

*St. Athanasius Pre-Kindergarten
5915 Outer Loop
Louisville, Ky. 40219
(502) 969-2345*

Dear Parents,

Welcome to St. Athanasius Pre-Kindergarten Program. We see total Catholic Education as inclusive of pre-kindergarten children a very important dimension of our school and parish.

The early years of a child's life in school are a sensitive time of learning about God, self, and others and of growing in an awareness of God's many gifts. The spontaneous energy, curiosity, and inventiveness of young children are sources from which a lifetime of learning can develop. Learning at this age consists of learning to think, but mainly learning to use one's body and senses. Little children must see, touch, and experience. Our pre-kindergarten program seeks to provide a Christian environment that fosters positive values and attitudes. We will strive to develop the spiritual, physical, emotional, intellectual, and social aspects of each child by emphasizing a holistic approach to learning, which includes creativity, exploration, appreciation, and the fostering of self-esteem. Self-esteem is a very important factor in the development of a child's learning ability.

Together we will strive to provide a rich and wonderful experience for your child, following in the footsteps of Jesus, the First Teacher and guided by the wisdom of the Holy Spirit.

This is an important part of your child's life. If there are any questions at anytime, please feel free to call or visit the classroom. Your concerns are our concerns. We would appreciate any feedback that you can give about your child's experience while with us in the classroom.

Sincerely,

Mrs. Margie Reece
Principal

St. Athanasius Pre-Kindergarten

Philosophy

The St. Athanasius Pre-Kindergarten program is a family-centered educational program designed to begin the formal education of the children served and to strive to support the parents in the early education and formation of their children. The spiritual, physical, emotional, intellectual, and social development of the child will be of major importance to our program. We will strive to encourage and support the development of each child at his/her own ability. The environment of the Pre-Kindergarten will foster creativity in a hands-on setting designed to help children learn to make good, responsible decisions and grow as children of God.

Goals and Objectives

Spiritual – To support families in teaching, loving, and living the Catholic faith.

Physical – To develop large and small motor skills, enhance overall physical condition, and support good health habits.

Social – to provide experiences that foster tolerance, respect, and sensitivity to the varying abilities of all people.

Intellectual – To promote curiosity, pre-reading, pre-math, and pre-writing skills, such as, listening, following directions, increasing attention span, problem solving, and language acquisition skills.

Emotional – To encourage a positive self-image and belief in the children's capabilities in order to help them achieve self-confidence and a concern for others in their world.

Creative – To promote the children's creativity through playful expression, hands-on projects and activities, freedom of activity, and music and movement.

PRE-KINDERGARTEN PREPARATION LIST

We have included a pre-kindergarten preparation list that we have found to be helpful in preparing your child for the first few days of pre-kindergarten.

1. Please discuss the classroom and some of the things we will be doing together with your child. Be sure to tell the child that the teacher and assistant are very excited about having him/her in their class.
2. Help your child understand the importance of pre-kindergarten. Allow your child to stay home only when ill, not just when he or she feel like watching television

- or engaging in some other activity. Pre-Kindergarten is a place where the children will grow in all developmental areas: spiritual, physical, social, emotional, and intellectual. Tell your child that he or she will learn, make and do many new things, and that he or she will meet other children and make new friends.
3. Be sure your child has rested enough to go through the pre-kindergarten session. The child is more apt to be successful if he or she is not tired.
 4. Breakfast or lunch, before attending pre-kindergarten, gives your child necessary fuel for energy.
 5. Dress your child in comfortable play clothes and shoes to encourage active participation.
 6. Explain to your child that there will be many things for him or her to do and use, but he or she will have to “take turns” and “share”. If these terms are unfamiliar to your child, demonstrate their meaning so he or she will begin to understand about getting along in a group.
 7. Reassure your child that his or her regular routine, with a familiar caregiver, will be resumed after school. Be sure your child knows what that regular routine will be if it changes when school starts.
 8. Discuss transportation arrangements with your child. If carpooling, have him/her meet the other drivers and their children before he/she will be picked up.
 9. If your child has never been without you, make arrangements to leave him or her with friends or relatives for a short time. The child will learn that he or she will see you again. Gradually increase the length of time you are away from your child.

