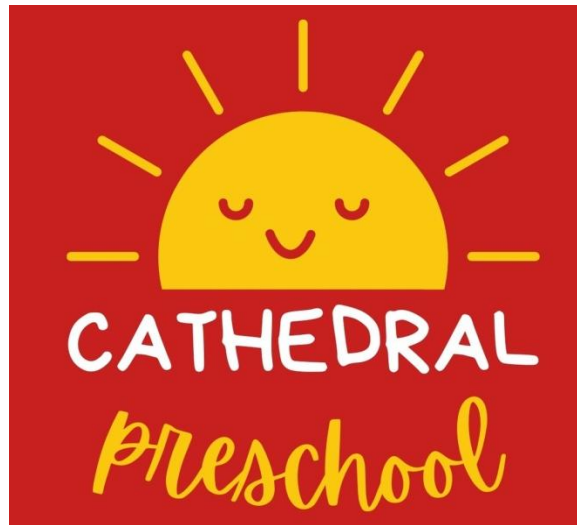




CATHEDRAL PRESCHOOL
PARENT HANDBOOK
2026 - 2027

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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 aim 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. We want to help your child to be happy and eager to come to school, and to be excited about life and learning. Each child is given time to grow, time to learn and, above all, time to be a child.

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.

We cherish the opportunity to work with you and your child. We assure you of our sincerest efforts on his/her behalf, always.

AGE REQUIREMENT AND ENROLLMENT POLICY

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.

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:

Age	KCHFS	NAEYC	Cathedral
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 CREDENTIALS

The teachers at Cathedral Preschool are exceptionally dedicated early childhood specialists. Lead teachers have college degrees or early childhood development associate (CDA) certification. Our staff is required to keep abreast of professional developments and current early childhood research. All staff are required by the KCHFS to complete a minimum of fifteen hours continuing education annually and are certified in pediatric CPR and first aid.

CURRICULUM & DEVELOPMENT CENTERS

Our program is designed to provide developmentally suitable opportunities for spiritual, intellectual, social, physical, and emotional growth for a preschool-aged child. It is meant to be a complement to your role as their primary teacher. We follow Kentucky Early Learning Standards to build a foundation for learning and prepare them academically for kindergarten.

In our 3- to 4-year-old classrooms, emphasis is placed on social emotional learning and teachers base lesson plans on Creative Curriculum. For our 4- and 5-year-old students, a pre-kindergarten curriculum has been customized by our teachers that blends the best elements from LiteraSci (now known as Science Start), Handwriting Without Tears, and Pocket of Preschool. Gross motor development for both age groups is regularly addressed using elements from Minds in Motion and Go Noodle. The spiritual development of your child is encouraged through daily prayer and a weekly Christian faith enrichment program called God's Time.

All learning takes place through experience. During the day, the children participate in large and small group activities and spend 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. Children are free to move from place to place as their interests change. This encourages choice-making and responsibility while sharing 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

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.

The school also maintains a public presence on Facebook and Instagram, and on its website at <https://www.cathedralpreschool.com>.

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 are also posted in the front hallway of the school.

Weekly School-wide Newsletter

School-wide parent updates are distributed on a weekly 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 in the class, or staff not associated with your child.

It is helpful to address the intended 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, or if it is a question for the assistant director, address it to Mrs. Garcia.

Please refrain from contacting teachers via their personal cell phone numbers, as they will be using Brightwheel to manage their daily classroom-related information flow. Avoid messaging teachers after 5 p.m. or before school, unless it is a necessity, so that they can focus on their own families. Online communication methods allow instant access, but we ask parents to respect teachers' "off hours."

Brightwheel messaging has helped improve staff and parent communications since the school adopted it five years ago, but it is not perfect. Sometimes messages can get lost in the shuffle. If a teacher has not responded or acknowledge a message or question you have sent in Brightwheel after a reasonable amount of time has passed, please reach out again.

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. If you are not comfortable messaging in Brightwheel about it or are concerned it might get lost in the shuffle of daily communication there, a good option is to message through Brightwheel to ask for a

phone call from the teacher after class hours. Many times, a concerning issue is better explained, discussed, and resolved in a phone conversation.

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.

Admin/Parent Brightwheel Messaging

Brightwheel messaging has a feature that allows messaging directly between the Director/Assistant Director and parent. This can be used for messages about billing or private concerns a parent may wish to discuss with administrators only. Please do not use the Admin/Parent direct messaging for WrapAround pickup, absence notification, or other messages that your child's teachers would need to see too.

