate**

Research indicates that the best years of a child's "learning life" occur before age six. Their intelligence grows as much in the first four years of life as in the next thirteen. Preschool can enhance this early learning, but it is only a beginning. It is more important to nurture curiosity and a love of learning than to put them on a diet of facts that they are not ready to assimilate. Each child is a unique person who is unfolding and developing at his/her own rate. The goal of our preschool is to help children experience success at their own individual level of ability and development, to feel loved and respected, and through this, gain a positive self-image.

### **What It All Comes Down To**

We view our most important accomplishment is to help your child to be a happy child who is excited about life and learning, and who is eager to come to school. Therefore, we aim to give each child time to grow, time to learn and, above all, time to be a child.

## **AGE REQUIREMENT AND ENROLLMENT POLICY**

We cherish the opportunity to work with you and your child. We assure you of our sincerest efforts on his/her behalf at all times. Cathedral Preschool is open to any child regardless of religion, race, creed, or ethnic background. Cathedral Preschool is licensed to operate by the Kentucky Cabinet for Health and Family Services, Department for Community Based Service, Division of Regulated Child Care.

Children enrolled at Cathedral Preschool must be toilet trained and be capable of taking reasonable care of their own hygienic needs. To qualify for any of our programs, the child must be the corresponding age by August 1 of the year of entry. Example: To qualify for the four-year-old program, a child must have attained the age of four years by August 1 of the year of entry.

## **CLASS SIZES AND STAFF-TO-CHILD RATIOS**

By design, Cathedral Preschool's classrooms are limited to provide a better staff-to-child ratio than those recommended by both the Kentucky Cabinet for Health and Family Services (KCHFS) and the National Association for the Education of Young Children (NAEYC). Our 3-year-old classrooms are limited to 12 students, and our 4- and 5-year-old classrooms are limited to 17 students. Each class has one lead teacher and one assistant teacher assigned to it for the morning preschool portion of the day.

KCHFS, NAEYC and Cathedral Staff-to-Child Ratio Comparison:

<b>Age</b>	<b>KCHFS</b>	<b>NAEYC</b>	<b>Cathedral</b>
3-4	1:12 max class size 24	1:10 max class size 20	2:12 max class size 12
4-5	1:14 max class size 28	1:10 max class size 20	2:17 max class size 17
5-6	1:15 max class size 30	1:12 max class size 24	2:17 max class size 17

Our WrapAround classrooms are capped at 12 students each. As a policy, we maintain the NAEYC recommended staff-to-child ratio as our baseline. Even so, these rooms have one lead teacher and one assistant teacher assigned, so the prevailing ratio is 2:12. As the afternoon progresses and children are picked up by parents, thus reducing the number of children present, the lead teacher leaves and the assistant teacher assumes lead responsibilities. A floater is available to assist, or classes and teachers combine when the student population falls within recommended ratios.

WrapAround Staff-to-Child Ratio Comparison:

Age	KCHFS	NAEYC	Cathedral
3-5	1:12 max class size 24	1:10 max class size 20	1:10 max class size 20

## **STAFF**

The teachers at Cathedral Preschool are exceptionally dedicated early childhood specialists. Lead teachers have college degrees, early childhood development associate (CDA) certification, or are working toward a CDA. Our staff is required to keep abreast of professional developments and current early childhood research. All staff must receive a minimum of fifteen hours of continuing education per year and all are certified or trained in pediatric CPR, first aid, and TLC.

## **CURRICULUM & DEVELOPMENT CENTERS**

Our program is designed to provide for the spiritual, intellectual, social, physical, and emotional development of your child, as it fits into your role as their first teacher. It also provides a strong academic preparation for kindergarten. We have carefully selected two research-based curricula to achieve our goal of preparing each child for kindergarten: **Creative Curriculum** for 3-year-old students, and **LiteraSci** for 4- and 5-year-old students. Also, teachers incorporate elements of the **Minds in Motion** program throughout the day, which is used to improve balance, core strength, and coordination. These activities are designed to support your child's physiological and academic development. Students enrolled in Wraparound Care take part in a program called **Second Step**, which focuses on social emotional learning (SEL).

The spiritual development of your child is met through daily prayer, as well as a weekly Christian faith enrichment program called **God's Time**, which provides an age-appropriate introduction to God's great love for us.



All learning takes place through experience. During the day, the children participate in large and small group activities, and enjoy time working with other children or alone in centers around the classroom. Materials are provided so that the child can manipulate, explore, create, experiment, and discover. The children are free to move from place to place as their interests change. This encourages choice-making and responsibility while sharing the classroom resources.

## **DEVELOPMENTAL SCREENINGS**

All Cathedral Preschool students are screened within 90 days of enrollment and again in late April, using the Brigance Early Childhood Screen III. Results and referrals to area service providers, when necessary, are shared with parents within 30 days of the screening.

In addition, speech and language screenings are conducted within the first 90 days of enrollment by licensed speech-language pathologists (Reffitt Rehabilitation). Screening results are shared with parents within two weeks, along with recommendations for more in-depth evaluation if needed. After further evaluation, depending on the child's specific needs, families are presented with options for speech therapy and referrals to area providers. If desired, speech therapy can be provided by Reffitt Rehab during the school day at Cathedral.