ADMISSION POLICY

St. Athanasius Pre-Kindergarten admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, or national ethnic origin in administration of its educational policies, admissions policies, athletic and other school-administered programs.

PRIORITIES FOR PRE-KINDERGARTEN ADMISSION

1. Children of current Catholic school families who already have a child/children in our school
2. Baptized children of active parishioners, currently registered, reaching school age
3. Current private school families(including Pre-K thru 8) who already have children in our school
4. New students of Catholic families who come from parishes with no school
5. Private students

Enrollment in Pre-Kindergarten does not guarantee your child Kindergarten enrollment, but gives them priority according to the above policy.

PRE-KINDERGARTEN REQUIREMENTS

Children who will be four years of age by August 1st of the current school year are eligible to enter St. Athanasius Pre-Kindergarten. Your child must also be potty trained. There are no exceptions to these requirements. St. Athanasius offers two, three-hour sessions, one from 7:50-10:50 A. M. and the other from 11:40-2:30 P. M.

PRE-REGISTRATION/REGISTRATION

Pre-registration is held in January. The following forms must be provided at the time of pre-registration:

- State Certified Birth Certificate
- Baptismal Certificate (if applicable)
- Social Security Number
- Current Immunization Certificate (original)
- Any court documents addressing custody issues
- Vision/Hearing Tests

A non-refundable pre-registration fee will be payable at the time of pre-registration. Registration will take place in August.

ARRIVAL

Children attending the First Session of Pre-Kindergarten from 7:50-10:50 A.M. may arrive no earlier than 7:15 A.M. From 7:15 -7:40 A.M., they will need to be taken to the S.A.F.E. room. Children are not allowed into the classroom until 7:40 A.M. Children attending the Second Session from 11:40-2:30 P.M. may arrive **no earlier**

than 11:40 A.M., as the teacher is at lunch prior to this time. After School Care (S.A.F.E.) is available for children attending either session. Parents must leave children at the classroom door and may not remain in the classroom.

Please be sure you have your child to school on time. This is school, not day care. Late arrivals are a disruption to the class, and your child has missed the start of the day. Please do not expect the teachers to talk with you when you arrive. Please send a note if you need to give them a message.

If your child will not be attending school, please contact the school office by 9:00 A.M. (969-2345). this applies to both sessions.

DISMISSAL

Dismissal for the first session will be at 10:50 A.M., and for the second session at 2:30 P.M. Students will be given number cards at the beginning of school. You must have this number card with you when picking up your child. If the adult picking up the child does not have the number card, he/she will be asked to come to the office to show proper identification. This is to ensure your child is only released to those approved by you. Safety for your child is our greatest concern, even if some inconvenience is necessary. Students are to be picked up promptly. There is after school care (S.A.F.E.) for those needing this service.

PRE-KINDERGARTEN ARRIVAL/DISMISSAL PROCEDURES

A.M. ARRIVAL:

1. Parents may park in the front and walk their child to the S.A.F.E. Room (room #17). Sign your child in there. This is to ensure your child's safety. There is no charge for this, unless your child is in the afternoon class and staying for the morning hours.

2 You may park in the back parking lot and I will pick up the kids at the back door at 7:40 A.M.

If you bring your child after 7:40 A.M., you may walk him/her directly to the classroom (Rm. #12)

The assistant will get the children from S.A.F.E., and walk them to class.

A.M. DISMISSAL: 10:50 A.M:

Pick up is in back parking lot. Please come to the back door to meet your child. Remember to have your name card with you. This route was chosen so that we do not interfere with masses or funerals that may be taking place. If you arrive late for dismissal, you will need to pick your child up from outside the office.

Children attending S.A.F.E., after the A.M. session, will be escorted to Rm. #17

by the assistant, and they will be taken to lunch. Lunch money must be deposited into a lunch account and students will be given a pin number.