In addition to the above avenues for communication, the Cathedral Preschool office can be reached via telephone at 270-926-1652. This line is monitored by both the director and assistant director. While we do prefer Brightwheel messaging for most written communication, the office can also be reached by email: Holly Pfeifer, Director, cathedral.preschool@sscobo.org and Juanita Garcia, Assistant Director & Manager of WrapAround Program, jgarcia@sscobo.org.

YOUR CHILD'S VITAL INFORMATION

Required Information on File

Vital student information is required to be on file with the school before a child can attend. The child's Student Emergency Contact Information form must be completed and signed. A child's Kentucky Immunization Certificate (or notarized Commonwealth of Kentucky Parent or Guardian's Declination on Religious Grounds to Required Immunizations) must also be up to date and on file in the school office. The Kentucky Immunization Certificate is not the shot record available on MyChart but is instead a specific required form called Commonwealth of Kentucky Certificate of Immunization Status. This certificate must include an expiration date.

Updates to Student Information

So that the school is prepared for an emergency, health and contact information on each child must be current and accurate. If your family's or child's vital information changes – home address, telephone numbers, medical/allergy details, authorized pickups, etc. – it needs to be updated with the office as soon as possible.

Parents cannot update student information or other users' profile information in Brightwheel; it must be completed by the office. Parents are, however, able to update their own personal profile information and billing information.

Non-custodial Parent Restrictions

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 academic records and other school-related information regarding the child if requested. Unless we know about non-custodial restrictions, we cannot observe them.

Brightwheel Parent Directory Option

Your child's primary contact information can be accessed through the Brightwheel app by other families in your child's class. This can be useful for setting up playdates and birthday parties. However, some families may not want to share certain contact information or any at all. To opt out or modify what information is shared, you will need to log into Brightwheel from a web browser (not the mobile app.) For instructions, please visit the article entitled, "Using the Parent Directory," in the Help Section of Brightwheel.

TOILET TRAINING REQUIREMENT

Children attending Cathedral Preschool must be completely independent in their toileting practices. For some parents of new students, this can be a point of concern as the school year approaches; it is often the very last hurdle a child must clear before being preschool-ready. Many parents ask us how advanced the child's command of bathroom matters must be, before we consider them to be adequately potty trained for school.

We approach toilet independence with patience, support, and firmness. By adhering to the following policies, we can maintain a safe, hygienic, and productive learning environment for all students.

Each classroom has a restroom attached. This allows students easy access to the toilet. Children are encouraged to visit the restroom whenever they feel the need to go. Teachers also proactively remind children to use the restroom before transitioning to the playground, before rest time, and at other times throughout the day. When on the playground, children can ask to go to restroom, and a teacher will accompany them inside to the restroom once proper supervision ratios can be arranged.

For our teachers to be able to give their attention to all students, it is important to have your child at a point where they can recognize bodily cues and can complete toileting

tasks without assistance, which include closing the door to maintain modesty, dressing and undressing, wiping, flushing, and washing hands. Younger students in the 3- to 4-year-old classrooms can be given light assistance with wiping in some circumstances, but this cannot be the normally expected toileting routine.

A child must also be able to delay using the restroom if necessary. Examples of situations where they might need to wait include: waiting for another child to finish using the bathroom or during a class activity, or during a transition time when all children are lining up to come back into the building. In these situations, a teacher may ask a child to wait, but that does not mean the teacher is denying them access to the restroom.

Accidents

All young children are susceptible to having toileting accidents from time to time, particularly during periods of adjustment to a new environment. Teachers can assist children with changing clothes (see details about “just-in-case” clothing in next section), encouraging independence when possible.

A child is not considered adequately potty trained if regular accidents occur at school. After September 18, the following accident procedures will be followed:

- 1.) **First Accident:** The child will be changed into fresh “just-in-case” clothing, and the parent/guardian will be notified.
- 2.) **Second accident in a school day:** The parent/guardian will be called to pick up the child from school.
- 3.) **More than one accident in a week:** the teachers and directors will meet to discuss possible actions, including but not limited to requiring parent to pick up child early, parents temporarily withdrawing their child from the program to resolve the issue, etc.
- 4.) **Regularly recurring accident pattern:** Parents/guardians may be asked to withdraw their child from the program. Tuition responsibilities will remain as outlined in the Billing Agreement.

We understand that there might be underlying medical reasons for accidents (constipation, urinary tract infections, etc.) and we are here to help your child avoid those accidents. You are encouraged to discuss any toileting concerns with the teacher.

