

## ST. EDWARD KINDERGARTEN ENRICHMENT INFORMATION

**PRINCIPLES:** The basic purpose of St. Edward Kindergarten Enrichment Program (KEP) is to provide a supplement to the child's kindergarten program. Our program will ensure that Christian truths and values are fully integrated with the lives and academic programs of the children. Values such as Teamwork, Citizenship, Problem solving, Kindness, Honesty, Respect, Self-discipline, Responsibility and Perseverance will be interwoven throughout the program. As a ministry to children and their families, we provide a caring and nurturing atmosphere where our Christian beliefs are expressed by example. We accept each child as an individual, striving to help each one develop a positive self-image.

**GOALS:** Our regular program goals are to plan and structure play experiences in a Christian environment to enhance and facilitate growth and for each child to:

- become independent and self motivated
- be a creative thinker and problem solver
- express him/herself through language development
- function successfully in a group of peers
- gain a sense of self-worth as a special part of God's community

Beyond these goals we plan for children to have:

- support and assistance in helping them be successful in their K classroom
- daily exercise through planned activities
- game day promoting team play
- teacher directed and independent centers

**REGISTRATION:** A non-refundable fee of \$200 is required when registering for the program. This fee will be applied to your tuition.

**CALENDAR:** We will be following Granville's school calendar for vacation days. Our first and last days will be the same as Granville's dates (August 22<sup>nd</sup> and May 30<sup>th</sup>). We are unsure of make up days and will be making that decision as the time arises.

**ENROLLMENT PRIORITIES:** The priority levels are:

- First priority is given to children who are members of active and contributing families of the parish. Priority is given for the children who have attended the preschool program.
- Second priority is given to children who are members of neighboring Catholic parishes.
- Third priority is given to children of families who are non-parishioners.

**TUITION:** We operate class everyday that Granville is in operation (except for the 1<sup>st</sup> Friday in December). When Granville has early dismissal, we will be open even though no bus transportation will be provided.

When comparing various programs, you may want to look at: number of days offered, teacher/child ratio and additional supply fees. Our classes have an excellent teacher/child ratio, no additional supply fees, no required fundraising, and operate class everyday that Granville is in operation

(except for the 1<sup>st</sup> Friday in December.) When Granville has early dismissal, we will be open even though no bus transportation will be provided.

Note: At this time, we are basing our registration on Granville continuing to offer half-day kindergarten sessions. If the school district makes a decision that alters this schedule, your registration fee will be refunded.

Tuition is calculated by the number of days offered and the length of the session. Art and music are additional costs.

| <b>DAYS</b>                     | <b>FULL TUITION</b> | <b>SUBSIDY AMOUNT**</b> | <b>(REMAINING TUITION)</b> |
|---------------------------------|---------------------|-------------------------|----------------------------|
| T/R w/music & art               | \$2147              | \$245                   | (\$1902)                   |
| M/W                             | \$1527              | \$245                   | (\$1282)                   |
| M/W/F*                          | \$2173              | \$348                   | (\$1824)                   |
| M/T/W w/music                   | \$2493              | \$371                   | (\$2122)                   |
| M/W/R w/art                     | \$2493              | \$371                   | (\$2122)                   |
| M through R w/art & music       | \$3299              | \$480                   | (\$2820)                   |
| M through Friday* w/art & music | \$4097              | \$608                   | (\$3490)                   |

\*Due to high use of the classrooms on weekends, Friday classes end at 2:45 PM.

\*\*St. Edward's Parish families may request the parish-subsidized rate of tuition. Details for the request are found on the Subsidy Request Form.

**TUITION PAYMENT OPTIONS:**

- ❑ Full payment by May 20th to receive a 5% discount with a check, cash or through Electronic Fund Transfer (EFT) checking or credit card.
- ❑ A 10-month installment payment plan through Electronic Fund Transfer (EFT) checking or credit card is also an option. The first payment will begin on August 5<sup>th</sup> with 9 consecutive monthly payments on the 5<sup>th</sup> of each month ending on May 5th.

A discount of 5% is given for each additional younger child enrolled. There will be no tuition adjustments made for calamity days as the weather is out of our control. We will make every effort to make up days if more than 5 days are missed due to weather or other emergencies.

We expect that your child will attend the entire school year. Please provide two weeks written notice to the director prior to withdrawing your child from the program. Refunds will be at the discretion of the administration depending upon time of year and ability to find a child to fill the slot. Our budget to operate a quality program is based upon full enrollment.