## **SPECIAL NEEDS SERVICES**

Cathedral Preschool supports children with special needs and their families. Administrators and teachers will meet with the family to discuss their child's special needs to ensure that an Individual Education Plan (IEP) is followed for the child. We are committed to helping parents find resources available within the community for those special needs that we are not equipped to provide.

## **PARENT/TEACHER COMMUNICATION & CONFERENCES**

Open, trusted, and frequent opportunities for parent/teacher communication are essential. To that end, Cathedral Preschool offers several avenues for communication: parent/teacher conferences, monthly class newsletter and calendar, and direct messaging available through the Brightwheel App.

### **Conferences**

Two formal parent/teacher conferences are normally offered during the year. Should the need arise, a special conference may be scheduled anytime at the request of either the parents or teacher. Periodic reminders about this option will be sent to you throughout the school year.

## **Monthly Class Newsletter and Calendar**

Each month a classroom newsletter and calendar will be sent by your teacher to acquaint you with the upcoming study units, special events, classroom happenings, and highlights of the month. These will be shared with you online through Brightwheel. Each class newsletter and calendar is also posted in the front hallway of the school.

## **Regular School-wide Newsletter**

School-wide parent updates are distributed on a regular basis, to cover events and topics that apply to the entire school.

## **Brightwheel Messaging**

For as-needed communication with your child's teacher, we encourage you to utilize the direct messaging tool within Brightwheel. This messaging tool can be seen by your child's teacher, assistant teacher, wraparound assistant, and administrative staff. It cannot be seen by other parents. It does help to address the person by name at the beginning of the message (for instance, if it is a question for the lead teacher specifically, please use her name.)

Please refrain from contacting teachers via their personal cell phone numbers, as they will be using Brightwheel to manage their classroom-related information flow.

And while we all appreciate the ability of online communication methods to allow instant access to virtually any information we need in the world, we also encourage parents to respect the personal time that each teacher needs each day when not at school. Please avoid messaging teachers after 5 p.m. or before school, unless it is a necessity, so that they can focus on their own families.

## **Admin/Parent Brightwheel Messaging**

If you have any concerns or issues that you want to communicate directly to either the Director or Assistant Director, there is a feature in Brightwheel messaging that allows for this, which will only be visible to you and the Office.

## **Matters of Concern**

If you have questions or feel disturbed by something your child has told you, please contact the teacher to discuss your concerns. We cannot help with a problem unless we know about it. Please keep communication open so misunderstandings can be corrected before they get out of hand.

## Privacy

All information concerning children, their parents, relatives or guardians shall be kept in strict confidence by the staff, except for sharing information with individuals who are personally or professionally responsible for the well-being of the child.

In addition to the above avenues for communication, the Cathedral Preschool office can be reached via telephone (270-926-1652) and email ([cathedral.preschool@sscobo.org](mailto:cathedral.preschool@sscobo.org)). The school also maintains a public presence on Facebook and on its website, [www.cathedralpreschool.com](http://www.cathedralpreschool.com).

## YOUR CHILD'S VITAL INFORMATION

So that we are prepared for an emergency, current and accurate health and contact information on each child must be shared with the preschool as soon as possible. Such information includes changes of address or telephone numbers (home or work numbers), medical/allergy changes, or authorized pickup contacts. We must have at least two emergency contacts listed for your child. Please send the name, mobile number and/or email of each contact to the office via Brightwheel, so that we can add them to your child's profile.

In custody situations with divorced parents, please notify the school of any non-custodial parent restrictions we must observe. In the absence of a court order to the contrary, we shall provide the non-custodial parent with access to the academic records and other school-related information regarding the child if requested. Unless we know about non-custodial restrictions, we cannot observe them.

## CLOTHING AND ITEMS BROUGHT TO SCHOOL

### **"Just-In-Case" Clothes**

Kids sometimes get dirty, wet, or soiled at school and need a change of clothes. Parents will be provided with a plastic storage bag at Parent Orientation to return to school at the beginning of the school year, with long pants, shirt, underwear, and socks to be kept on hand for your child, "just-in-case." This will be used if accidents occur. Soiled clothes will be sent home in a bag. Please send replacements for any items used on the **next school day with a note stating "just-in-case clothes"** so that teachers can readily identify and restock your child's storage bag. If your child does not have any "just in case" clothes at school, we will provide needed clothing (which you can keep) and a \$5 charge per item will be added to your Brightwheel account to cover the cost. All clothing kept at school in your child's storage bag will be returned at the end of the school year.

## **Play Clothing Encouraged**

Your child's school clothes should be comfortable, washable and easily manipulated by the child. Please do not dress your child in "dressy" clothes which require him/her "to be careful" if he/she plays outside. All articles of clothing which can be removed, especially coats and sweaters, must be clearly marked and easily identified by the child. Please keep in mind that our playground has mulch and things to climb on, so sandals and Crocs can trap mulch, and heels can be difficult when negotiating the rock wall and ladders.

