



St. Augustin Preschool & Kindergarten

“Where Young Minds Begin Their Journey “

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Contact Information

St. Augustin Preschool and Kindergarten
383 Beech St. (Mailing)
Manchester NH 03103

251 Merrimack St. (Physical)
Manchester NH 03103

Phone : 623-8800

E-mail : Sapreschool@comcast.net

Web site : Saintaugustinpreschool.com

Fax : 603-626-1517

Facebook: Like us on Facebook and you will receive notification on upcoming school events, school closing and delays, monthly newsletters, and snack lists. (We would love to hear your comments, so like us and post a comment.)

Pre-School Director : Crystal Elie

Assistant Director : Victoria Clark

St. Augustin Preschool and Kindergarten History/Mission

St. Augustin Preschool and Kindergarten was founded in 1974. We are one of the only nonprofit center-based preschool providers who accept children starting at age 2.5 years old, in Manchester, NH. We originally started caring for a half dozen children in the basement of St. Ann's/St. Augustin Parish. We now serve fifty-seven families of all diverse cultures, religions, and income levels. In 49 years of serving the city of Manchester, N.H. St. Augustin Preschool has provided care to children of all needs.

We are now located in the St. Ann's/St. Augustin Parish Center building at 251 Merrimack St. Manchester N.H. We are a Private Catholic Based Preschool and Kindergarten Program. Our building consists of five classrooms, a full-size gym, and a large outdoor play space. Our individualized learning and small group centers help children in need of academic acceleration. We work with children and families to find all resources for children and families who are struggling to stay in the private school systems.

We are State Licensed group childcare center, Preschool program, and School age program for children ages 2.5 years old to 6 years old, we have exceeded the state regulations in many ways, including routine testing of ASQ Early intervention and Social Emotional stages. All staff are trained in CPR and First Aid, Emergency evacuation trained, promise to protect trained and active shooter trained by Blue-U team.

Our Mission is and will always be to provide high quality, developmentally appropriate childcare to all children in need, so they can thrive with a safe, affordable learning experience in a multi-cultural, catholic school environment.

Non-Discrimination Statement

Notice of Nondiscrimination Policy as to students-Saint Augustin Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, administration policies, scholarships and loan programs, and athletics and other school administrative programs.

Confidentiality

Your child's records are kept private in the office. Parents and Guardians who have Legal custody have the right to see their child's records at any time. The New Hampshire Bureau of Child Care Licensing Unit also has the right to review all Childcare records. Any child who has an open DCYF case or a court appointed guardian must have legally signed documents in their file. Case workers will be contacted as needed.

Mandated Reporter

NH Law requires any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to DCYF. (New Hampshire RSA 169-C:29-31). Community Response Guide tool will be used to determine the need to report any suspicion of abuse or neglect on any child in our care.

State Licensing

St. Augustin Preschool and Kindergarten is a State-Licensed childcare program and a non-profit religious based preschool. We meet all the standards set by the New Hampshire Bureau of childcare licensing and the Manchester diocese private school association. All our staff have been fingerprinted and background checked, along with our program being re-licensed with visits every 3 years. Our program license is posted on the bulletin board in the main hallway.

Parking Lot/Street parking

Alley parking is against the law. Please do not park in the alley at any time. It is unsafe for the children to be getting in and out of a car while it is parked in the alley. Parking in general should be only in the parking lot across from the alley. No parking on the sidewalk or in the staff parking lot. The staff parking lot is not our property, and the owner does not like us using it for drop off and pick up of students. There is **absolutely no parking** in the front row of the parking lot across the alley. Stewart Property Management is nice enough to let us use their parking lot for pick up and drop off for our students, please respect the rules. The middle parking lanes are for you to park while dropping off or picking up. The front row parking is for residents of the property.

Enrollment Required Paperwork/Health Forms.

New families must set up a Tour and/or interview with parent and child before enrolment.

Returning families must review all documents listed below and update signature and date.

All forms below must be filled out completely, signed, dated, and submitted to the office before a student can start in a classroom.

1. Registration and Emergency Information

Must have at least three emergency contacts, medical information and current years signature and date.

