

St. Joseph Catholic School

York, Nebraska



2025-2026 Handbook

# **General Policies**

## **Admission and Attendance**

Little Angels Preschool (LAPS) does not discriminate against students based on their race, ethnic background, religion, or sex. Although we are a Catholic-based school, we welcome members of other denominations. We fill the classes on a first-registered basis, but do give preference to those who are members of the Catholic Church in the event more students enroll than we are able to accept. Depending upon the number of children registered, we may have afternoon classes if there are at least five students enrolled for that session.

For the Tuesday-Thursday class, a child must be 3 by July 31st of the year they wish to start the 3-year-old preschool program (LAPS-3) unless other arrangements have been made. Likewise, to enter the Monday-Wednesday-Friday class, a child must be at least 4 by July 31<sup>st</sup> of the year they wish to start the 4-year-old preschool program (LAPS-4). A birth certificate is required for verification of age.

LAPS-3 meets Tuesdays and Thursdays while LAPS-4 meets Mondays, Wednesdays, and Fridays. Morning sessions for LAPS-3 and LAPS-4 are from 8:00 – 11:00 a.m. If there are enough students enrolled, the afternoon sessions for both are from 12:15 – 3:15 p.m.

Please note, you may not drop off your child more than 10 minutes before the start of class because the teacher may not be available to supervise them and children cannot be left unattended in the classroom. If you are going to be more than 10 minutes late in picking up your child, he/she may be waiting for you in the front office. In such cases, you can go to the main school entrance on the south side of the building to pick up your child.

## **Tuition and Fees**

We require a registration fee of \$25 per student. Registration will usually begin in February or March. The tuition for LAPS-3 is \$120.00 per month (\$1,080 per year). The tuition for LAPS-4 is \$145.00 per month (\$1,305 per year). You may pay this one time at the beginning of the year, or pay monthly. You may set up automatic payments online at <https://online.factsmgt.com/signin/43Mcc> or pay at the school. **We expect your account to be current at the end of the first semester. If it is not, and the office has not been contacted as to extenuating circumstances, your child will not be enrolled for the second semester. All accounts are expected to be paid in full by the end of the school year. Registration for the coming fall will not be honored if accounts are not paid in full from the previous session. In extreme cases, payment may be required at the first of each month for attendance that month. Guardian Angel Funds may NOT be used for preschool tuition.**

## **Illnesses**

When your child is ill, please call or email the school and inform us of his/her absence. If your child has vomited, has diarrhea, or has a fever, they must be symptom free for 24 hours before returning to school. If your child becomes sick at school, we must send them home if they have a fever of 100 degrees or higher, or if they have vomited or have diarrhea.

## Hygiene Requirements

We ask that your child be potty trained before beginning preschool. We understand, at this age, they may still have accidents. If there is a time where your child has soiled their clothing and needs help getting cleaned up, we will have to call you to do this due to our Diocesan policy regarding teacher-student interactions. However, if it is a small accident and they are able to change their clothes and clean up on their own, we won't call you. Please make sure your child has a change of clothes in their backpack for any messes.

## Classroom Visitation Policy

We encourage parents to play an active role in the education process. This can be in a variety of forms including reading at story time, helping with classroom parties, bringing a special pet or sibling for show-and-tell, or just being a classroom helper for the day.

All visitors are expected to report to the school office to notify staff they are in the building or on school grounds. All visitors will be required to sign the visitor log and wear a visitor name badge while in the building. School visitors must respect the learning environment of the school and maintain proper decorum while in the school.

## Weather Policy

It is our policy to follow the York Public School system decision regarding inclement weather. In the event of bad weather, all late starts, early dismissals, or school closings will be announced via text message through School Messenger (you must download this app onto your phone), on our Facebook page, and/or on the school website. If there is a late start, morning preschool will be canceled. However, there will still be afternoon preschool. If there is an early dismissal at lunch time, there will be no afternoon class.

If there is a tornado warning, we will follow our tornado safety plan and students will move to interior rooms within the school. No child will be allowed to leave the school building during an active tornado warning.

Please dress your children appropriately for the type of weather we are experiencing, especially during cold weather. Preschool does not play outside if the temperature is 25 degrees or below, which also applies to the wind chill temperature. If there is snow on the ground, we will not go outside. It takes as much time to get them ready as we have allotted for recess.