## **School Bags**

Each new student will be provided with a Cathedral Preschool tote bag. The handles and zipper-free top opening are especially helpful in encouraging responsibility and independence. Students should bring their school bag with them each day. Please do not attach hand sanitizer or other small trinkets to your child's school bag, as this becomes an unnecessary classroom distraction during the dismissal process.

## **Toys**

Toys should not be brought to school, as they can easily be lost among the school's toys. The only exception is on special "Show and Tell" days. Items brought for those days should not be or resemble weapons or violent toys in any way. The teacher reserves the right to determine the appropriateness of the toy.

## **Lost Items**

Any lost articles should be promptly reported to facilitate recovery; however, the school will not be responsible for lost items. Please label items with your child's name when possible.

## **ARRIVAL**

Parents may check their students in as early as 7:45 a.m., and students will go to their classrooms, where they will be supervised by their teacher and/or assistant while others arrive for the day. Our school day begins at 8:00 a.m.

It should be noted that while most classes' "morning meetings" do not begin until 8:15, important table work is being completed by the children during the morning arrival window, and if a child is consistently late, he or she will be missing out on this learning time. Therefore, **all children need to arrive no later than 8:05.**

Parents may choose from two options for morning arrival: you may walk up to the main entrance of the school, located at the top of the exterior stairs on the south side of the

McRaith Center (labelled “Door #4), or you may drive up to the southwest corner entrance of the McRaith Center (labelled “Door #5), where your child can exit your vehicle and enter the building directly from there.

Whichever option you use, you will also need to use Brightwheel to check in your student, explained below (“Student Check-In Procedure”).

## **Walking Your Child In**

If you choose to walk your child in each day, you should only use the main entrance to the preschool. There will be other Diocesan employees walking to the building where Drive-Up Arrival takes place, but we want to minimize excessive foot traffic at that entrance. Please drive with vigilance in regard to other children and adults walking in the parking lot, and park your vehicle in marked, non-handicap parking spaces only.

The parent or other adult escort will accompany the child into the school. The adult bringing the child to school is responsible for the child's safety while crossing the parking lot. Please hold hands if possible and do not allow your child to run ahead of you. Please also encourage your child to carry their own school bag while walking in. If you and your child find yourselves waiting in line to enter the building, we ask that children not play on the playground.

The parent or other adult escort will bring the child just inside the school entrance and follow Brightwheel check-in steps explained below (“Check-In Procedure”). Parents may walk the child to their classroom.

## **Drive-Up Arrival**

Many families have younger siblings in the car when bringing students to school, or grandparents with not-so-new knees who are taking care of school transportation. For these families, walking to the entrance can be quite burdensome. The option for drive-up “drop off” is available for you. To do so, form a line with the driver’s side closest to the building, at the southwest entrance of the McRaith Center (Door #5). A staff member will be at the door to greet you, assist with check-in, and direct your child up the stairs to their classroom. As you exit, please drive with vigilance in regard to other children and adults walking in the parking lot: some Diocesan employees will be walking to Door #5 during this time, and many other families will be crossing your path as they walk to Door #4.

## Check-In Procedure

The check-in procedure has four steps in Brightwheel: scanning a QR code, selecting your child to check-in, and then entering your personal PIN number and signing your name.

The QR code for checking in and out in Brightwheel, will be displayed on the wall as you enter the building when walking your child in, or on a sign as you pull up to the Drive-Up entrance.

After scanning the QR code, Brightwheel will prompt you for your personal 4-digit PIN number. This can be found in your profile within Brightwheel, and you are able to edit this to a number you can more easily remember if you like. All authorized pickup contacts in Brightwheel will have **their own** PIN code. You should not use someone else's code, even if it is your spouse or parent: the reason for the codes (as well as legible signatures) is for documenting safe transitions in accordance with state licensure requirements.

## Early Arrival Option

New for this school year, parents have the option to sign up for early arrival for their child, from 7:15 a.m. to 7:45 a.m., for an additional fee. For staff-to-child ratio purposes, registration is required for early arrival; to do so, please contact the office. Only those children and parents registered for early arrival will be able to enter the school before 7:45 a.m.

Check-in is slightly different for early arrival – no drive-up drop-off is available during this time. Parents or authorized escorts must walk the child in through the main entrance and check them in via Brightwheel there. Please select the Early Arrival room for check-in instead of the class they will move to at school time. Your help with these details helps us ensure we are staying in ratio and Safe Environment compliant at all times.

## Late Arrival

Everyone runs late from time to time, but it is a disruption to the rest of the class if a child is consistently late. If a child arrives later than 8:10, parents will need to check the child in at the entrance hallway and have a staff member walk the child from there to the classroom.

If a child is in the WrapAround program and is running late, please note that they cannot attend just for the WrapAround portion of the day, nor are they allowed to arrive any

more than 90 minutes late for morning preschool, unless in special circumstances and with prior arrangement.

## **DISMISSAL**

### **Preschool-Only Dismissal Times**

For preschool-only students, we will start loading children into cars at the following times:

Osowicz, Ackerman, Weis & Roby	11:00 a.m.
Katchuk	12:00 p.m.