Pull-Ups and Training Pants

At this age, it is not uncommon for children to continue wearing pull-up type diapers at night. However, it is not permissible for children to wear pull-up type training diapers or thick/plastic training pants to school. This includes changing into regular underwear

upon arrival. If a child is found wearing these items, parents will be called immediately to pick them up for the day.

Children in WrapAround Care are expected to remain dry during nap/rest time and wake themselves up to use the restroom during this time. Children are allowed to change into a pull-up diaper for nap/rest time only and must change back into regular underwear after waking. Families whose children need pull-ups for nap/rest time should plan to send a supply pack to keep on hand at school, and teachers will message when the supply is getting low.

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 their “meet and greet” appointment 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

Doors will open and parents may check their students in for the day between 7:45 and 8:00 a.m. Please note that before 7:45 a.m., only those children and parents registered for early arrival will be able to enter the school and will need to ring the doorbell to be let in. If your child is not in early arrival, please just wait for the doors to be opened at 7:45.

Upon arrival, students will hang their bags and jackets and then go to their classrooms, where they will be supervised by their teacher and/or assistant while others arrive for the day. 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. If a child is consistently late, he or she will miss out on this learning and transition 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 directly across from the playground, or you may drive up to the southwest corner entrance of the McRaith Center (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 ("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 carefully watching out for pedestrians, and park your vehicle in marked, non-handicap parking spaces only.

A parent or other adult escort must 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. 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 carefully watching out for pedestrians 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 the main entrance.

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.

Check-in is not complete until you have signed and pressed the check-in button. Please wait for the “check in complete” message before moving on.

Early Arrival Option

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, prior registration is required. To do so, please use the following form: <https://cathedralpreschool.com/early-arrival>

Check-in is slightly different for early arrival – no drive-up drop-off is available during this time. Parents must walk the child to the main entrance and ring the bell to be let in. Parents will be asked to check the child in via Brightwheel, then walk the child to hang their belongings on their hook in the hallway and into the early arrival classroom.

For those who register for occasional use of Early Arrival, we ask that you message in Brightwheel to let us know at least a day ahead of time each time you plan to bring your child.

Your help with these details helps us ensure we are always staying in ratio and Safe Environment compliant.

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	11:00 a.m.
Katchuk, Roby & Weis	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."

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 thrive with consistency. 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 office with the child and the person picking up will need to enter via the main preschool entrance 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 engine running or leave your keys in the car (or leave your car unlocked for that matter) while you run inside.
- 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 fruit 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 needs to have a good breakfast before coming to school, as classroom snack times do not occur until around 10:00 a.m. (this complies with state regulations that children must be fed every 2-3 hours.)

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 snacks unless the parents wish to donate a special snack for this celebration. By state regulations **we cannot serve 'homemade' items** for snacks, 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.

Visitors

Cathedral Preschool welcomes visitors and observes an open door policy. Limitations may be placed on visitors to protect the safety of children and staff and to avoid unnecessary disruption. The director or assistant director has the authority to determine which visits are to be permitted and has the discretion to set any appropriate conditions on the nature of and extent of such visits. The purpose of the visit, the impact of the visitors' presence and the relationship of any visitor to the children will all be considered when setting parameters.

Cathedral Preschool reserves the right to refuse entry to any person, whom we may have reasonable doubt of their identity or visiting capacity, until that person's identity can be confirmed. An example of confirmation would be by means of a phone call to a professional body or company.

All visitors must sign the visitors' log on arrival and departure. Visitors staying longer than thirty minutes must be made aware of posted emergency procedures and visitor policies.

All visitors should wear a visitor's nametag to identify themselves to staff within the preschool. A staff member must be a designated host for the visitor at all times while in the building. At no time should a visitor be left alone with a child unless under specific circumstances arranged previously with the director.

WRAPAROUND PROCEDURAL NOTES

Cathedral Preschool is now in its seventh 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. (or 12:00 p.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 foods from each of the following categories:

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

2.) Hot & cold items

Unfortunately, we cannot 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 WrapAround 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 necessarily napping

All Wraparound students are required by state regulations to rest for 1.5 - 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 (for example, looking at books, coloring, or fine motor activities.)

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.

3.) Nap items sent from home

Many children want a stuffed animal or favorite blanket to aid in the transition to naptime. This item should be small enough to fit in the child's school tote bag while still leaving room for school materials and papers to be sent home in the bag alongside it. Parents need to clear any questionably sized item with the teacher before sending it to school.

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 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 their 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.

The 3- to 4-year-old Wraparound Class follows a general schedule for you to be aware of while planning your pickup time.

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

The 4- to 5-year-old Wraparound Class follows a general schedule for you to be aware of while planning your pickup time.