2. Yearly tuition agreement & Program Form

Must have checked off which program your child will be attending, and your child's drop off and pick up time. Check cash or Credit card in the amount of **\$100.00** to hold a spot for your child in the program.

3. ProCare Automated Payment Form

New families will set up an account with ProCare tuition management account at www.myprocare.com. Must have at least one payment section completed in full of an authorized signature to process any transactions.

4. Parent Permission to dispense Medication.

Must be signed and dated in (2) different areas.

A record of completed immunizations, a medically verified plan for completion of immunization, or a medical or religious exemption, as well as a record of a physical exam.

5. Permission to Photograph

Must be signed and dated.

6. Child and Adult Care Food Program Enrollment Form.

Name, date of birth, age, school arrival and departure time,

Days in care will be Monday through Friday

The meal will be Bk & Pm Snack.

Must be Signed and dated.

7. Parent Emergency Evacuation Form

Must have the child's name and parent signature and date.

8. Fob Key Deposit

Number of Fobs needed parents name and date.

Withdrawal & Schedule Change

If you wish to withdraw or change your child's current program, a two-week written notice must be given. Parents/Guardians will be financially responsible for those two weeks whether the child attends or not.

Daily schedule

Before care hours:

630-745 Monday thru Friday

School Day Hours:

745-1130 for all preschool and pre-kindergarten classrooms with 1130-230 lunch and nap time schedule

745-230 for kindergarten only.

Afterschool Program:

230-530 Monday thru Friday

Each classroom has their own set schedule that is given to each family at the beginning of the school year.

Drop off and pick up procedures.

All children must be dropped off and picked up by a responsible caregiver or parent. They must sign in and out clearly on the attendance form, with an accurate time and signature of the person picking and dropping off the student on that day. Any adult who picks up must be listed on the child's emergency form on file. A photo ID will be required for all adults not recognized by the on-duty lead teacher or director.

If there is a custody dispute, we require you to provide legal documentation so we may better protect your child. A written note from a parent/ guardian will not be sufficient.

No person including parents or guardians that are intoxicated or under the influence of Drugs may remove a child from the school property. The school program reserves the right to consult with the authorities in any matter that might arise.

No pets are allowed in the building or on school grounds, including playground.

Attendance/Absences

In the event your child is absent from school, you must call the school with the reason for your child's absences. Tuition is required to retain your child's placement in our program. Any child that is absent for a week or more without notifying the director will automatically be dismissed from the program.

Regular attendance is important to your child's success in school.

When your child is absent or tardy, please notify the school by 7:45 a.m. by calling 603-623-8800 and leaving a brief message or emailing the office at sapreschool@comcast.net

Punctuality is a sign of respect to those waiting to begin. All students are expected to be at school on time. Chronic tardiness and/or student dismissal will impact student ability to learn at the same pace as others in his or her classroom.

Health Related Polices

Communicable diseases or infections such as chicken pox, head lice, conjunctivitis, hand foot and mouth, etc. must be reported immediately. Any child suspected of having any of these communicable diseases will be sent home immediately. Children may return once they have been on medication for at least 24 hours and have a licensed physician's note.

It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend school.

Any student showing any concerning signs of respiratory issues: excessive coughing and sneezing, wheezing, shortness of breath, fever etc. will be sent home and may not return until symptoms have resolved, or a medical professional has cleared them to return to school.

Students with a cough and a fever will be required to be seen by a medication professional within 24 hours. Student must remain out of school until symptoms have resolved; Parents will be required to contact us within 24 hours to inform the school what the illness may be.

If the child has a positive Covid-19, Flu, RSV and Streptococcal infections the parent must inform the school ASAP. The child will be required to stay home until the doctor has cleared them to return to school.

If your child shows symptoms of illnesses such as vomiting/diarrhea or a temperature of 100.2 Fahrenheit or higher, the child's parents shall be called, and pick-up arrangements will be made. When a child has been sent home with an illness, he /she must be kept home until symptoms have subsided for **at least 24 hours or longer.**

At any time, the director feels your child should not be at school, she will send him, or her home and a doctor's note will be required for him or her to return to school. This doctors note must state specifically "the child is not contagious, and all health issues have been resolved."