### **Preschool-Only Pick-Up Procedure**

#### **1.) Forming the Car Line**

For pickup of the preschool-only classes, we ask that you form a line by entering the alley immediately north of the McRaith Center from Locust Street. The line will circle the building around to the southwest entrance of the McRaith Center ("Door #5"), from which children will be delivered to each car. Please see the map provided in the Brightwheel documents section.

#### **2.) Name Card and Brightwheel Check-Out**

A pick-up display card will be provided for each student and given to parents at the beginning of the school year, which shows the teacher's last name and student's full name. We ask that at dismissal time, the parent or those authorized by the parents to pick up the child place the card in the driver's side front window, propped up for easy viewing (make sure it's not blocked from view by your side mirror or fallen back on the dash). Extra copies of the cards are available upon request.

Also somewhere along the line, a sign with the Brightwheel QR code will be displayed and we ask that you scan it and enter your PIN number for checkout. You will also be asked to provide a digital signature. Remember, use your own PIN number, and try to be legible.

#### **3.) Pulling Up to the Door**

As your car approaches the door, please pull forward to the fence just beyond Door #5 garden, and teachers will walk hand-in-hand with your child to load them into the backseat driver's side of the car. We will not secure your child into their car seat at that time and ask that you please pull forward out of the line of traffic – into a parking spot, ideally – before securing your child in their car seat. Let's try to keep the line moving!

Wraparound-specific pickup/checkout notes are found in the section entitled "WrapAround Procedural Notes."

New for 2025-26, each week you will be sent a record of your child's arrival and dismissal times and signatures for review/approval. This weekly signature must be your full name, and it must be legible, to satisfy state regulations.

### **Changes to the Usual - Someone Else Picking Up**

All those authorized to pick up the child from school need to be entered into Brightwheel under the child's profile. If you would like to have a person added as an authorized pickup and need help from school to add the person, please just send us a message in Brightwheel and let us know the name, cell phone number and/or email address so that we may enter them into Brightwheel for you. Even if they don't intend to use their own phone or download the app, they will need their own 4-digit PIN code. Please do not give them your PIN code to use. If this person does not have Brightwheel on their phone, or doesn't have a phone, a staff member will assist them with checkout.

For preschool-only pickup, we ask that they also have a card to display with the teacher's last name and student's full name, similar to those we issue, so that we can identify cars and move the line along.

### **Changes to the Usual - Running Late**

It is important to arrive on time, because children learn by regularity. Many children become upset when parents are late. Please phone the school or message us in Brightwheel if you will be unavoidably delayed at dismissal so that we can reassure your child that you are coming. If a parent is a few minutes late, we will wait with the child at the usual door; however, if several minutes pass we will go back up to the preschool with the child and the person picking up will need to go to the main entrance of the preschool to check them out.

For preschool-only, excessive tardiness in picking up your child at dismissal time will be met with a \$25.00 late fee. Tardiness infringes on the staff's planning or lunch period, meetings, classes, appointments, and other family responsibilities after school.

### **Following Proper Pick-Up Procedure Ensures Safety**

We ask that you **do not walk up to the door** at dismissal time to pick up your child. Not only does this cause a distraction to the staff getting the children in proper order for pickup, but it also interferes with a safe transition of care for the children. If for some reason you cannot wait in the car line, call the office or message in Brightwheel ahead of time, prior to dismissal. Children dismissed early must be checked out at the main entrance of the preschool.



## Other Safety and Courtesy Notes

Sometimes it is easy to cut corners, and we all need to practice good discipline in observing the following safety and courtesy practices:

- Do not leave other children in the car without an adult, even if you are just running in quickly.
- Do not leave your car running, or leave your keys in the car (or leave your car unlocked for that matter) while you run in to the school building.
- **Do not hold the door open for a person you are not familiar with when entering the building.**
- Hold your child's hand in the parking lot – your child may want to “run ahead,” but there are plenty of distracted drivers who are not going to notice a little one on the loose.
- Use designated parking spots and leave handicap spaces available for those who have the proper hang tags.
- Do not block lanes in the parking lot (for instance, when buckling your child after dismissal) so that other cars in the parking lot may move freely. Use a parking space.
- Please refrain from talking on your cellphone unless absolutely necessary when arriving and leaving with your child. You need to be present to your child and his or her teachers during transition times.

## **SNACK TIME**

Time is provided within each daily schedule for a nutritious snack. Snack time is important for teaching and practicing table manners and social graces. We serve a variety of healthy snacks such as fresh fruits and vegetables, cheese cubes, whole grain cereal or crackers. On special occasions, such as a child's birthday, treats may be served (see “Birthday and Holiday Celebrations” section). We encourage each child to at least try the item being served, and do not offer alternative snacks when a child does not like a food item offered. Along with the snack, we offer 1% milk or water to drink.

If your child has any allergies, foods that your child is allergic to will not be served to him/her, and an alternate snack will be offered in its place. Teachers will carefully observe allergy information provided on each child's medical information card. You may wish to speak to your child's teacher about having snacks on hand that your child can eat at snack time.

Keep in mind that this school snack is meant to be a light snack and not a meal. Your child will want to have a good breakfast before coming to school. Also, please know

that while we understand that some children may not wish to eat certain foods, we do not serve alternate snacks sent from home based on any issue other than allergies/sensitivities.