**** PLEASE BE SURE TO PICK YOUR CHILD UP ON TIME.**

If you are late picking your child up from Pre-K, your child will be sent to the S.A.F.E. program. You will be required to pay a \$60.00 registration fee plus a \$25 drop in rate.

P.M. ARRIVAL: (NO EARLIER THAN 11:30)

The assistant will pick up the afternoon children from the S.A.F.E. room. For those parents bringing their child, please park out front and walk to the foyer. We will pick the children up there. They are not allowed to enter the building by themselves. This is a safety issue.

P.M. DISMISSAL: (2:30 P.M.)

Parents will park in the back lot. Come up to the back door to meet your child. The teacher and assistant will be with the children in a designated area for pre-kindergarten only. Pre-kindergarten car riders are dismissed before the other car riders to alleviate confusion.

**** Please, under no circumstances, during arrival or dismissal, should your child be without an adult walking them into the building or to the cars. Your child's safety is our first concern. This will eliminate any questions as to whether they got to the classroom or got lost in the parking lot during dismissal. I prefer that not even older students walk them to the car.**

WEATHER

Early Dismissal Policy

1. **Early Dismissal**- Once the children are in school we will operate school as usual until regular dismissal. Children will be dismissed early **ONLY** if parents pick them up **OR** if the Archdiocese announces an early dismissal.
2. **Early Dismissal called by the Archdiocese**- If you hear, " All Catholic Elementary and High Schools in Jefferson County will dismiss early." **We will follow the dismissal time announced on the t.v. or radio. Every effort will be made to contact parents as soon as possible using Community Safe.**
3. If you child is attending S.A.F.E. and if Jefferson County Public Schools (JCPS) is dismissing early, then S.A.F.E. will close at 4:00 PM.

SNACK

Students in both sessions will have a nutritious snack midway through the session. A drink is also given at this time. If your child has any food allergies, please send a nutritious snack in a zip lock bag daily, ready to serve. This is to ensure your child's safety.

SCHOOL CLOTHING/DRESS CODE

Children are to wear play clothes. Clothing should be casual, every day clothes as your child will be painting, gluing, exercising, playing on the floor, playing outdoors, etc. Shoes that protect the feet should be worn. No dress shoes, open-back shoes, sandals, or **flip-flops** are safe for school. Socks are to be worn with shoes at all times. Please dress your child in clothing that he/she can manage, as we strive to develop self-help skills. Please send an extra set of clothing to be kept on hand in case of an accident. These extra clothes should be weather appropriate. A safe set would include a pair of socks, underwear, long pants, and a short-sleeved t-shirt. This would be good for any season. You will also want to check clothes sizes around December, considering they grow so fast throughout the year. **Be sure all clothing is marked with the child's name.**

Hair must be neat and clean and well groomed. St. Athanasius School supports the wearing of hairstyles that comply with the more traditional grooming standards for both males and females. Students should not wear hair in a manner that it falls in their eyes. Boys' hair may be to the top of the collar, bottom of the ears and top of the eyebrows. Non-traditional styles, including, but not limited to spiked hair, razor cut designs in the hair, mohawks, partially or completely shaved heads, tails or ponytails (for boys), or unnatural color are unacceptable. If style or color is determined to be unacceptable by the administrator, parents will be asked to see that the child is in compliance. No hairpieces, scarves, or bandanas are to be worn.

Boys may not wear nail polish or earrings.

Students may not use markers on fingernails.

BIRTHDAY CELEBRATIONS

Birthdays are recognized in a special way. If you would like to provide a treat on your child's birthday, please consult the teacher ahead of time. Favor and gift exchanges are not allowed. Summer birthdays may also be celebrated. Just arrange it with the teacher in advance. **If birthday treats are brought to school, they must be brought to the office by a parent or sent to school with the child. TREATS MUST BE STORE**

BOUGHT AND MUST BE SEALED WHEN BROUGHT TO SCHOOL. NO HOME MADE ITEMS WILL BE ALLOWED. NO cakes, cupcakes, ice cream or cookie cakes are allowed. NO drinks allowed. If items are not in compliance, they will be returned home. Invitations may only be given out at school if the entire class is invited. Otherwise, they are to be mailed personally from your home. This is to ensure that children's feelings are not hurt.