Medication Policy

In accordance with HE C 4002.18, the Authorization to Administer Prescription and Non-Prescription Medication form must be completed prior to the administration of any prescription or non-prescription medication. Prescription medication will be administered in accordance with the printed prescription label, which must be attached to the original prescription container.

Non-prescription medication must be in the original container and will be administered in accordance with the manufacturer's printed instructions. If there are no manufacturer's printed instructions for the age of the child, the program may administer the nonprescription medication in accordance with the written, dated, and signed instructions from the child's parent including a statement that the instruction have been reviewed/ approved by the child's licensed health practitioner, or with signed, dated written instruction from the child's licensed health practitioner.

Should your child have any allergies, particularly food allergies or allergies to bee stings, be sure to notify the staff at the program. If your child carries an Epi-pen for their allergic reactions or an inhaler, a Medication Administration Form needs to be completed by a physician and an extra Epi-pen or inhaler needs to be kept at the program.

Upon staff administering medication, documentation will be completed on designated form to include medication, dosage, date & time, and staff signature.

First Aid & Emergency Care Plan

All staff members are certified in first aid and CPR. Staff members are trained and informed of the policies and procedures to follow in the event of injury or illness. The staff will take the following steps if your child requires emergency care:

1. Attempt to contact the parent or guardian.
2. Attempt to contact any emergency contacts listed on the emergency registration form.
3. If we cannot contact you, and it is a life-threatening situation, we will call for an ambulance and your child will be transported to the hospital in the company of a staff member.

Parents/Guardians must keep this information updated. If you change jobs or are traveling, we must know how to reach you in an emergency.

Photographing Children

Staff may photograph and or videotape children for various reason including, displays in classrooms, on hall bulletin boards and on bulletin boards located at St. Augustin Church. Photos of children on fieldtrip and certain classroom learning actives will be displayed on our current website and or Facebook page.

We also have a licensed photographer take photos that may be purchased in the fall and spring.

Holidays, School Vacation Days and Personal closures days

St. Augustin Preschool is close for all Federal and State Holidays. We are closed during December, February, April vacation weeks and the last 2 weeks in August. We have two personal closer days between the end of the school year and the beginning of summer camp.

Snow Days and Inclement Weather

An email will go out before 10pm the night before a snow day closure or delay.

(Please make sure I have your correct email so I can email you when there will be a snow delay or a closure.) If we have a delay, we will open at 830am. We are announced on WMUR in the school closing window (Comcast 809)

Outdoor Play/Winter Weather

We take the children outside year-round except during inclement weather. Please provide proper clothing so that your child may enjoy the outside playtime. **All children will be expected to play outdoors if attending school.**

Winter Weather – New England weather can be very unpredictable. We do try to get the children outside as much as possible. Temperatures must be above 32 degrees to bring the children out. The state requires us to schedule physical activity time every day, whether it is outside or in the gym.

If your child wears snow boots to school, they must have a pair of shoes to change into before entering the classroom. The children like to play on the classroom rugs, and we try extremely hard to keep them clean. All children should have **labeled** snow pants, boots, gloves, and a hat brought to school on Mondays and brought home on Fridays. We would like to take the children outside whenever possible.

FIELD TRIPS

Field trips are approved by the Director and are encouraged as part of our students' educational experience. In order to ensure the safety of the children, the chaperone/student ratio will be kept as high as possible. Parents are encouraged to volunteer as chaperones for school field trips. Field trips may require an additional fee.

Special programs, field trips and other privileges are offered to students who demonstrate maturity and trustworthiness. Inappropriate conduct and/or lack of effort on a student's part may result in the loss of a field trip privilege. When a student is suspended from a field trip or school activity, he/she remains in the care of the parent. The students will spend the day at home.

Clothing/Backpacks

Please always supply a change of clothing in your child's backpack. Please make sure all items are labeled with the child's name. We are not responsible for lost items. Please send your child to school with a backpack every day. Backpacks help teachers keep your child's belongings organized.

