

# **Learning Tree Preschool**



## **Parent Handbook**

Annunciation at Christ the King School  
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## **Handbook Organization**

This handbook contains information needed by both Learning Tree students and parents<sup>1</sup> during the school year. This handbook is a supplement to the Annunciation Catholic School Parent Student Handbook, and contains information specific to Learning Tree. The information reflects the requirements, school administrator policies, and procedures that are in effect as of the printing date. The School reserves the right to institute changes that alter any of the information. If during the school year, a situation arises that is not addressed in the handbook, the School administrator has the authority to implement procedures that support the common good of the School community. The School administrator may grant exceptions to any of the requirements, procedures, or policies set forth in this handbook. Any changes or additions will be communicated and will be effective immediately.

A copy of the Annunciation Catholic School Parent Student Handbook is available on the school's website at <https://www.annunciationangels.org/Student-Life-CTK>

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<sup>1</sup> Throughout this handbook, the word “parents” refers to parents and legal guardians.

## **Our Mission**

Rooted in our Catholic values, we at Annunciation Christ the King Learning Tree partner with our families to develop the spiritual, academic, physical and social growth of each student. We meet each child where he or she is and take him or her to where they need to be while developing life-long learners.

## **Learning Tree Philosophy**

Annunciation Christ the King Learning Tree is a Catholic learning center for children ages 3 to 5. We believe each child is unique and does not learn the same way as every other student. We, at Christ the King, believe in a differentiated classroom and are willing to adapt what we are teaching to the variety of learning styles, interests, and abilities so that each child learns the topic the way that he or she should. Your child will learn by selecting from a variety of choices that are offered so that he or she can learn according to his or her interests and abilities.

At Annunciation Christ the King, we offer a developmentally age appropriate program that is guided by the Indiana Early Childhood Foundations. These Foundations include: social emotional, math, science, social studies, and early language and literacy skills. We try to provide appropriate levels of challenge for all students. There will be activities for individual, small, and large groups. Your child will be able to participate in valuable experiences such as story time, art, music, religion, gym, and purposeful playtime indoors and outdoors. Our goal is to promote a love of learning in a spiritual, social, and academic setting that will lay the foundation for a successful school career.

## **Accreditation**

Annunciation School is accredited by the Indiana Department of Education and AdvancEd. Annunciation School is also a member of the National Catholic Education Association and the Indiana Non-Public Education Association. Learning Tree Preschool is a member of the National Association for the Education of Young Children. Learning Tree Preschool is a Level 4 Paths to Quality Program and a part of the On My Way Pre-K and CCDF preschool tuition assistance program.



## **Registration Information**

Enrollment at Annunciation Christ the King Learning Tree is open to any child, including those with special needs, as long as space is available and the staff is able to meet the physical, developmental and behavioral needs of the child within a group setting.

Each child is welcome without discrimination regardless of gender, race, creed, or religious affiliation. All necessary paperwork is to be turned in prior to your child's first day.

### **Preschool and Pre-K Enrollment Options**

#### **Preschool**

**Children must be 3 by August 1 and use the restroom independently.**

5 days per week: Monday – Friday  
7:30 am - 11:00 am OR 7:30 am - 2:45 pm

3 days per week: Tuesday, Wednesday & Thursday  
7:30 am - 11:00 am OR 7:30 am - 2:45 pm

\*Early Drop off in the classroom starts at 7:15 am.\*

#### **Pre-Kindergarten**

**Children must be 4 by August 1 and use the restroom independently.**

5 days per week: Monday – Friday  
7:30 am - 11:00 am OR 7:30 am - 2:45 pm  
(We strongly encourage our five-day program)

3 day per week: Tuesday, Wednesday & Thursday  
7:30 am - 11:00 am OR 7:30 am - 2:45 pm

\*Early Drop off in the classroom starts at 7:15 am.\*

#### **YMCA After School Care**

Available from 2:45 pm until 6:00 pm

## Curriculum

### **Guided by the Indiana Early Childhood Foundations:**

- English / Language Arts
- Mathematics
- Social Emotional
- Approaches to Play and Learning
- Science
- Social Studies
- Creative Arts
- Physical Health and Growth