## **BIRTHDAY AND HOLIDAY CELEBRATIONS**

The celebration of a child's birthday is a very special occasion. We invite every child to celebrate his/her birthday at school. For those birthdays occurring during the summer months, we celebrate half-birthdays. We suggest using your child's 3½, 4½, or 5½ year birthdate for this celebration. Birthdays are posted on our classroom calendar at the beginning of each month and are eagerly anticipated by all of the class. The birthday child will be given special recognition on this day (such as a birthday gift from teachers or a birthday hat). Your child's teacher will reach out to you with details regarding your child's birthday celebration.

### **Birthday Snacks**

The school provides the snack unless the parents wish to donate a special snack for this celebration. By state regulations **we cannot serve 'homemade' items** for snack, but you are welcome to send in treats purchased from a grocery, deli or bakery. The treat needs to list **enriched flour or a whole grain as the first ingredient**. Cakes and cupcakes are popular, but it has been our experience that many children do not eat all of it, and this expensive item is wasted. Mini-cupcakes, mini-muffins, or donut holes can be a good size for our little ones. We can serve 1% milk or water already at school, or you are welcome to send in **100% fruit juice**. To minimize germ sharing, leftover treats will be kept at school and not returned home with the student.

### **Invitations to Out-of-School Events**

Regarding invitations to birthday parties outside of school time: if you wish to deliver invitations while at preschool, we suggest that everyone in class is considered to receive an invitation, or at least every one of the same sex, to avoid any hurt feelings.

### **Holiday Party Days**

We have several Holiday Party Days throughout the school year, such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. To help with the festivities, we plan special snacks and activities and ask parents for donations. Signups are usually sent a week or so in advance of the party, and donations should be sent in on party day. If a child doesn't normally attend school on the day a class party is planned, they are invited to come for the preschool session to take part in the festivities.

## **WRAPAROUND PROCEDURAL NOTES**

Cathedral Preschool is now in its sixth year of providing an after-school program for our students whose parents need a childcare solution. We are committed to providing a loving and enjoyable environment for your child during Wraparound Care. The following are procedural notes that are specific to this 11:00 a.m. to 5:30 p.m. portion of the day.

### **Lunch**

Lunchtime is carefully regulated by the state, and it can be challenging for busy parents of picky eaters to comply with. Please understand that **we need parents' cooperation and attention to following these regulations, and habitual failure to do so may result in your child's removal from the Wraparound program.**

#### **1.) Required components**

According to state regulations, the lunch you send in for your child must include something from each of the following categories:

- milk (provided by the school)
- protein - ham, turkey, peanut butter, eggs, hard cheese, yogurt etc.  
(1 serving = 1.5 ounce equivalent)
- bread (serving = ½ ounce equivalent)
- 2 vegetables, or 1 fruit and 1 vegetable (1 serving = ¼ cup)

#### **2.) Hot & cold items**

Unfortunately, we are not able to heat things up for your child, so please make use of thermos-type containers if you want to send something warm. Also, because we are unable to provide refrigeration, please be sure to use ice packs for food that needs to remain cold.

#### **3.) Drinks**

Water and milk are provided by the school, so you do not need to send a drink. Any drink sent in besides milk or water must be 100% juice. *(100% juice counts as 1 serving of fruit.)* Kool-aid, flavor packs for water, Gatorade, juice boxes, etc., **cannot** be given to your child, even if you send it in.

#### **4.) Sweet treats**

A dessert or sweet may be brought. The child will only be permitted to open one sweet daily, and only after most of the lunch has been eaten.

## **5.) Regular check of components**

We will check your child's lunch daily to make sure it meets state regulations. If your child is missing one of the above items(s), you will receive a notice of deficiency. Habitually failing to meet lunch requirements could result in removal from the program, as it can directly result in the school receiving a deficiency from state inspectors.

## **6.) Send something they like**

Please make sure your child likes the lunch you send (easier said than done, for sure!) We have had a problem in the past with children not wanting to eat what was packed. We require that they eat a reasonable amount of what they bring. We will send home what your child has left so you will know what he/she is eating.

## **Nap/Rest Time**

### **1.) Quiet rest time required, not nap**

All Wraparound students are required by state regulations to rest for 2 hours. While your child is not required to sleep, they will be asked to remain on their mat for a period of rest or quiet activity, such as reading.

### **2.) Weekly washing of sheet and blanket = at home**

The fitted sheet and blanket that your child uses at school will be sent home at the end of each week so that you can launder them. Please remember to return these with your child on their next school day.

## **Early Checkout**

Children at this age do not have a well-developed sense of the passage of time, and changes to their regular routine can cause anxiety that impacts their entire day. Because of this, we ask that you try to establish a regular pattern for the time you pick up your child each day from Wraparound Care. It may be helpful to note the schedule considerations in the next section below.

Make your child's teacher aware of any early pickup plans and time beforehand, so that we can properly prepare and/or reassure the child. Please refrain from promising an early pickup to your child unless you are certain you can do so.

Unless you are picking your child up **before noon**, please always send a lunch with your child.

