Photo Policy

Each child graduating from S.H.P.S. receives a special, personalized portfolio which commemorates their time with us here at preschool. These portfolios are filled with pictures which become treasured memories and reminders of how much your child has grown while they were our students. Pictures of your child will be taken by their teachers during class time and our many fun activities. Many of these pictures may be posted on our preschool website or our preschool Facebook page. If you do not wish to have your child’s picture included on our webpage or social media, please inform Miss Debbie or Miss Simone as soon as possible.

Sacred Heart Preschool website and Facebook page

S.H.P.S. now has a website and a Facebook page! Both sites are updated regularly with pictures, stories, and parent information to help keep you up to date on what is happening here at school.

Please visit our website: www.sacredheatturlock.org and “like” Sacred Heart Preschool on Facebook.
Observed Holidays and Vacation Days
S.H.P.S. will be closed during the following holidays and vacation days. Dates are also subject to change:

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Welcome to Sacred Heart Preschool

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Birthday Books
We at S.H.P.S. celebrate students’ birthdays with a "Birthday Book." If a parent chooses, you may donate a birthday book to our library with your child’s name, birthday, and his or her picture on the inside cover. The book is read to the class on the child’s birthday. Your child will feel a great sense of pride every time his/her book is read!

Birthdays are a special time! Parents are encouraged to supply the birthday book for each classroom library. And staff will supply the birthday treats that are able to be enjoyed by ALL CHILDREN. (Due to food allergies parents are not permitted to bring any treats for students. Staff will find suitable treats for all children to enjoy)

Requirements
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in 10 monthly payments of $385.00 each month (August-May)

Monday/Wednesday/Friday (8:00a.m. to Noon) $2,550 - Payable in 10 monthly payments of $255.00 each month (August-May)

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Curriculum

It is important when working with young children to develop in each child a positive self-image and a positive attitude toward learning. The activities offered each day are designed to expand the child’s understanding, increase manipulative skills, and stimulate creative potential. To develop a healthy child, many factors must be considered. The following are some guidelines we follow to help us reach these goals.

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When Your Child Should Not Come to S.H.P.S.

Sometimes you may be uncertain as to whether your child will endanger himself/herself or others by going to school. PLEASE DO NOT GIVE YOUR CHILD MEDICINE BEFORE DROPPING THEM OFF AT SCHOOL IN AN EFFORT TO AVOID KEEPING THEM AT HOME.

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forms must filled out and turned in prior to start date.

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1. The safety and security of the children and staff in our program is compromised by the student’s attendance.
2. The needs of the student cannot be met by our program and/or the student will not benefit from continued attendance in our program.
3. The responsible party has failed to meet the financial obligations of our program which he or she accepted upon enrolling his/her child into our program.
4. A parent or guardian has been uncooperative with the preschool’s staff, program policies, procedures, or state regulations.

Whenever possible, two weeks advance notice shall be given to the family who is being asked to transfer from our program. Please notify the Director by letter two weeks in advance if your child will be transferring from our school.

Tuition Policy

Tuition fee is set on an annual basis from August 1st through May 1st. Tuition is due on the 1st of the month. A two-week notice of departure is required; otherwise you will be charged for the whole month. If your child will not be attending school in August, you will need to notify the preschool two weeks before the August 1st payment is due; otherwise, you will owe the August payment. This requirement also applies for summer school.

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2. We ask that you bring an extra set of clothing in a zip-loc bag to be kept at school. This is in case of a toileting accident, or in the event of an unusually messy art activity. Even when the children wear a smock, their little hands sometimes manage to touch their clothes. If accidents persist, then the child is not fully potty trained, and will have to be removed from our program.

3. Full time children (nappers) need to bring a small blanket and pillow (to be left at the preschool) for their nap. Storage space for this is limited so please refrain from sending large blankets and pillows. We will send the blankets and pillows home every two weeks to be washed and returned.

4. If medicine is to be administered to a child, a "Medicine Consent" form must be completed by the child's guardian/Physician. If this form is not completed, then medicine will not be able to be dispensed. It is also the guardian's responsibility to pick up the medication when the child is picked up. Medicine left at the preschool on Friday, or expired medication will be thrown out when the facility closes. Medication must be in the original labeled container with the exact dosage listed. Hours in between dosages and last time medicine was dispensed must be on the "Medicine Consent" form.