### **Children's learning experiences will include:**

- Individual, small, and large group activities
- Learning Centers: math, science, writing, building blocks, reading, dramatic play and more!
- Story time
- Snack time
- Religion
- Leader in Me stories
- Outdoor play
- Sensory Exploration
- Specials: Art, Music, Gym, Library, Computer Lab, and Spanish



## **Program Information**

### **Backpacks**

**Everyday all students must bring a standard size backpack to school with their daily folder inside it. Please label the backpack and folder with their name.** For full day students, a child-sized blanket and small pillow must be able to fit into the backpack as well.

### **Behavior**

In the Daily Folder there is a calendar to track your child's behavior during the day. At the beginning of the school year, the teacher will communicate the behavior management system they use. The objective of this policy is to motivate and encourage students to become responsible, Christian citizens of the school community.

### **Birthdays**

Normally, the children will be assigned their birthdays to bring snack. We want to stay within our wellness program and state guidelines; therefore, we must ask that **you do not bring candy, cookies, and/or cupcakes.** Pinterest has some great suggestions for **healthy** birthday snacks. Parents should notify the teacher in advance and choose a treat that is healthy, quick, and easy to serve and eat. If the snack does not meet our healthy requirements we will not serve it, and it will be sent back home.

Students bringing party invitations to school instead of using the postal service may distribute them to their classmates provided ALL students in the class receive an invitation. When it is not feasible for *everyone* to be invited to a social event, please talk to your children about the inappropriateness of making and/or discussing the event after the fact in front of those not invited.

### **Celebrations and Parties**

We love to celebrate! Throughout the school year, Learning Tree has class parties and celebrations. These events may change from year to year and will be communicated to the families by the teacher and/or Room Mom. Each class will have a designated Room Mom who will be in charge of planning and organizing the class parties and other events. Any parent who wishes to volunteer and help out must complete Youth Protection

Training and then contact the teacher and/or Room Mom. In the event that a class party or celebration is scheduled for a Monday or Friday, the 3 Day students will be invited to come for a **half day** (7:30 – 11:00am) so that they are able to participate. This information will be communicated to those families by their teacher before the scheduled event.

## Daily Folder

Your child will have a Daily Folder that travels to and from school every day. This folder will contain a behavior calendar, classroom communication, and things your child has worked on at school. A newsletter will be sent home weekly to update parents on what is going on within the classroom and upcoming events. **Check your child's folder every day!**

## Extra Clothes

Accidents happen at school. It is best to be prepared for anything. On your child's first day of school please bring a Ziploc bag labeled with your child's name and a change of seasonally appropriate clothing including: a top, bottoms, underwear, and socks. If you would like to keep an extra pair of shoes at school that is completely optional but much appreciated!

## Nap Time

For the students that plan to stay all day, there will be a rest time. **Please have your child bring a child-size blanket and small pillow which will fit in their backpack and on a cot.** For safety reasons, oversize blankets and mermaid/shark tail blankets are NOT allowed. Blankets are sent home at the end of the week to be cleaned and returned the following week.

## Parent – Teacher Conference

Parent – Teacher Conference schedules will be announced in the fall. This will be a time for the teacher to talk about what they have observed over the first quarter of the school year and allow the teacher and parent to voice any concerns they may have. No formal progress report for Learning Tree students will be given out at this time.

Conferences may be requested by either parent or teacher anytime throughout the year, if the need arises. Please contact the teacher to request a conference.

## Progress Reports

Learning Tree families will receive a Progress Report in December and May. After receiving the Progress Report in December, parents are requested to read, sign, and return it to the teacher. The Progress Report will be updated and sent home again in May.

## Restroom Policy

In order to attend the Learning Tree program, children must be able to consistently use the restroom independently prior to the start of school. This means that your child must be able to manage their clothing, use the toilet, wipe themselves, and pull their clothing back up without the aid of a teacher. Staff members can provide verbal assistance to students in the restroom. We ask that children are dressed in clothes that are easy for them to manage themselves when using the restroom. In our program, pull-ups and diapers are not allowed.