For **doctor's appointments** during the school day, you may bring your child back to school afterwards if the child has been fed lunch (if they are out during the class's lunchtime) and the child does not interrupt rest time for the other children. Please contact the school office if you have questions about a particular appointment scenario. We do not want to put an unnecessary hardship on parents who have no other choice but to schedule appointments during the school day, but we also know that children leaving and coming back can be disruptive for the rest of the class.

## **Schedule Considerations For Wraparound Pick-Up**

For parents picking up their child from Wraparound Care, the timing of pickup can understandably vary. However, we advise that you try to keep a consistent pickup schedule or communicate anticipated changes as needed, so that we may reassure your child accordingly.

Generally, each Wraparound Class follows a similar schedule for you to be aware of while planning your pickup time. Your child's classroom may follow a more specific schedule and can provide it to you.

11:00 – 11:45	Free Play
11:45 – 12:00	Group Lesson and Preparation for Lunch
12:00 – 12:30	Lunch
12:30 – 2:30	Nap/Rest Time
2:30 – 3:00	Snack Time
3:00 – 4:15	Free Play/Small Group
4:15 – 5:15	Playground Time/Departure
5:15 – 5:30	Handwashing/Departure

Please note that a **late fee of \$25.00** will be immediately applied anytime a child is picked up after 5:30 p.m.

## **Wraparound Pick-Up Procedure**

When you are on your way to pick up your child, or about ten minutes prior to your anticipated arrival, please send a message to the school using Brightwheel. Once you arrive at the school, please go up to the main entrance (Door #4) and ring the doorbell to enter. To complete the checkout process, you will need to scan the QR code displayed in the front hallway of school, then enter your individual PIN code. You will then be prompted to provide a digital signature. To maintain the integrity of our safety procedures and comply with state regulations, please do not share codes, and try to sign legibly.

## **ABSENCE, ILLNESS, DISEASE**

So that Cathedral Preschool may comply with state regulations, no child may attend class until:

- 1) The Student Emergency Contact Information electronic form (sent to parents to be completed in June) is filled out and signed; and
- 2) Your child's Kentucky Immunization Certificate has been updated and is on file in the school office.

If a child will be absent for any reason, please notify the school by calling the office at (270) 926-1652 or sending a message to the school through Brightwheel.

Any child coming to school showing signs of communicable illness will not be permitted to stay. If a child becomes ill while at school, he/she shall be placed in a supervised area isolated from the rest of the children. The parents will be notified regarding the child's illness and asked to pick up the child from school. We will place a phone call to the primary contact and **also** send a Brightwheel "alert" message. In the event a parent cannot be reached, we will contact the emergency contacts you have provided.

As Covid has progressed, the guidelines issued by the Diocese of Owensboro, which we follow at the preschool, were last modified in Spring 2024. These guidelines can be reviewed through the Brightwheel shared documents section and are also available on the diocesan website:

<https://owensborodiocese.org/wp-content/uploads/DOO-Summary-COVID-3-4-24.pdf>

## **WHEN YOUR SICK CHILD SHOULD STAY HOME**

Under Kentucky legislation, a parent or guardian shall notify his/her student's school if the student has any medical condition which poses a threat of being spread to others (KRS 158.160 and Regulation 902 KAR 2:170).

Please notify the school immediately if your child has or becomes infected with chickenpox, hepatitis A, measles, bacterial meningitis, meningococcemia, pertussis, rubella, shigellosis, infections tuberculosis, typhoid fever or its carrier state, mumps, head lice, and weeping or excoriating skin infections which cannot be adequately covered.

### **Fever**

Keep your child home until he or she is fever-free without medication for 24 hours.

## **Cold**

Children who have **any** cold-like symptoms should stay home from school.

## **Chickenpox**

This contagious rash is characterized by small red bumps and water blisters over the body which appear for four to five days. Keep your child home until all the blisters are dried and scabbed over.

## **Ear or Throat Infections**

Children with a diagnosed ear infection and/or strep throat should stay out of school for 24 hours after beginning antibiotic treatment.

## **Medicine at School**

Medicines cannot be administered by preschool staff beyond basic first aid unless medication is brought to the school office and a Medication Form is completed by the parents. Any prescription or non-prescription medicine should be given to a staff member in the school office upon arrival at school. A permission form with dosing information, timing and parent/staff signatures must be completed in order for the medicine to remain at school. Preschool staff can administer medicines specified on the form.

If a child has a need for emergency or rescue medication to be given for an allergic reaction or other medical condition, a Rescue/Emergency Medication Release Form is required.

## I NEED TO STAY AT HOME IF...

						
<b>FEVER</b>	<b>VOMITING</b>	<b>DIARRHEA</b>	<b>RASH</b>	<b>HEAD LICE</b>	<b>EYE INFECTION</b>	<b>HOSPITAL STAY OR ER VISIT</b>
Temperature of 100.4 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching, and/or "crusty" drainage from eye	Hospital stay and/or ER visit

## I AM READY TO GO BACK TO SCHOOL WHEN I AM...

Fever free for 24 hours without the use of fever reducing medication (Tylenol, Motrin).	Free from vomiting for at least 2 solid meals.	Free from diarrhea for at least 24 hours.	Free from rash itching, or fever. I have been evaluated by my doctor if needed.	Treated with appropriate lice treatment at home and proof is provided to school.	Evaluated by my doctor and have note to return to school.	Released by medical provider to return to work or school.
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## EMERGENCY/WEATHER CLOSINGS

We generally follow the emergency/weather closing or delay schedules determined by the Daviess County Public Schools. However, when DCPS operates on a non-traditional instruction (NTI) schedule, our school follows Owensboro Catholic Schools, if their in-person decision is different from DCPS.