12:00 – 12:30	Free Play on Playground
12:30 – 1:00	Lunch
1:00 – 2:30	Nap/Rest Time
2:30 – 3:00	Snack Time
3:00 – 4:00	Free Play and Small Group Activity in Classroom
4:00 – 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.

ABSENCES

Send Notice of Absence Through Brightwheel

If a child will be absent for any reason, please notify the school by sending a message through Brightwheel. It is helpful for teachers in conducting their day to know when a child isn't simply running late. It is also helpful for teachers in planning lessons and activities to know ahead of time when vacations or other planned absences are scheduled. For these reasons, if a child is absent and no Brightwheel message to that effect has been received, a teacher or the director may send a message or call.

Cathedral Preschool does not require a doctor's note for absences due to illness and does not have student attendance requirements for completing grades like K-12 schools, but regular and punctual attendance is expected. The preschool is required to document attendance for its state childcare license, and these records are subject to audit.

Illness at School

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. In some instances, a child may not be actively vomiting or showing a measurable fever but is instead presenting an affect that is “not themselves” – uncharacteristic lethargy, unusual tearfulness, flushed appearance, etc. – and parents should understand that the school may be contacting them in these more subjective observations of illness as well.

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 send a Brightwheel “alert” message. If a parent cannot be reached, we will contact the emergency contacts you have provided. In these midday communications, using Brightwheel communication channels is essential so that all concerned staff can be made aware of issues or changes of plans as needed. For this reason, please message through Brightwheel and avoid using text messaging or phone calls to teacher cell phones.

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, meningococemia, 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.

1.) Fever

Keep your child home until he or she is fever-free without medication for 24 hours. A fever is a reading of 100.4 degrees or higher.

2.) Cold

Children who have any cold-like symptoms should stay home from school. If the symptoms are obviously due to seasonal allergies and show no signs of infection (i.e., clear mucus), a child may still come to school.

3.) 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.

4.) 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.

I NEED TO STAY AT HOME IF...

						
FEVER	VOMITING	DIARRHEA	RASH	HEAD LICE	EYE INFECTION	HOSPITAL STAY OR ER VISIT
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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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 so that the medicine can remain at school. Preschool staff can then administer medicines as 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.

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 there is a 1-hour delay of Daviess County Public Schools and/or Owensboro Catholic 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 area schools are on a 2-hour delay, Cathedral Preschool will cancel 3-4-year-old morning classes (Ackerman and Osowicz). Morning classes for the older classes (Katchuk, Roby and Weis) would begin at 10:00 a.m. No early arrival would be available. Those enrolled in Wraparound Care for any class can arrive at 11:00 a.m. for care for the rest of the day.

Early Closure

Administrators keep track of developing weather events that may arise during the school day via the internet and weather radio. 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 snow/weather closing 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 2026-27 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, a video/intercom door access control system is utilized. 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. 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 staff to be trained in First Aid and Pediatric CPR. Cathedral Preschool staff are certified in both. Each classroom is equipped with an emergency backpack containing the American Red Cross suggested emergency supplies and First Aid Kit. All classrooms are also equipped with LifeVac anti-choking devices.

Cathedral Preschool maintains emergency procedures 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 are reunified safely with parents. The emergency procedures guide is updated annually, included in annual staff training, and is available for review in the school office.

In most emergency situations, your child will remain at school 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.
- 4.) **Reunification 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. These procedures are shared in a standalone document with parents at the beginning of each school year and are available in Brightwheel for reference.

SAFETY DRILLS

To ensure everyone is prepared for emergencies, state regulations require a wide range of regularly scheduled safety drills. Fire drills are conducted monthly. And each quarter, drills for ‘bad weather’ (tornado), earthquake, ‘Quiet-as-a-Mouse’ (lockdown) and shelter-in-place are conducted. The drills provide an opportunity for staff to practice emergency procedures and ensure that children are familiar with safety measures. We avoid sharing any details that would alarm the children or cause undue anxiety, instead emphasizing the importance of knowing what to do and how to stay safe. Emergency evacuation routes and procedures are posted in every classroom and in the preschool’s entrance hall. Drill records are also posted in the entrance hall.

DISCIPLINE

Cathedral Preschool discipline policies are rooted in positive guidance rather than punishment. The focus is on teaching children how to manage their emotions, resolve conflicts, and understand the consequences of their actions. Each teacher has day-to-day discipline procedures for their classroom and will share these with parents at the beginning of the school year and/or if they are updated. All discipline includes the following components:

- 1.) **Redirection:** Teachers guide children toward a different, acceptable activity when they are struggling with sharing or a specific task.
- 2.) **Clear Expectations:** Rules are kept simple, few in number, and clearly communicated to children at their level.
- 3.) **Emotional Coaching:** Staff help children identify their big emotions (e.g., frustration, anger) and teach them to use words instead of physical actions like hitting or biting.
- 4.) **Natural and Logical Consequences:** Allowing children to experience the direct result of their choices helps build accountability.