CURRICULUM

Age-appropriate material will be introduced to the children in a child-centered environment. There will be a regular routine followed each day. Children will be introduced to some of these concepts and more: prayer, songs, taking turns, sharing, listening, responsibility, self-care, following directions, cutting with scissors, number and letter awareness; sight words, shapes, colors, finger plays, poetry, story time, calendar, seasons, weather awareness, and indoor and outdoor play. We will also focus on developing social skills and how God is a part of our every day lives.

FIELD TRIPS

Occasional field trips will be scheduled for the children as part of the planned curriculum. A permission form will be sent home for your signature. Failure to return the Field Trip Permission Form will prohibit your child from going on the trip.

LIFE SKILLS

All children **must** be toilet trained. Please instruct your child in the use of tissues for wiping his/her nose. We can avoid the spread of many germs through the proper use of the above and good hygiene. We also ask that you send in a box of tissues with your child the first week of school.

HEALTH

The Physical Exam form and Immunization Certificate must be submitted to the school office by August 1st. Children without records on file will not be allowed to start the school year. (School Board Policy)

Initial Entry

Physical Exam (State Regulation 704 KAR 4:020) – All students entering school for the first time at the lowest level must have a complete physical exam within 6 months prior to the first day of school. Students turning 4 years of age in August or September must submit a physical exam form within two weeks of the child's 4th birthday.

Ky. Immunization Certificate (State Regulation KRS 158.035) the certificate must be up-to-date and include proof of chicken pox vaccine or disease.

Vision Examination-(State Regulation KRS 156.160.8)

Archdiocese of Louisville Catholic Elementary Schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school by the first day of school.

Hearing Exam- Due by the first day of school

If a child has a temperature, is vomiting, has diarrhea, any communicable illness or contagious rash, he/she will not be permitted to attend pre-kindergarten. Children must be fever-free and not had diarrhea or vomiting for 24 hours before returning to school.

If your child has a communicable illness, rash, disease, or contagious health concern (chicken pox, ringworm, impetigo, lice, pinkeye, etc.), please contact the Principal so appropriate notification can be made to other parents if necessary. This is the law in Kentucky. Should a child become ill during the day, we will notify you, so you can make arrangements for someone to come for your child. Please be sure we have up-to-date phone numbers, so you or a designated person can be contacted. Small children who are ill need the comfort of familiar people. They do not perform well at school when they are sick. They are also exposing everyone else to the illness.

HEAD LICE

All cases of head lice should be reported to the school immediately. A general screening of all children is conducted as soon as possible after a report is made. Any student found to be infested is sent home. Before re-admittance to Pre-Kindergarten, you will need to present a statement from your physician or the local Health Department stating that your child is free from lice. All children are susceptible to catching head lice from another person.

Signs of head lice:

Head scratching and intense scalp itching.

Redness or small bite marks on the scalp.

Swollen glands (located on the back of the neck near the ears)

Tiny gray adult lice on hair or scalp.

Lice eggs (called “nits”) – white oval specks that look like grains of sugar (almost tear-drop shaped attached to the hair)

Who gets head lice?

Head lice are most often found on school-age children. However, lice infestation cuts across all social, economic, and age groups. Lice especially prefer clean hair.

What should be done when lice are detected?

Don't panic! Infestation is easy to control if detected and treated before it

spreads. Don't keep it a secret! It's not a social disgrace, nor is it a sign of any lack of cleanliness or personal hygiene. Please inform school immediately.

What kind of treatment should be used?

The Health Department recommends the prescription preparation NIX. This is a crème rinse that prevents re-infestation for a period of two weeks, thereby breaking the egg-lice cycle. You will want to possibly retreat in 7-10 days to prevent re-infestation. There are over-the-counter medicated shampoos sold that also require a re-treatment in 7-10 days.