In all cases, the preschool director carefully considers the need for families who depend on the Wraparound program for their childcare, balanced with the availability of preschool staff who need to care for their own school-aged children, when making the decision to close the school.



## **Delays**

When inclement weather or emergencies force a 1-hour delay of Daviess County Public Schools, Cathedral Preschool also will operate on a 1-hour delayed schedule. With a 1-hour delay, morning classes will begin at 9:00 a.m. No early arrival will be available. If Daviess County Schools are on a 2-hour delay, Cathedral Preschool will only have morning class for Mrs. Katchuk's class (it would still be able to meet for two hours since its normal meeting time is 8:00 a.m. – 12 noon), and those enrolled in Wraparound Care for any other class can arrive at 11:00 a.m. for care for the rest of the day.

## **Early Closure**

A weather alert radio is housed in the office, and administrators keep track of developing weather events that may arise during the school day. Occasionally, area schools are dismissed **early** due to inclement weather or emergency. When this happens, Cathedral Preschool parents will be notified through Brightwheel messaging, and any change in pickup procedure and time would be communicated to you then.

## **Make-Up Days**

We will not make up weather days unless we miss more than three. If more than three weather days occur, we will make them up in a 2 to 1 ratio – for every two days missed, we will make up one day. Potential makeup days for 2025-26 are listed on the school calendar, and decisions on utilizing the makeup days are communicated as early as possible for families' logistical planning.

## **SAFETY**

Safety and security is a priority at Cathedral Preschool. The preschool is located on the St. Stephen Cathedral parish campus on the second floor of the McRaith Center, which also houses the offices of the Catholic Diocese of Owensboro. All exterior doors to the building and the preschool floor are locked from the outside. Security cameras monitor the doors used by the preschool, the playground, and the main hallways of the preschool; in addition, the parish grounds have numerous other cameras in continuous operation. The school utilizes a video/intercom door entry control system for added security. Teachers carry a two-way radio for immediate emergency communication with office staff when going anywhere with the class outside the building.

State regulations require all Cathedral Preschool staff to be trained in First Aid and Pediatric CPR. Most of our staff are certified in these areas, which is a step beyond the training requirement. Each classroom is equipped with an emergency backpack containing the American Red Cross suggested emergency supplies and First Aid Kit.

New for the 2025-26 school year, all classrooms will be equipped with LifeVac anti-choking devices, and staff will be trained to use the device.

Cathedral Preschool maintains an Emergency Procedures Guide that is designed to minimize danger to anyone within our school should an emergency occur. Our primary objective is to attend to the health and welfare of your child in the event of a crisis and ensure that they get home safely. The Emergency Procedures Guide is updated as needed and staff are trained on these updates. It is available for review in the school office.

It is impossible to foresee all the potential emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the “normal” way of doing things. It will be an inconvenience to all of us, but a well-prepared response plan must be in place for both staff and parents.

In most emergency situations, your child will remain at the preschool and be cared for onsite. In the rare event of an emergency that prohibits re-entry to the school building, such as a broken gas or water main, fire, or sudden loss of utilities, students and staff will be moved immediately to the St. Stephen church basement or to an alternate site.

If you hear rumors or reports of any school emergency, we ask you to follow these guidelines:

- 1) **Monitor local radio or TV.** We will keep the media accurately informed of any emergency.
- 2) **Please do not telephone the school or staff.** We have limited phone lines. These lines must be used to respond to the emergency. In addition, contacting individual staff members via their personal cell phones will inhibit their ability to provide care and carry out emergency responsibilities that have been assigned to them.
- 3) **Please do not come to the school, unless requested, to pick up your child.** Any emergency involving the school may require emergency vehicles and disaster workers to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
  - a) If, for any reason, the school must be evacuated during regular school hours, your child will be taken to and cared for in the church basement or an alternate site, whichever is most appropriate.
  - b) Stay tuned to the radio and television stations for updated, accurate reports and information provided by the Director regarding when and where to pick up your child.
  - c) Reuniting procedures directed and communicated by school administrators and/or emergency personnel will be in place to return your child to a parent or authorized adult escort. Identification will be required before a child is released to anyone.

## **SAFETY DRILLS**

According to state regulations, certain safety drills must be conducted on a regular basis. We do fire drills each month, and 'bad weather' (tornado), earthquake, and 'Quiet as a Mouse' (lockdown) drills each quarter. The purpose is to make certain each child feels comfortable with the process should an emergency arise; we avoid sharing any details that would alarm the children.

