

# Parent-Student Handbook

## Preschool

**St. Anne's**  
**SCHOOL**

Wabasso, MN.



**2017-2018**

## Our Mission:

St. Anne's School exists to pass on our Catholic Faith and an excellent education. We "Enter to learn Christ, and exit to serve Christ."

## Our Vision:

- To keep God at the center of all we do
- To encourage a love for learning in which each child can realize their potential, spiritually and academically
- To foster supportive and respectful relationships with students, parents, staff, parish, and community
- To empower our students to be morally responsible individuals serving God, the Church, and all people

---

### ST. ANNE'S SCHOOL STAFF DIRECTORY

School Superintendent	Fr. Anthony Hesse	frtony93@gmail.com
Diocesan Superintendent	Mrs. Karla Cross	kcross@dnu.org
Principal	Mrs. Mary Franta	mfranta@wabassostannesschool.com
School Secretary	Mrs. Jane Baune	jbaune@wabassostannesschool.com
6 <sup>th</sup> Grade Teacher	Mrs. Candy Sobocinski	csobocinski@wabassostannesschool.com
5 <sup>th</sup> Grade/Music Teacher	Mrs. Vickie Daub	vdaub@wabassostannesschool.com
4 <sup>th</sup> Grade Teacher	Mrs. Tara Rabenberg	trabenberg@wabassostannesschool.com
3 <sup>rd</sup> Grade Teacher	Mrs. Shannon Jensen	sjensen@wabassostannesschool.com
2 <sup>nd</sup> Grade Teacher	Mrs. Angie Dudgeon	adudgeon@wabassostannesschool.com
1 <sup>st</sup> Grade Teacher	Mrs. Angie Lazatin	alazatin@wabassostannesschool.com
K Teacher	Mrs. Penny Wall	pwall@wabassostannesschool.com
Preschool Teacher	Mrs. Dawn Guetter	dguetter@wabassostannesschool.com
Tutor/Art Teacher	Mrs. Deb Knott	dknott@wabassostannesschool.com
Cook	Mrs. Kathy Wall	kwall@wabassostannesschool.com
Custodian	Mr. Dan Davis	ddavis@wabassostannesschool.com

### ST. ANNES'S SCHOOL EDUCATION ADVISORY COMMITTEE

The purpose of the Education Committee is to advise administration in regard to school policy and procedure.

#### Members 2017-2018

Shannon Anderson	Christina Folgelson
Tina Hanna	Rindy Filzen

### CONTACT INFORMATION

Address:	Box 239, 1054 Cedar Street, Wabasso, MN 56293
Phone:	507-342-5389
Fax:	507-342-5156
Email:	stannesschool@wabassostannesschool.com
Website:	www.wabassostannesschool.com

# ADMISSIONS

## PROGRAM OVERVIEW

St. Anne's Preschool is a child-centered preschool that provides enrichment and school readiness in a program that reflects the moral and spiritual values of the teaching and practice of the Catholic faith. Our students come from a variety of backgrounds and all faiths are warmly welcomed. Our program is designed to encourage a balance of spontaneous and structured activity to provide enrichment rather than acceleration, and to emphasize life skills, acceptance of differences, school readiness, and to nurture faith formation.

## ELIGIBILITY AND ENROLLMENT

St. Anne's Preschool is open to all children who are the age of four years by September 1. **Non-discriminatory statement:** At St. Anne's School there is no discrimination on the basis of race, sex, national origin, age (in accordance with the law), and handicapping conditions (if, with reasonable accommodation on the part of the school, the handicapped person could be accommodated).

## TUITION

Preschool tuition is not subsidized by the Light of the World Faith community, therefore a monthly payment of \$90 (\$810 per year) is required. Payments are due the first school day of each month. Families will be given a payment coupon booklet at the beginning of the school year to keep track of monthly payments. Refunds are not given for days of school missed due to illness, vacation, weather, etc.

# DAILY SCHEDULE

## CLASS SCHEDULE

½ days on Monday, Tuesday, Thursday

7:55	Doors open
8:05	Call in bell
8:10	Schools day begins
11:15	Dismissal

## DOOR SECURITY

In order to provide a safe environment for our students and staff, only the school's front (west) door will be open from 7:55-11:30. From 11:30 until 3:30, only the parish office will be open. Students arriving to school should use the front entrance. All visitors (no exceptions) are required to sign-in upon entering the building and sign-out upon leaving the building.

The preschool program follows the same school year calendar as St. Anne's Elementary School.