OUR SCHOOL HAS A NO NIT POLICY!! It does not allow your child to return to the classroom until ALL dead eggs (nits) have been removed from the hair. Also, your child should NOT return to school until 24 hours have passed since the first treatment. To remove nits, use a regular comb to remove tangles, and then use a nit comb or tweezers to remove lice eggs from the hair.

What else can help get rid of head lice? Re-infestation may occur from other infested people and sources in the environment. Check all family members when head lice are found on anyone in the house. Disinfect combs, brushes, hats, scarves, coats, bed linens. Vacuum cars and/or seats, or any other article that may come into contact with the infested person's head (stuffed animals). If you have pets, they may need to be treated as well. You should call your veterinarian for instructions,

To disinfect, wash items in very HOT water (hot cycle of washing machine-desired temperature is 130F) for an entire cycle. Thoroughly vacuum and spray upholstery, carpets, mattresses, and car upholstery. Place pillows and stuffed animals in a plastic bag, spray with a lice bedding spray, and keep them in there for a two-week period.

MEDICATION POLICY

In the event that your child needs to receive medication during the day, a parent must bring in the prescription in the original prescription bottle and sign it in at the school office. Students are not allowed to bring medication to school, as this may present a dangerous situation. Upon bringing the medication to the office, the parent must give written consent for the school staff to administer the medication. When a refill is needed, the parent must bring the refilled medication into the School Office. If the dosage has been changed, the prescription bottle must reflect this. All medication is to be kept in the School Office. Over-the-counter medications will not be dispensed without a doctor's note.

The teacher, assistant, or office staff will treat minor injuries sustained by your child at school. **NO FIRST AID MEDICATIONS WILL BE DISPENSED FOR INJURIES.** In the event of any major injury, professional medical attention will be sought immediately and a parent will be contacted.

An emergency procedure card will be kept in the School Office. Please assist us by keeping information current. Any allergies, health conditions such as asthma, diabetes, epilepsy, and procedures to follow in dealing with them must be noted each year a child is in school. If your child has any food allergies, please be sure the teacher is notified. **It is the parent's responsibility to notify the School Office and the child's teachers of any medical/physical problems.**

BEHAVIOR REDIRECTION

Positive discipline will be used in the Pre-Kindergarten classroom. A "thinking chair" may be used when a child's behavior is harmful to himself or others, or is disruptive to the class. Any physical harm done to another child is not permitted (hitting, biting, pinching, etc.). When this form of behavior occurs, the parent will be notified and asked to take the child home. Each time an offense occurs, a behavior form will be sent home. If your child receives three (3) behavior forms, a mandatory conference will be scheduled between the parent, teacher, and principal. Your child will not be permitted to return to school until the conference has taken place.

Children with habitual crying problems will also be sent home. We understand this might occur at the beginning of school, but after this, your child should be secure with the routine. Long term crying usually indicates other underlying issues and will need to be addressed. If there are frequent problems with toilet training, your child will not be allowed to return. Any behaviors that are not typical for a normal four/five year old will be monitored, and may require evaluation. We truly love your little one, and want them to have the best experience possible. This will enable parents and staff to work together in order to construct a positive learning experience for each child.

**** If a note is sent home regarding your child's behavior, it must be signed and returned. This lets us know that you have received the pertinent information concerning your child.**

GRIEVANCE

Should a parent/guardian have a grievance, the following procedures should be followed:

1. Talk with the teacher/staff person involved
2. If a settlement is not reached, contact the principal.

3. If a settlement is not reached, contact the Pastor.
4. If a settlement is not reached, contact the School Board.

PARENT MEETINGS/CONFERENCES

The first meeting of the year will be an Orientation Meeting. Conferences will be scheduled throughout the year if the teacher feels one is necessary, or if the parent wishes to have a conference. Should you need an additional conference, please contact the teacher for an appointment.

CHILD ABUSE OR NEGLECT

In the event a staff person knows or has reason to believe that a child is abused or neglected, that person must report or cause a report to be made immediately to the Department of Social Services. If it is believed that immediate protection of the child is advisable, then law enforcement will be notified.