## **DISCIPLINE**

We promote Cathedral Preschool as a "loving, learning center." The setting within our school must be non-threatening and supportive if the child is to develop, learn and know of God's love. The cornerstone of our program is the relationship developed between the children and the school staff. This relationship provides the essentials to learning: love, trust, acceptance, security and consistency.

Examples of unacceptable behavior by students include but are not limited to the following: striking or shoving a classmate or teacher, repeated breaking of safety rules, talking about inappropriate topics (such as sexual or violent subject matters), using inappropriate language or gestures, and expressing disrespectful or rude behavior toward teachers or classmates.

The key to discipline is the teacher. The teacher's role is not to punish, but to prevent – through a good daily program, careful arrangement of the classroom and supervision of the children. The staff must model positive adult roles and provide an environment that is secure, consistent, and stimulating. Positive guidance will help each child assume responsibility for his/her own actions, develop self-control, and enable them to get along with others.

In situations where problem behavior is exhibited, the staff will supply the control that a child does not have, will attempt to provide an explanation which the child can understand, and will also provide reassurance and respect for the child's real needs. Use of verbal or physical intervention such as time-out or removal from a play center will be used only with behavior which is disruptive, injurious, or disrespectful. While there is a need for discipline, there is never a need for physical punishment, humiliation, frightening threats, or other loud, abusive language by staff or any other person on the premises. No experience, toy or resource will be forbidden to any child without a good reason and clear explanation. In some situations, if a child is repeatedly physically aggressive with his or her classmates, parents will be contacted to pick up the child from school for the remainder of the day.

## **DISCONTINUATION OF SERVICES**

Cathedral Preschool reserves the right to discontinue services to an enrolled student if the child displays consistent misconduct of a serious or hurtful nature, or behaviors exhibiting special needs which cannot be met by the professional skills available in our school. Such an action would only occur after significant efforts, behavior management plans, and continuous communication between teacher and parent have been undertaken to improve or correct the behavior.

## **CHILD AND PARENT RIGHTS**

According to Kentucky Law all children receiving childcare services (which encompasses our preschool program and Wraparound Care) have the following rights:

- The right to be free from physical or mental abuse;
- The right not to be subjected to abusive language or abusive punishment;
- The right to be in the care of adults who shall meet their health, safety, and developmental needs.

The **parents** of children receiving childcare services have the following rights:

- The right to have access to their children at all times that the child is in care and access to the provider caring for their children whenever the children are in their care;
- The right to be provided with information about childcare regulatory standards, if applicable, and where to direct questions and how to file a complaint;
- The right to file a complaint against a childcare provider without any retribution against the parent or child; and
- The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

## **2025- 2026 PROGRAM COSTS**

<b>Class Offered</b>	<b># of Days</b>	<b>Cost per Month 10 months (Aug. - May)</b>	<b>Cost per School Year</b>
5–6-year-old Pre-K Class	5 Day Class	\$301.00	\$3,010.00
4–5-year-old Pre-K Class	5 Day Class	\$276.00	\$2,760.00
	4 Day Class	\$250.00	\$2,500.00
3–4-year-old Preschool Class	5 Day Class	\$276.00	\$2,760.00
	3 Day Class	\$230.00	\$2,300.00
	2 Day Class	\$199.00	\$1,990.00
3–5-year-old Morning Preschool with Wrap Around	5 Day Class	\$628.00	\$6,280.00
	4 Day Class	\$536.00	\$5,360.00
	3 Day Class	\$439.00	\$4,390.00
	2 Day Class	\$342.00	\$3,420.00

\* Variances listed in office

### **Timely Payment**

Payments must be submitted online through Brightwheel. Monthly tuition is collected August through May and is due by the first of each month. Monthly rates are based on the number of days per school year then divided evenly between August through May, so the rate does not vary from month to month. Therefore, no discount is given for holidays, illness, or snow days.

For the preschool, as with any institution, a stable flow of funds is necessary; therefore, a **late fee** of \$25.00 will be charged for monthly tuition paid after the 7<sup>th</sup> of the month. Enrollment in autopay is encouraged to avoid this charge. If tuition is delinquent for sixty days without cause or notification, the preschool has the

option of not allowing your child to attend class until the balance is paid in full. If a situation arises preventing a punctual tuition payment, please advise the office. We will work with you in any way we can.

## **Refunds and Withdrawals**

Tuition will not be refunded for the days a child is absent from class. However, if a student is withdrawn from school, a prorated refund of tuition will be issued. Registration fees are non-refundable.

## **THANK YOU**

Through this handbook, we have attempted to provide a comprehensive reference tool for parents regarding all things Cathedral Preschool. However, undoubtedly there remain items not addressed or not clearly explained. We are here to help and welcome your questions. Please feel free to call (270-926-1652) or email ([cathedral.preschool@sscobo.org](mailto:cathedral.preschool@sscobo.org)) the Preschool Office at any time.

Cathedral Preschool is a unique and loving family, and **we thank you** for entrusting your children to us. Your child will be safe, your child will be loved, and your child will receive a solid and positive introduction to school. With your help, we can make this school year a rewarding experience for us all!

Holly Pfeifer, Director

Juanita Garcia, Assistant Director and Manager of WrapAround Care