Personal Belongings/ Electronics

St. Augustin Preschool is not responsible for any items that the child may bring to the program. We ask that your child does not bring toys from home and any electronic devices, including cell phones, to the program. If your child brings a toy or device to school, they will be asked to put it inside their backpack until pick up time.

File folders

File Folders are in the hallway by the classroom door or inside the classroom. *You must check your child's file folder every day. All class, office and classroom information will be found in the file folders.*

Meals & Snacks

St. Augustin Preschool will provide all children with breakfast and afternoon snack. Both are prepared in accordance with CACFP guidelines which require us to provide whole grains, fruit and vegetables, protein, and liquid milk. Breakfast is served between 8:30-9:00 a.m. and mid-afternoon snacks are served between 2:30-3:00 pm.

Lunch begins at 11:30 a.m. Each child must bring their own lunch prepared to eat with a liquid drink, a napkin, and utensils. All lunches need to be in a lunch box with an ice pack. Any lunch remaining leftover will be put back in the lunch box and sent back home. (Some children require food monitoring)

Bullying

Bullying is not acceptable at any time and will be the cause for the immediate dismissal of a child. "Behavior by an individual or group, usually repeated over time that intentionally hurts another either physically or emotionally. Three conditions used to define behaviors as bullying: repetitive, willful, or persistent intentionally harmful an imbalance of power leaving the person feeling defenseless These may include: taunting spreading rumors excluding others from groups kicking, hitting, or pushing."

Discipline and Behavior Management Policy

We have Develop program rules and expectations that are clear, consistent, and fair. Children participate in establishing group expectations in a developmentally appropriate environment. We teach children conflict resolution and interpersonal skills that empower them to solve and regulate social and emotional challenges effectively. The use of logical consequences while redirecting children to a more acceptable behavior provides opportunities for children to express thoughts and feelings in a safe and judgement-free environment.

Discipline Action

We will invite the child to step away from a negative or challenging situation so they can regain control of their emotions and behavior. Staff will check in and assist the child with rejoining the group. A verbal communication to parent/guardian regarding the child's behavior will be given at pick up, and a written document of the behavior will be given to the director. Staff will document behaviors and incidents that are recurring and/or serious. Upon review of the incident, a 3-strike course of action will be implemented as follows, the first incident will be a warning, second will be sent home for the rest of the day and the third will be expulsion.

All children and parents attending St. Augustin Preschool, whether summer camp or school year who have been cited for a disciplinary action must be signed by the legal parent or guardian at pick up. At any time, a parent disagrees with any content in the action forms, a meeting with the supervising teacher and the director will be encouraged. Our Program cannot serve children who display chronically disruptive behavior. Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that: requires constant attention from the staff inflicts physical or emotional harm to children, staff, or self-abuses the staff and/or ignores or disobeys the rules jeopardizes the health or safety of self or others.

If a child cannot adjust to the program setting and adhere to behavior expectations, the child may not be able to return to the program. Reasonable efforts will be made to assist children in adjusting to the program environment. Our program director reserves the right to excuse a child early due to behavior. If your child miss's days due to suspension or expulsion, no refunds will be provided If, at any point, there

is an indication/suspicion that a child may have special needs, St. Augustin Preschool will inform the child's family and contact Child find or School district services for a complete behavior assessment.

Tuition/Afterschool Payments

Tuition is due once a month or week depending on your arrangement with the office. We are usually very understanding when hardships occur, but we are a nonprofit school program and cannot pay our staff if tuition is not paid in a timely matter. If your payment goes over 30 days past due your child will not be able to attend school until the account has become current. (The current month and the past due month)

Any outstanding balance left after a child has left the school will be held until paid in full. St. Augustin Preschool has the right to hold all tax documents for that school year and/ or academic reports on the child until the full balance for tuition services are paid.

We offer an automatic payment Processing service through your credit card or bank account. You will need to fill out the payment processing permission form and submit it to the office with your child's enrollment required paperwork.

St. Augustin Preschool is a yearly tuition school. Our school year program runs September to June with three payable options:

1. Pay in Full by August 31st (10% discount will be applied at time of payment)
2. Nine equal monthly payment starting August 31st and ending May 1.
3. Thirty-five payments are made weekly starting the first week in September and ending the last week in May.