The following disciplinary actions are **never** used: corporal punishment (spanking, shaking, or physical harm); shaming, threatening, or yelling at a child; withholding food, water, or restroom breaks as a punishment; isolating a child in an unsupervised or locked area.

Progressive Intervention for Severe or Ongoing Behaviors

If a child exhibits repeated disruptive or aggressive behavior, the teachers and director will follow a progressive intervention plan including:

- 1.) **Documentation:** Teachers track the frequency and triggers of the behavior.
- 2.) **Communication:** Parents are notified to ensure a consistent approach between home and school.
- 3.) **Behavior Plan:** A meeting is scheduled between teachers, parents, and the director to create a tailored action plan.

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.

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.

A child may also be asked to leave the program if it is evident that he/she is not adequately toilet trained.

A child may not be allowed to attend class if a family is behind on tuition payments in accordance with our tuition policies (see next section).

TUITION POLICIES AND PROCEDURES

2026- 2027 Program Costs

Class Offered	# of Days	Cost per Month (Aug. - May)	Cost per School Year
4–5-year-old and over Pre-K Class	5 Day Class	\$290	\$2900
	4 Day Class	\$263	\$2630
3–4-year-old Preschool Class	5 Day Class	\$290	\$2900
	3 Day Class	\$242	\$2420
	2 Day Class	\$209	\$2090
3–5-year-old Morning Preschool / Pre-K with WrapAround	5 Day Class	\$660	\$6600
	4 Day Class	\$569	\$5690
	3 Day Class	\$461	\$4610
	2 Day Class	\$360	\$3600

* Variances listed in office

Billing Procedures

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, snow days, or for the days a child is absent.

Unless a family participates in the Kentucky Childcare Assistance Program, tuition will be paid in ten monthly installments beginning August 1, 2026. The last tuition payment is due May 1, 2027. Invoices are sent via email five days prior to the first of each month, with the first invoice going out on July 27, 2026. Tuition is due by the 1st of each month, and a \$25.00 late fee will be assessed on late tuition payments after the 7th.

Families are also welcome to pay for the entire school year, or remaining balance at any time, and may contact the office to do so.

For families who participate in Kentucky CCAP, any portion of tuition due to the preschool will be charged after the month of service. Once the preschool receives payment from Kentucky CCAP, an invoice for the balance will be sent to the family. If payment is not received within seven days of the invoice due date, a late fee will be charged.

Payment Through Brightwheel Required, Autopay Encouraged

All families must use the Brightwheel application for tuition payment. Families are encouraged to set up automatic billing. If a credit card is used for payment, the credit card processing fee (currently 2.95%) will be passed on to the family. If ACH is used, the preschool will cover the processing fee.

Exceptions to the online payment requirement can be made when an older relative who does not use online payment methods is paying for your child's tuition, or other unusual circumstances. Please contact the office to discuss such payments.

What Is Included and Not Included in Tuition

The supply fee has been incorporated into the monthly tuition rate and is not a separate charge. Each new student will receive a school bag for daily use, as well as a school t-shirt. Parents will not need to purchase any other school supplies for their student; all they need will be provided at school. For students in WrapAround, the school will provide a fitted sheet and blanket for nap/rest time. Snacks and water/milk will be provided. For students in WrapAround, parents will need to send in a lunch each day that meets state-defined nutritional standards (please see "WrapAround Procedural Notes: Lunch").

Fees not covered by the school: any extra school t-shirts or tote bags, possible one-time field trip fee for 4- and 5-year-old classes, optional school picture orders (individual in Fall, group in Spring), school-supplied "just-in-case" clothing.

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.

Good Faith Agreement to Pay

We are more than willing to work with families if circumstances require alternate payment plans. Please reach out to us. A child will not be allowed to attend class if tuition is more than 60 days delinquent without communication with the Director or Assistant Director regarding your overdue payment.

If a family has not paid the balance of their tuition bill before the end of the school year, their account information will be turned over to the parish business manager for collection steps to be taken. Returning students may not attend class until any outstanding balance from the previous year has been paid.

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.

THANK YOU

We hope this handbook will serve as a useful reference tool for you. We are here to help and welcome your questions. Please feel free to call the office, email, or message us through Brightwheel. **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!