**TUITION SUBSIDY:** St. Edward's Parish families who are "active" as defined below, may receive the parish-subsidized rate of tuition. Non-active Catholic families, Catholics from outside St. Edward Parish and families of other faiths pay the full cost per pupil. Parishioner rate is available to families who qualify for the parish subsidy. Active member is defined by:

- ◆ Recognize the importance, and accept the responsibility of providing for your children active witness in living the Catholic faith and
- ◆ Attend Holy Mass (Sat/Sunday) with your child(ren) regularly and

- ◆ Be actively involved in one of our many parish activities and ministries and
- ◆ Make your home a haven of family prayer, praying together regularly for your needs and those of the parish and
- ◆ Regularly and faithfully support the Parish financially by using contribution envelopes or EFT. (Note: If the parish does not have record of your contributions, the subsidy cannot be applied.)

**STAFF/CHILD RATIOS:** The teacher/child ratios at St. Edwards KEP will never fall below 1:14 unless a staff member is taking a child to the restroom or performing other needed duties.

**CURRICULUM:** Religious education and faith development are central to our preschool's mission. We particularly emphasize weaving Catholic faith doctrine and Christian values into each day's activities.

Our program is designed to utilize positive current findings in early education, which emphasizes exploration, experimentation and discovery through play and creative experiences with emphasis on perceptual motor, language arts, and listening skills. As an active learner the child will develop competencies in areas of spiritual, social, emotional, cognitive and motor development.

The Ohio Department of Education's Content Standards will guide us in the understanding of what these young learners should know and be able to do in reading, writing, mathematics, science and social studies before entering first grade. These standards can be viewed at [www.ohioacademicstandards.com](http://www.ohioacademicstandards.com).

The program will meet the developmental needs of the whole child through creative play with emphasis on perceptual motor, language arts, and listening skills. The Reggio Emilia philosophy is respected throughout the curriculum. Value is given to communication and openness to information. We believe that "All children have preparedness, potential curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everything the environment brings to them. Teachers are deeply aware of children's potentials and construct all their work and the environment of the children's experience to respond appropriately." (The First Steps Toward Teaching The Reggio Way by Joanne Hendrick, pg. 16-17).

**CLASSROOM ACTIVITIES:** We strive to provide a balance of structure and freedom through teacher/child directed activities that promote quiet and active play.

Enrichment Activities:

- ❑ Math and language skills will be emphasized on Mondays and Wednesdays.
- ❑ Art supplies will be available daily for children's own creative drawings or creations. Few crafts will be offered.
- ❑ Assistance with kindergarten goals will be offered as requested by parents/teacher.
- ❑ Carol Koch-Worrell provides music for one hour on Tuesdays.
- ❑ Karen Markgraf offers art studio experiences for one hour on Thursdays.
- ❑ Cecilia Shomaker provides organized exercise classes on Tuesdays and Wednesdays. Large muscle play will be a daily commitment.

**LUNCH & SNACK:** The child will bring a nutritionally prepared lunch and snack. The lunch and snack shall include a meat/meat alternative, bread/grain and fruit/vegetable. Parents will send a napkin and utensils as needed. Milk and water will be provided daily. If children come without a lunch, they will be given a peanut butter sandwich with a vegetable and fruit. Supplemental food will be offered to each child if the parent provided meal does not meet nutritional requirements. All special dietary needs or food allergies should be listed on the child's health information form and may require a medical plan to be completed.

**BUS ARRIVAL & DEPARTURE:** Parents must make their own bus transportation arrangements with the school district. In the AM class, children will be picked up by the Granville bus and taken to Kindergarten. In the PM class, the bus will drop off children after their Kindergarten class. Staff will supervise children to and from the bus. Children shall not be permitted to walk unsupervised from the vehicle. If children do not arrive off the bus, the procedure will be followed that is described in the "Attendance" section of this handbook.

**ARRIVAL AND DISMISSAL:** Staff will pick up your child from your car prior to class and will also bring your child out to the car at dismissal times. This is not to discourage parents from coming in, but offers an alternative for those who have little ones or only have a limited amount of time.

**GUIDANCE AND MANAGEMENT POLICIES:** Our goal for guidance of a child's behavior focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits. Teachers will:

- ❑ Use positive suggestions
- ❑ Emphasize desirable aspects of behavior
- ❑ Give child opportunities to make choices when appropriate
- ❑ Explain reasons behind expectations
- ❑ Use a variety of methods to communicate expectations

**STAFF/PARENT INTERACTION:** Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the principle influence in children's lives.