For further clarification, in our program, a child's independent restroom skills **MUST** include the following:

- The ability to tell an adult they need to use the restroom **BEFORE** they have to go.
- The ability to manage their clothing to use the toilet and pull their clothing back up without assistance.
- The ability to get on and off the toilet by themselves.
- The ability to wipe themselves after using the toilet.
- The ability properly washing and drying their hands and discarding paper towels in the trash can.
- The ability to postpone going if they must wait their turn because the restroom is not available or the class is not near the restroom.

If it becomes apparent that your child is not able to use the restroom independently, a conference will be scheduled to discuss the next steps.

## Snack

Snack will be served every morning. A snack schedule will be sent home that will notify you when your child is responsible for bringing in snack for the entire class. Healthy snacks are the most appropriate for learning children. This means that cakes, cookies, candy, cupcakes, and ice cream are NOT allowed. **Due to food allergies, do not bring in any**

**products containing peanuts or traces of peanuts. You will be notified if there are any other food allergies in the class.**

## **School Supplies**

Have your child's name labeled on their backpack, lunch box, nap items, coats, extra clothing bag, headphones, markers, crayons, and binder. This is a great help to our teachers and staff. All other school supplies on the Supply List do not need to be labeled. Bring in all supplies within the first week of school.

## **Toys at School**

No toys should be brought to school. A **soft** sleep toy is allowed **only** if your child stays for nap time and **must** fit inside your child's backpack.

# **Arrival and Dismissal Procedures**

## **Arrival**

**All parents of Learning Tree students must park on Bayard Park Drive and enter the school from that entrance. Personally, escort your child into the classroom so that we can see that they arrive safely to school. You will sign your child in every day.** If for some reason the parents are not able to do so, an adult must escort your child into the classroom and sign in. Preschool students arrive from 7:15 – 8:00 am. Pre-Kindergarten students arrive from 7:15 – 7:40 am.

## **Dismissal**

### *Half Day Students – 11:00 am Dismissal*

At 11:00 am each day, one of the Learning Tree teachers will bring the half-day students to the school's Bayard Park Drive entrance to be dismissed to their parent and/or family member. Parents must walk to the door to pick up their child.

### *Full Day Students – Walkers*

**Families who live within walking distance to the school have the option of walking back home.** Parents must walk to school and meet their child at the school entrance on Bayard

Park Drive. The full day students will be dismissed at 2:45 pm from the Bayard Park Drive entrance to walk home with their parent.

### *Full Day Students – Carline*

**Students going home by car are to be picked up in the car rider line on the south side of the building in the parking lot.** Cones are placed daily in the lot at 2:20 p.m. Parents picking up students are expected to pull into the first line closest to the building until that line reaches the basketball goals at the end of the parking lot. The second line will then begin and end at the basketball goals. The same works for lines 3 through 6. The parents arriving after 2:45 pm for pick up, need to begin lining up near the fence in the back and side of the parking lot closest to Vann Avenue.

At 2:45 pm the classroom teacher walks their class through the line to monitor his/her students loading the cars. They will proceed down between rows 1 and 2, dismissing students whose families are parked in those two car lines. They will then walk up between rows 3 and 4 with the remaining students. **Parents must remain at their vehicle and wait until their child is brought to them.** For safety reasons, students are not allowed to walk in between the cars to get to their vehicle.

Once all students have walked through the line, school personnel will direct parents to exit the parking lot. At no time should a parent exit the parking lot or begin moving without being directed by school personnel. Students will be permitted to load late arrivals once lines 1 through 6 are cleared.

At no time will students be allowed to be picked up on Bayard Park Drive or on any street surrounding the school for any reason. Parents must not tell children to walk to a parked car to be picked up. **Any parent driving to school to pick up their child must proceed through the carline.** While we realize the line can be rather long in the parking lot, it is a matter of safety to have the children picked up through the regular dismissal line. This policy is for the safety of the students and is recommended by our school liaison officer, an officer for the EVPD.