LUNCH

St. Athanasius School Cafeteria provides hot lunches daily for any students attending S.A.F.E. before the second session. Lunches are to be paid for by putting money into your child's personal lunch account. This is done through the cafeteria manager. *No cafeteria lunches may be charged.* Lunch accounts must be current; In accordance with the Archdiocese of Louisville "School Lunch Charge Policy", students owing more than \$12.25, need to bring lunch from home until the account is current. Lunch accounts that are 45 days delinquent and do not have an approved plan with the cafeteria manager will be contacted to have their child(ren) removed from school until the account is current. **Student Lunch Prices for 2016-2017 school year (May be subject to change): Student lunches: \$2.65**

TUITION

Tuition payments to the school are monitored by the School Tuition Audit Committee (STAC). Their role is to provide leadership and responsible stewardship of the school tuition payments, which is a significant portion of the overall parish budget.

Tuition Rate Guidelines:

- A.) Rates are for all families regardless of parishioner status.
- B.) Families with a Pre-K student and a K-8 student(s) will pay the family rate (*two-student, three-student, etc.*) rather than the Pre-K + K-8 rates for additional affordability.
- C.) Rates include the PTO family fee and field trip fees, reducing out-of-pocket expenses during the year. (*No refund on field trips regardless of your child's participation.*)

- D.) Rates also include book fees, technology fee, cafeteria and playground monitoring fees, etc. Rates do not include registration, Pre-K/K snack fee(s), classroom supplies, or lunch fee.
- E.) Blended families living at the same address are required to provide documentation showing their legal union to be eligible for a single family rate.

Tuition Payment Options

It is agreed to and understood as a condition of your child's/children's education at St. Athanasius School, you will pay tuition for the current school year using one of the options below. All new families and existing school families are required to submit a completed Tuition Payment form. If selecting the monthly option, they must register online with FACTS Tuition via www.stathanasiuslouisville.com. All families using FACTS will be assessed a \$43.00 service fee through FACTS when the account is finalized.

1. One annual payment must be made in full by July 20th for the 2016/17 school year. For the 2016/17 school year, the discount will be \$175.00. Payments made to the Parish Office by check only. Check made payable to St. Athanasius.
2. Biannual payments must be made on July 20th and January 20th for the 2016/17. For the 2016/17 school year the discount will be \$125.00. Payments made to the Parish Office by check only. Check made payable to St. Athanasius.
3. Families selecting the monthly payment option will register with FACTS Tuition and mandatory ACH direct withdrawals from a savings or checking account are required. All families using FACTS will be assessed a \$43.00 service fee when their account is finalized. Families can choose a monthly withdrawal date of the 5th or 20th. Families paying monthly will be on a 12 month plan (July-June). Families paying monthly via FACTS Tuition may select to do so with a MasterCard, Discover, or American Express credit cards. Families selecting this option will incur a convenience fee. Families may sign up online with FACTS or call them at (866) 441-4637.
4. Families, with an 8th grade or Pre-K student only will be on a 10 month payment plan (July – April).

Only families on FACTS, with a child in grades K-8, who pay off the tuition balance for the year by March 20th, will receive a \$75.00 discount. Pre-K only families and those families receiving tuition aid are not eligible for a tuition payment discount.

Aid Eligibility

- All K – 8 school families are eligible to apply for aid which is applied towards tuition
- Families applying for aid must do so each year and any amount of aid provided in one year has no bearing on future requests.
- Aid forms are available in January for the following school year and are due in mid-March.
- Aid requests will be evaluated first on need and then by the date received.
- Requests received after the due date will be reviewed based on availability of aid.

-The party responsible for payments must submit the aid form and provide all requested documentation; incomplete forms will not be considered.

-Families that are delinquent on the previous year's tuition and fees must have an approved payment plan in place with STAC before requesting aid for the upcoming school year.

-Families receiving tuition aid are not eligible for a tuition payment discount.

Families that enroll after the school year begins:

-The tuition and fees will be prorated based on the date of enrollment.

-Families must be in good financial standing with their previous school.

Families that withdraw before the school year ends:

-Any refund of tuition and fees will be prorated less a \$50.00 administrative fee.