## Treats

Students wishing to give treats for birthdays should arrange with the teacher ahead of time and should include the entire class. Please do not give gum as a treat. Due to peanut allergies, treats made with peanut butter are prohibited. **We cannot accept homemade treats.** You may bring in baked goods from a bakery that lists the ingredients and are peanut free.

## Conferences

Parent-teacher conferences will be held for LAPS-4 in February. The teacher will inform you well ahead of time of the date so that you can plan accordingly. The conferences will last about 10-15 minutes per child. The conferences are held so that you may learn the teacher's observations and decisions regarding moving on to kindergarten.

# Dress Code Policy

## **Appearance**

The policy of St. Joseph Catholic School is that all students will dress in a manner befitting Christian young ladies and gentlemen at all school functions. We are “temples of the Holy Spirit, God dwelling within.” Our appearance should reflect this conviction. Our goal is to reflect a dress code that defines an environment of purpose, work, and self-discipline, thus creating a sense of pride in our students and school.

It is recognized that fashion trends may cover a wide range of attire and hairstyles. However, the school feels it is necessary to remind students and parents that all hair styles, manner of dress, and grooming must be consistent with safety, cleanliness, decency, and may not be a distraction to the learning or the school environment.

## **Dress Code**

Little Angels Preschool does not have a specific dress code. Boys and girls in the LAPS program should wear weather appropriate, clean play clothes, free from tears. All clothing will reflect our Christian standards. We do follow the policy that shorts or capris may be worn until the end of the first quarter and from the start of the 4<sup>th</sup> quarter to the end of the school year. We do not allow children to wear flip-flop shoes. They may wear sandals or crocs with a back on them.

# General Safety Regulations

## **Dropping off and picking up**

Little Angels Preschool entrance is on the northeast corner of the building. You may drop off your child or walk him/her in. For security purposes, the doors are locked after preschool students are dropped off. Late arrivals (10 minutes after class starts) will need to enter through the school’s main south doors. You will need to press the intercom button in order for the office personnel to buzz you in.

The preschool room is located in the northeast corner of the building. You should enter the alley from East Avenue and drive east through the alley up to the playground. Pull your car over to the right to let your child out on the paved surface. They will enter on the east side of the building. **Please be very careful when you are pulling out of the alley as children may be walking to and from school.**

If you would like to walk your child in, you may **NOT** park in the alley. Please park on College Avenue, past the bus stop, or in the south parking lot south of the school. If you park in the south parking lot, please walk around to the east preschool door to enter.

When preschool ends, the teacher will bring the children out through those same east doors. If you need to pick up your child early, please enter through the main south doors and come down to the preschool room.

Drop off times are: 7:50 – 8:00 a.m. (AM classes) and 12:05 – 12:15 p.m. (PM classes)

Pick up times are: 11:00 – 11:10 a.m. (AM classes) and 3:15 – 3:25 p.m. (PM classes)

## **Fire, Tornado, and Lockdown Drills**

Fire regulations require that a fire drill be performed each month. Each class is informed of its exit route at the beginning of each school year. During drills, teachers usher students to the proper exits and accompany them to a designated place of safety. Tornado drills are practiced at the beginning of the school year and before severe weather season in the spring. Lockdown drills are practiced once or twice per year. Parents will be informed prior to a lockdown drill. Students are asked to remain quiet, calm and obedient during all types of safety drills.

## **Discipline**

Each child will get three warnings before a five minute time out is imposed. A time out will be when a child will sit in a chair separated from the class. There are exceptions to this rule that will result in an immediate time out. Those are physical aggression (biting, hitting, kicking, etc.) and disrespecting a teacher. If physical aggression or disrespect happens for the same type of incident more than 3 times a week, a note will be sent home to let you know what has happened. We don't anticipate any ongoing behavioral problems, but if there are, we will call you to set up a time for us to meet.

## **School Support Groups**

St. Joseph Catholic School is dependent upon the generosity and support of the parish, parents, benefactors, and other members of the community to fulfill our financial obligations. Parents are encouraged to volunteer and support these organizations and their good work. These groups include the School Advisory Board, Home and School Association, and Pot 'O Gold Fundraiser Committee.

## **Conclusion**

The above policies and rules are designed to facilitate the mission of St. Joseph Catholic School, which is "to prepare our students for a life that glorifies God." They provide guidance for us to maintain good order and discipline in the school and to help cultivate a positive, faith-based learning environment. However, in those circumstances that are not covered by this handbook, or when there is a question regarding a modification, implementation, or interpretation of these policies, the final decision rests with the administrators of the school.