

# St. Anne's Preschool



# Program Handbook

# Parent-Student Preschool Handbook

Revised Aug. 2016

## 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

## 2016-2017

### *Catholic Schools: In Communion with the Saints*

## Education Advisory Committee

### Purpose

The Education Committee has the responsibility to advise the principal on policy.

### Education Committee Members

Lorna Plaetz  
Tina Hanna

Christina Fogelson  
Shannon Anderson

Jen Goblish  
Rindy Filzen

## Staff Personnel Listing

Diocesan Superintendent: Mrs. Karla Cross  
School Superintendent: Fr. Tony Hesse  
Principal: Mrs. Mary Franta  
Cook: Mrs. Kathy Wall  
Custodian: Dan Davis  
Secretary/Nurse: Jane Baune  
Art Teacher/Tutor: Mrs. Deb Knott  
Preschool: Mrs. Dawn Guetter  
Kindergarten: Mrs. Penny Wall  
Grade 1: Mrs. Angie Lazatin  
Grade 2: Mrs. Angie Dudgeon  
Grade 3: Mrs. Shannon Jensen  
Grade 4: Mrs. Tara Rabenberg  
Grade 5: Ms. Vickie Daub  
Grade 6: Mrs. Candy Sobocinski  
Library

## E-mail addresses

kcross@dnu.org  
frtonyh@tds.net  
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kwall@wabassostannesschool.com  
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adudgeon@wabassostannesschool.com  
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trabenberg@wabassostannesschool.com  
vdaub@wabassostannesschool.com  
csobocinski@wabassostannesschool.com  
library@wabassostannesschool.com

## Contact Information

\*Box, 239, 1054 Cedar Street, Wabasso, MN 56293  
♦website: [www.wabassostannesschool.com](http://www.wabassostannesschool.com)  
On Facebook as St. Anne's School, Wabasso, MN

♦ phone: 507-342-5389  
♦ email: [stannesschool@wabassostannesschool.com](mailto:stannesschool@wabassostannesschool.com)

## **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).

## **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.

## **Tuition**

There is a \$90 per month (\$810 per year) tuition fee for St. Anne's Preschool. 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.

## **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.

Children riding the school bus will be expected to follow the same bus and bus stop rules as the other elementary children. The School District's Bus and Bus Stop Rules (as found in the WPS Elementary Handbook) are as follows:

### **A. School Bus and Bus Stop Rules**

The school district bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

### **B. Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

### **C. Rules on the Bus**

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.

### **Absence/Illness**

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. For the health of all children, please keep your child home from school if he/she has any of the following symptoms:

- a fever of 100.5 or more
- student has vomited or has diarrhea
- has any rash that may be disease-related

If your child becomes ill during the school day, you will be called and asked to pick up your child immediately. In the event you cannot be reached, the emergency contact on file will be reached.

Depending on the nature of the illness, your child may wait in the school health office until you arrive.

### **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.

### **Weather/Cancellations**

In the event of inclement weather or other events that interfere with normal school operations and transportation procedures, school will be called off by the WPS Superintendent and/or the St. Anne's

School Principal at the earliest possible time. 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.

Parents will be notified of school cancellations/early closings by the school's instant alert system. There is not an additional fee for this service, but parents must provide contact information to the school office. Cancellation/early closing notification will also be made on KLGR.

### **Communication**

Parents are welcome at many special events throughout the school year. In addition to these, parents/guardians are encouraged to visit during school hours. 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 with the school office.

**H-O-G** – The H-O-G (Home-O-Gram) is a weekly publication sent home with each family containing pertinent information regarding school-wide activities, events, notices, etc.

**Parent-Teacher Communication** – Formal parent-teacher conferences will be held twice during the school year, once in the fall and once in late winter/early spring. Notices regarding these will be sent home with children. Parents will have the opportunity to discuss their children's social and academic development with the classroom teacher. Teachers/administrators will communicate at least monthly with parents through a class letter, phone call, or paragraph in the H-O-G.

**Staff email** - 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.*

**School website** [www.wabassostannesschool.com](http://www.wabassostannesschool.com) - Visit the website to browse HOG, school events and activities, etc.

### **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.

### **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**

#### **VIRTUS Training**

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.

### **School Pictures**

Pictures are taken biannually in the Fall. Families have the option of purchasing pictures. Retakes occur approximately one month later. St. Anne's reserves the right to use student pictures in publications and on their website. Any parent who does not wish their child/children's picture to be used must notify the principal in writing.

### **School Fundraising**

Student and parent participation in the school's fundraising endeavors is an integral part in ensuring our continued viability. Below is a brief list of some of the major fundraising efforts. A detailed list can be found on the school's website.

**Scrip** – Gift cards for most major retailers and restaurants can be purchased at the school office with a percentage of sales going directly to the school.

**Marathon** - This is a walk/bike-a-thon, held the first Sunday of October is organized by the Catholic Order of Foresters. K-6 students and parents are asked to seek pledges, 100% of which go directly to the school.

**Calendar Sheet Sales & Raffle** - Catholic United Financial sponsors two fundraising efforts in Decemember and in February.

**Aluminum Cans** – Aluminum cans may be dropped at the north door.

**Salfer's Food Center Receipts** - Receipts dated Sept 1, 2015 – March 31, 2016 are redeemed for school supplies and/or cash.

**Use [www.Goodsearch](http://www.Goodsearch)** - Using this website, powered by Google, as your preferred search engine will earn cash for our school. (1 cent for every search)

**Cash To Trash** - Used printer and copier ink cartridges are collected at the school office for recycling. Encourage your workplace to save also.

#### **Boxtops for Education**

Boxtops for Education from General Mills products

**Open House/Barbeque and Drive for Kids** - Open House, a barbeque meal and Drive for Kids are held before school begins.

**School Carnival** - This is the closing event for Catholic School's Week. It is run by parents of K-6 students enrolled at St. Anne's.

**School Bake Sale** - Held at the Wabasso Library Craft Fair in November, families/ parishioners are asked to bake goods and sell them at the fair.

**Misc. Fund raisers** - There may be other fund raisers for class trips, etc