-Families that withdraw after the 20th of the month will not receive any refund for that month.

-Families that withdraw after March 20th will not receive any refund for tuition or fees.

Delinquent Families:

-Delinquent Families are required to proactively communicate their circumstances to Shawn Black or Robert Wadell at the Parish Office (502) 969-3332.

-The School Tuition Audit Committee (STAC) will work with delinquent families to determine an alternative payment plan.

-Repeated failure to follow an adjusted payment plan jeopardizes students' extracurricular program participation. Delinquent families that withdraw from school and wish to continue extracurricular programs (sports, etc) are required to attend Religious Education (PREP) classes and adhere to a STAC approved payment plan.

-Families that have more than one party responsible for tuition and fees must have all accounts current. If any portion of an account is delinquent, the entire account is considered delinquent and will impact a student's enrollment.

-Families that are 45 days delinquent on tuition and fees, cafeteria, SAFE, PTO, etc. and are not adhering to the above requirements will be contacted to have their children removed from school.

Delinquent Fees:

Families who proactively communicate their circumstances to Shawn Black or Robert Wadell at the Parish Office and have an approved alternate plan are not assessed delinquent fees.

-Returned checks will be assessed a \$35.00 fee.

-Existing School Families registration is in January; those not registering at this time will have an increased registration fee.

-Tuition rates for the next school year are communicated in March; families failing to select one of three tuition payment options by the end of March will be assessed a \$50.00 delinquent fee.

-Families who select the monthly payment option and fail to have their FACTS account established by June 1st will be assessed a \$100.00 delinquent fee.

-Families on the FACTS program whose payment is returned 3 times due to insufficient funds will be assessed a \$35.00 delinquent fee by St. Athanasius in addition to the FACTS late fee. Bank fees for insufficient funds vary per bank.

-Families on the FACTS program who are delinquent 50% or more times in a year may be required to pay annually/biannually the following school year.

Exceptions:

-Exception requests must be reviewed by STAC and approved by the Pastor.

Financial Aid

Pre-K students are not eligible for tuition aid..

K-8 tuition aid forms are available in January for the following school year

Thank you for choosing St. Athanasius Pre-Kindergarten as your child's first beginnings. It is truly an honor to be first in making lasting impressions of your child's first experience in school. Thank you for entrusting him/her to our care. It is a gift to have the smiles, laughter, and enthusiasm of life in our classroom. We thank you for your support, and we will take great care of you precious little ones.

God Bless,
St. Athanasius Pre-Kindergarten Teachers and Staff

St. Athanasius Pre-Kindergarten Handbook

I have read the St. Athanasius Pre-Kindergarten Handbook and agree to all terms listed within.

Student Name (Print)

(Parent/Guardian Signature)

(Date)

Please sign, tear out, and return to the Pre-K Teacher.

Dear Parents,

Every year I like to send home a class list that includes your child's name, address, birthday, and phone number. Parents like getting these for birthday parties. If you do not want your child's personal information handed out, just let me know below. I will keep their name on the list, but take out the personal information.

Student Name _____

_____ Yes, it is okay for my child to be on the list.

_____ No, I do not want my child's personal information listed.

(Parent Signature)

Please sign, tear out, and return to the Pre-K Teacher

Dear Parents,

I need permission take pictures of your child. This is a State Requirement. No pictures will be used on any social media.

Student Name _____

_____ Yes, it is okay for my child to be photographed.

_____ No, I do not want my child to be photographed.

(Parent Signature)

PRE-K SUPPLY LIST 2016/17:

Pre-K does not use back packs, we use totes. We find this easier to manage.

Totes can be purchased at Wal-mart, Hobby Lobby, or Michaels.

Make sure your child's name is on the outside of the tote and feel free to decorate the tote with your child.

Each Student please bring:

- One or two rolls of paper towels
- Three glue sticks
- One container of baby wipes
- One box of Kleenex
- One 2 inch binder (A.M. bring in white and P.M. bring in blue)
- One ream of copy paper
- One box of 16 (or more) count Crayola Crayons
- One bottle of hand sanitizer