### *Full Day Students – Y-Care*

The full day students going to Y-Care will be dismissed at 2:45 pm to the Y-Care Staff. Before starting Y-Care, parents/guardians must fill out the appropriate paperwork and turn it into the School Office.

## **Dress Code**

Learning Tree students do not wear uniforms. Dress your child in comfortable clothing for active learning and playing (no spaghetti straps). Shorts, tights, or leggings **must** be worn under skirts and dresses. **Tennis shoes or dress shoes that are firmly fastened to your child's feet are permitted.** It is preferred that all shoes are worn with socks. Open toed shoes, open heeled shoes, and sandals are **NOT** permitted for safety reasons.

## **Lunch**

Cafeteria menus are published and sent home monthly as well as listed on the school website. Hot lunch (including milk) is served each day in the school cafeteria. Instead of purchasing a hot lunch, students are able to bring a lunchbox. There is no opportunity to store or heat food brought from the outside.

Parents who would like to join their child for lunch, should contact the school office by 9:00 am.

Free or reduced-price lunch will be available to those students whose families meet the federally established guidelines. Information is available at registration, on the school's website, or from the school office.

## **General School Information**

### **Absences**

Attendance is taken every day. If a student is not present they are marked absent. If a student is out of the building for two hours or more, it is considered a half day's absence. If a student is out of the building four hours or more, it is considered a full day's absence. To ensure the safety of the student, the school is to be notified by 8:30 am in the event of absence. In the event of a planned absence from school (i.e. family trip) alert the school office and teacher in advance.

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following.

- Illness or appointment verified by a note from a physician or other qualified professional
- Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian
- Attendance at a family funeral
- Absences related to deployment and return for military connected families.

An unexcused absence is defined as any absence not covered under the diocesan's definition of excused or exempt absence.

## **Angel Crosses**

Annunciation School at Christ the King gives out Angel Crosses to students in Preschool – Grade 8 to reward positive behavior. Any adult in the building can reward a student with an Angel Cross when that student is “caught” making good choices. The student's name is entered into a weekly drawing on Friday. Students whose names are pulled from the drawing, may choose a coupon reward from the principal that they can redeem the following week.

## **Emergency Contacts**

All parents are required to have an up to date EMERGENCY INFORMATION CARD on file in the School office. Contact the School office when information changes during the school year, especially home address, phone numbers and email addresses.

In the case of an emergency, if parents or guardians cannot be contacted, the school may secure emergency room treatment by calling 911.

## **Field Trips**

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Parents may refuse to permit their child from

participating in a field trip by stating so on the official permission slip. Students who do not attend a field trip will remain at home with the parent or family member and will be marked absent for the day.

All money collected for the field trip is non-refundable.

Learning Tree parents who accompany a field trip may not bring younger or older siblings on the field trip. Alternative arrangements should be made for younger siblings.

Students participating in the field trip must ride the bus to and from the field trip with their class. The buses are equipped with safety restraints for young children and due to the requirements of the bus, Learning Tree parents who wish to join the field trip must provide their own transportation to and from the field trip.

A field trip is a privilege and not a right. Individual teachers, in consultation with the school administrator, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor behavioral conduct.

## **Family Folder**

Family Folders serve as Annunciation School's primary method of communicating with parents and will be sent home on a weekly basis. It is important that these folders be read, signed and returned to the classroom on the following school day. You need to notify the office if you would like to receive electronic or paper copies of the information in the folders.

## **Illness Policy**

Children who are ill should remain home. Notify the school office before 8:00 am if your child is going to be absent.

Children who become ill at School will have their parents or guardians notified and will be kept in the school office until they can be picked up.

Students who are ill may **NOT** return to school until they are **24-hour symptom free** and/or have a doctor's note stating that it is safe for them to return to school.

If your child contracts a contagious illness or condition including but not limited to the following:

- Pink Eye
- influenza
- Strep Throat
- Head Lice
- Skin Conditions such as molluscum contagiosum, warts, chickenpox, hand-foot-and-mouth disease, etc.