Tuition payments are posted to all account ledger on the 1st of each month. If you pay weekly your account ledger will be billed monthly and your weekly payment will be deducted from the balance owed monthly. Auto-payments are processed weekly on Friday mornings and monthly on the 1st Friday of each month. Automatic payment through Tuition Express is required and is a significant help to busy parents who can forget to pay on time and accrue late fees! If you prefer to pay by check, cash, or use a different credit card, you must make alternate payment by the first of the month.

Tuition is due each month regardless of actual attendance. Holiday's sick days, vacations, snow days and delays have already been factored into your child's tuition.

All families are required to enroll in the MyProcure.com app. To see their yearly, monthly, or weekly bill and payments made to your account. Invoices will not be printed or sent out unless a request is made to the office verbally or written.

Late Fees

There will be a late fee charge of \$25.00 for all families who do not pay for the program on time based off the **signed tuition agreement form**.

If auto-payment charges are declined a \$3.00 fee will be charged along with an overdue payment fee of \$25.00. If you pay by check and your check bounces, there will be a bounced check fee of \$30.00 along with a late fee charge of \$25.00. Please call with alternate payment arrangements if you anticipate an issue with payment.

State/Federal Scholarships

St. Augustin Preschool & Kindergarten accepts NH Childcare Scholarships for families that qualify for tuition/daycare assistance. If you are eligible for state assistance, you must have a childcare providers form (1863) completed at the time of enrollment. We do not submit paperwork on your behalf.

One full week's tuition is required to start your child before he or she has been linked from the state. Once linked a weekly cost share payments will be required, and the amount will be determined by the serves level qualification that the state has given your child. All families who receive financial assistance are responsible for all fees that are not covered by the state. The state may not pay for absences, nor will they pay for late or no call fees. A family whose child is not linked to the state within 2 weeks of the child's start date is then responsible for paying out of pocket to keep their child enrolled in the program until the child is linked.

We also encourage all families of children attending Kindergarten here at St. Augustin Preschool to apply for the **NH Education Freedom Account Scholarship**. **This application can be found at www.NH.Scholarshipfund.org**. (More information can be found in the office)

Late Pick up/No call fee

All children must be picked up by school closer time. If you are running late and will not be able to make it to the school in time, we ask that you call and let us know you ETA, If we have not heard from you by five minutes after closure, we will call all parents/guardians and emergency contacts until we reach someone. If at 30 minutes after closure, we are unsuccessful in reaching anyone, we may notify the police that your child needs to be picked up. If the parent/guardian/authorized release person is not there by program close, late charges will be applied as follows and will be billed to your account:

- \$15.00 for the first 15 minutes you are late.
- \$ 5.00 for each additional 5 minutes you are later.

Three or more repeat late offenses could result in termination of enrollment to the School Program.

Parent/ Guardian & Staff Communications

All teaching staff strive to keep parents/guardians informed of their child's activities and behaviors while enrolled in our program. Any special needs or challenges your child may be having at home may impact their experience, so please keep us advised of such circumstances so we may provide the best possible experience for your child. Communication is the key to success. Any custody issues must be discussed with a director prior to your child's start date and/or as they occur. Legal documents from the court system are required.

ACKNOWLEDGEMENT OF RECEIPT OF PARENT-STUDENT HANDBOOK

The Parent-Student Handbook is an important document intended to help you become acquainted with the school. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention, however, most decisions are made for the common good.

Please read the following statements and sign below to indicate your acknowledgement of the Parent Student Handbook. Return this signed document to the director.

I have received a copy and understand it as my obligation to read the Parent-Student Handbook. I understand that the policies described in the Handbook are subject to change at the school's sole discretion at any time.

I understand that my signature below indicates that I have read and agree to abide by the above statements and the online Parent-Student Handbook and its appendices.

This form will remain on record for the school year.

St. Augustin Preschool and Kindergarten reserves the right to amend this handbook at any time during the school year. Parents will be promptly notified in writing if changes are made.

Child's Name

Parent Signature

Date