## TRANSPORTATION/ARRIVAL

Children attending preschool may ride the regular morning school bus if they live in the Wabasso School District or on an existing route outside the district at no cost. Busing is provided by the Wabasso School District. In order to provide a safe environment for our students, St. Anne's strives to make certain that students are supervised by responsible adults at all times. The school day starts for our staff at 7:45 am. Prior to 7:55, there is no assurance that staff members are present and free of other duties to supervise children. **Therefore it is asked that students arrive to school no earlier than 7:55 am.**

Mid-day transportation is not provided by the St. Anne's Preschool or by the Wabasso School District except for those children who qualify for Early Childhood Special Education (ECSE) services. Parents must make arrangements to have their children picked up promptly at 11:15 am.

## **ABSENCE/ILLNESS**

Generally, if students are exhibiting symptoms of illness requiring attention from the Health office, they should be at home and remain at home. **Specifically, if a student exhibits the following symptoms they should not be sent to school and kept at home for 24 hours after the condition returns to normal.** If any of these symptoms arise while the student is at school, parents/guardians will be contacted to take their child home.

- fever of 100.5 or higher
- vomiting or diarrhea
- rash that may be disease-related

Student absence due to illness should be reported to the school office daily during the absence by 8:30 am. A doctor's note may be required for extended absence.

Parents/guardians are asked to call the school office (342-5389) if their child will not be in school for any reason. Please note that e-mail is not a reliable form of communication for time-sensitive issues (e.g. absences, transportation changes) as the teacher often does not have an opportunity to check e-mail while preparing for or conducting class.

## **PROGRAM POLICIES & INFORMATION**

### **COMMUNICATION**

Parents are welcome to visit the school and classrooms at any time. It is recommended that parents call the day before to set an appointment with the teacher or administrator. Parents may contact teachers during the school day by phone or email keeping in mind that teachers may be unable to immediately respond to inquiries due to the nature of their classroom duties. **Urgent messages should be left directly with the school office.**

H-O-G: The H-O-G (Home-O-Gram) is a weekly, Wednesday communication sent home with the oldest child of each family. It contains pertinent information regarding school-wide activities and notices. It is sent in a manilla envelope which is to be returned each Thursday with parent signature.

Parent-teacher Communication & Confidentiality: Formal conferences are held twice per year. Teachers/administrators will also communicate student progress and behavior regularly with parent/guardian through class newsletter, phone, email, teacher webpage or by special appointment. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. The staff email accounts are intended to enhance parent-teacher communication and families are welcome to use this mode of communication for business pertaining to their children or the school. *However, families are asked to limit their use of the staff email accounts to school-related business only.*

Calendar: School day and event calendars are provided to each family in registration folders at the start of each year. The calendar is also posted on the school's website. Please watch the weekly HOG for updates. Refer to the website for the most up-to-date information.

School website: Visit the website to browse the H-O-G, lunch menus, upcoming events, schedule changes, classroom news, spelling lists, student activities, forms, handbook and more. [www.wabassostannesschool.com](http://www.wabassostannesschool.com)

Student Phone/Cell Phone Use: Students may use the school telephone when requested by teacher or school staff or in the case of an emergency. Cell phones and electronic devices are allowed in the classrooms by special permission from the classroom teacher. St. Anne's School is not responsible for theft or damage to devices that are brought to school.

## **INSTANT ALERT SYSTEM**

An Instant Alert System, SchoolMessenger, is used to notify parents/guardians by phone, text, or email of emergency notifications and routine communications. This will include school closing due to inclement weather and other school-related events. Parents/guardians register for notifications at the start of the year. Contact the school office to make changes to your contact information throughout the year.

## **SCHOOL CANCELLATIONS**

St. Anne's School follows District 640's school cancellations due to weather. District 640 announces weather-related cancellations over WCCO, KARE 11, KLGR, and KMHL. In addition, St. Anne's School will use its Instant Alert System to announce cancellations, postponements, etc. Preschool class will follow the same cancellations and early closings as the rest of the school. However, if there is a late start in the morning, there will be no morning preschool session. Days missed due to weather or other events may or may not be made up. Parents will be notified of these circumstances should they arise.

## **FIELD TRIP POLICIES/FORMS**

Occasional walking field trips to local destinations may be planned by the preschool teacher. In order for a child to participate on the field trip, parent/guardian permission is required. Therefore parent/guardian signature is required on the Field Trip Permission Form at the back of this document and must be returned to school. All volunteers/chaperones must meet diocesan VIRTUS training requirement. (see Safe Environment Policy)

## **SAFE ENVIRONMENT POLICY**

Employees and Volunteers:

It is the policy of the New Ulm Diocese that all employees AND volunteers who have contact with children participate in the VIRTUS Safe Environment Program. VIRTUS is the brand name that identifies best practices programs designed to help prevent wrongdoing and promote "rightdoing" within religious organizations. Inquire at the school office for specific training requirements.