5. If your child becomes sick, it is parent(s) responsibility to pick her/him up as soon as possible. If you make arrangements to have her/him picked up by someone other than yourself, they must be listed on the emergency card. If they are not listed, the child will not be released unless other arrangements have been made by the parent(s). Parent(s) have been provided a copy of the "Reasons to Keep Your child Home from school" guide. Please adhere to these guidelines. S.H.P.S. is mandated to report suspected child abuse and/or neglect. If child abuse or neglect is suspected, it will be referred to the proper agency.

6. If any parent is interested in the WIC program, you may get information from S.H.P.S. or call you local WIC program at (209) 558-7377.

7. We can do speech, language, vision and hearing screening if recommended.

8. Parents are required to read all information provided by preschool.

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**Morning & Afternoon Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30</td>
<td>Open</td>
</tr>
<tr>
<td>8:00</td>
<td>Free Play (arrival time)</td>
</tr>
<tr>
<td>8:45</td>
<td>Breakfast Time</td>
</tr>
<tr>
<td>9:15</td>
<td>Calendar/Music Time</td>
</tr>
<tr>
<td>9:40</td>
<td>Center-Time</td>
</tr>
<tr>
<td>10:30</td>
<td>Outside Play</td>
</tr>
<tr>
<td>11:10</td>
<td>Share/Story Time</td>
</tr>
<tr>
<td>12:30</td>
<td>Noon Dismissal/Lunch Time</td>
</tr>
<tr>
<td>2:00</td>
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</tr>
<tr>
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</tr>
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**Food Program**

S.H.P.S. provides all meals; breakfast, lunch and afternoon snacks for the students. The price is included in tuition.

**Fees & Tuition**

Fall registration fee is $100.00, summer registration fee is $50.00. All registration fees are nonrefundable. When you register for Summer program, you are responsible for the full 8 week program and tuition is due June 1st and July 1st.

**Full Day Programs**

- **Monday through Friday** (7:30a.m. to 6:00p.m.) $6,200 - Payable in 10 monthly payments of $620.00 each month (August-May)
- **Monday/Wednesday/Friday** (7:30a.m. to 6:00p.m.) $4,150 - Payable in 10 monthly payments of $415.00 each month (August-May)
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- **Monday through Friday** (7:30a.m. to 12:30p.m.) $4,400 - Payable in 10 monthly payments of $440.00 each month (August-May)
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- **Monday through Friday** (8:00a.m. to Noon) $3,850 - Payable
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5. A fever above 100.0 without fever reducing medication
6. An unexpected rash or any skin eruption.
7. Acts drowsy, has a headache, flushed face and/or a lack of appetite.
8. Has been nauseous or has vomited 24 hours prior to the start of school.
9. Has or suspected of having head lice.
10. Persistent cough that disrupts their daily activities.
11. Has or suspected of having pink eye.
12. We will be doing daily health checks.

**Arrival & Departure Time**

Consistent habits of arriving and departing at the scheduled time will help your child to build confidence and security. Children may not be dropped off at any time. Children must arrive and depart at S.H.P.S. near their scheduled arrival and departure time. In case of an emergency please contact the preschool. Make sure your early or late arrival has been approved by the Director. Early and late arrivals could be charged additional fees. Early and late arrivals will be documented and if it deemed excessive, will jeopardize your child’s enrollment at S.H.P.S. S.H.P.S. is state licensed between the hours of 7:30-6pm. Children will not be allowed to enter the preschool before 7:30am. If a child is not picked up by his/her departure time (noon, 12:30pm or 6:00pm, whichever applies,) you will be charged $10.00 for every 5 minutes you are late. Three violations of late pick up after 6:00 p.m. will result in a child will be dropped from the program.

**Parent Participation and Observation**

All observant and/or classroom participants must pay to be fingerprinted before observing class. If at any time you would like to observe at S.H.P.S. and/or participate in classroom activities, please contact the Director for any additional information.
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