Non-school Employees:

The Diocese of New Ulm and St. Anne's School hold no real or implied legal responsibility or jurisdiction over the employees/volunteers of District 640, school bus service, or school nursing service. While public school employees are bound by Minnesota law to have a recent criminal background check on file at the public school, their employees are not subject to the requirement of the diocesan Safe Environment Program.

## **BUS TRANSPORTATION & RULES**

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. ***Expectations for preschool bus riders is the same as for elementary students.***

### **School Bus Rules of the Wabasso Public School**

1. Immediately follow the directions of the driver.
2. Sit in your seats facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassing, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

### **Elementary School Bus Consequences (K-6) enforced by the Wabasso Public School**

- 1<sup>st</sup> offense – warning
- 2<sup>nd</sup> offense – referral to school administration for a 3 school day suspension from riding the bus.
- 3<sup>rd</sup> offense – 5 school day suspension from riding the bus.
- 4<sup>th</sup> offense – 10 school day suspension from riding the bus and a meeting scheduled with the parent(s).

## **STUDENT ATTIRE**

Children should wear comfortable clothing to school so that they will feel free to participate fully in all activities. Although washable paint and supplies are used whenever possible, some activities may be messy. Please consider this when dressing children for school. Children should be dressed appropriately for the weather as some daily activities may take place outdoors. In the winter, children who wear boots to school should bring shoes to change into once in the classroom. Hats will not be worn in the building unless special permission has been granted by the teacher.

## **SNACKS**

Children will be offered a daily snack provided by the school. Any food allergies or difficulties your child may have should be reported to the school staff. Children are welcome to bring a snack to share to celebrate special events, however, the State Health Department recommends that children do not bring homemade treats and in accordance with the school's nutrition policy, healthy snacks are strongly encouraged.

## **STUDENT PHOTOS**

Professional school photos are taken annually in the Fall. Families have the option of purchasing pictures. St. Anne's reserves the right to use these student photos and other student/classroom photos in publications and on school and parish websites. Any parent who does not wish their child/children's picture to be used must notify the principal in writing.

# **APPENDIX**

## **ANNUAL NOTIFICATION OF ASBESTOS CONTAINING MATERIALS**

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), an inspection for asbestos-containing building materials was completed in 2010. The inspection findings and asbestos management plans have been on file in the school administrative office since that time. The EPA requires re-inspections of the asbestos materials every three years. An accredited Inspector/Management Planner performed the re-inspection of the building on 5/4/2010 and issued a report regarding the results. There were no significant changes in condition of the remaining asbestos. All asbestos containing materials in the school are in good condition and will continue to be managed as recommended by the accredited Management Planner. The results of the re-inspection and the 6 Month Surveillance are on file in the Management Plan in the school's administrative office and are available for public viewing. The Asbestos Program Manager (custodian), is available to answer any questions you may have about asbestos in the building at 507-342-5389.

## **ANNUAL PESTICIDE NOTICE**

Effective in 2000, MN state law requires schools to notify stakeholders of pesticide applications on school property. This notification will include an estimated schedule of pesticide applications which is available for public viewing at the school office. If any individual wishes to be notified of a pesticide application made on days other than those specified in the schedule, please contact the school office at 507-342-5389.

## **CHILD ABUSE REPORTING**

As followers of Jesus, it is our obligation to speak and care for the poor and powerless. Children are among those who most need our protection, care and voices to speak for them when they are in a powerless position. Therefore, all employees and volunteers of St. Anne's School are to comply with the Sexual Misconduct Policy of the Diocese of New Ulm. Further, if any school employee knows of or has reason to believe that a child's health or welfare may be jeopardized through physical or sexual abuse or neglect, that employee shall report the suspect abuse or neglect to the local human service department or local law enforcement agency.

## **SPECIAL EVENTS, ACTIVITIES & TRADITIONS**

A detailed list and explanation of school events can be found on the school website and in the registration packet obtained at the start of each school year. These activities are in addition to the regular daily schedule and are activities that students look forward to celebrating with their classmates as well as their families.

## **SCHOOL FUNDRAISING**

Participation in the school's fundraising endeavors is an integral part in ensuring our continued vitality. Student and parent participation and financial support **are expected** in the following events.

- Marathon for Nonpublic Schools
- Catholic United Financial Calendar Sales
- Capital Campaign
- Catholic Schools Week Carnival
- Catholic United Financial Raffle

Additional fundraising programs are in place with minimal effort required. We encourage parents/guardians to participate and to enlist extended family and friends in these low-maintenance fundraising efforts.

- Scrip Gift Certificates
- Aluminum can collection
- Salfer's Food Center receipt collection
- Boxtops for Education collection
- Annual Bake Sale
- Fall Open House/Barbeque/Drive for Kids
- Country Hearth Bread label collection
- Shoparoo: receipt tracking app

***Visit the school's website for a more detailed list with description of ways you can support St. Anne's School.***