We ask that upon their return to School you must present a doctor's letter to the School office stating what the infection is/was, how it is/was being treated, and that it is safe for your child to be at school. If your child has a contagious skin condition the affected area must be completely covered while your child is at school.

This policy is for the health and safety of all of our students and staff. For further information and guidelines, please refer to the Center for Disease Control's website.

## **Inclement Weather**

### *No School or Two-Hour Delay Policy*

Annunciation School uses a telephone broadcast system entitled School Messenger. Parents will be notified through this system using phone numbers given to the school at the start of the year. Listen to the local radio and TV stations for information on school closings. Annunciation School will generally follow the same closing/delays as EVSC. **In the event of a delay, the Learning Tree program will meet on a delayed start time as will the rest of the school. In the event of 2 Hour Delay the Half Day students will be at school from 9:15 – 11:00 am.** Parents should exercise their own discretion as to whether to send their children. All planned snow make-up days are listed on the school calendar. **Our program policy for 3 Day students is that they are not allowed to make-up missed school days on Mondays and Fridays.**

### *Emergency Early Dismissal*

In case of inclement weather, the School Messenger program will be utilized. There will be no after school activities at school if school is dismissed early due to an emergency. If cancellation occurs after the school day begins, the Afterschool Child Care Program will be opened as soon as school is dismissed; however, parents will be notified to pick up their children immediately. Whenever there is severe threatening weather at dismissal, students will NOT be permitted to walk home. ALL students will be required to be picked up in the dismissal carline.

## **Late Arrivals/Leaving During the Day/Early Dismissals**

In the event of a Late Arrival, notify the School Office and teacher as soon as possible. When you arrive, check in at the School Office and then sign in your child at their classroom.

If your child is leaving during the day or getting picked up early, alert your child's teacher and the school office ahead of time. This will allow us to have your child ready to go when you arrive.

Students leaving the building any time during the school day due to illness or an appointment must be signed out in the office by a parent, legal guardian, or designated person and signed in upon their return. If you are picking up your child at school, proceed to the office and wait for your child.

## **Library**

Each week we will visit the School library. Each child may check out one book. Read the book at home with your child, and then send it back to school the following week. Your child must return their book to be allowed to check out a new one. If the book is not returned or lost, you will be charged a replacement fee. The teacher may use their discretion in sending library books home with the students.

## **Medication**

The parent or guardian of the student shall deliver the medication to the school office in person. **The prescribed medication MUST be in the original container bearing the original pharmacy label which includes the directions from the physician, the name of the medication, date, and student's name.** The non-prescription medication shall be in the original container with date, student's name, and written instructions from the student's parent or guardian. (The school does not stock any non-prescription medication other than what a parent or guardian provides for the student).

The parent shall sign the Authorization for Administration of Medication by School Personnel Form if prescription medication is to be dispensed on a daily basis. Medication (i.e. antibiotics, cough medicine, eye drops, or any other medication) to be taken as needed requires a written note from the parent or guardian. The parent is encouraged to

send limited amounts of medication to school and to schedule times of administration so that a minimum number of doses will be given during the school day.

A Health Plan must be on file yearly for all students with diabetes, life threatening allergies and other medical needs throughout the day.

## **Parent-Teacher Organization**

Every family with children enrolled at Annunciation School is automatically a member of the Parent-Teacher Organization.

## **Visitors**

Parents and other visitors are welcome and encouraged to visit and tour the school. All parents and visitors are asked to report to the office immediately upon entering the building to sign in and receive a visitor badge.

## **Volunteers & Youth Protection Policy**

The Diocesan Policy states that every adult working with youth in any capacity is required to sign the Best Practices for Pastoral Conduct. This form is to be signed annually and obtained from the school office.

Every adult working with youth in any capacity is required to attend a training session which includes the Youth Protection Policies. This includes but is not limited to field trip volunteers, room parents, speech team listeners and parent coaches. Adults working with children and/or youth for the first time must complete the full training. Thereafter, on an annual basis, all adults are required to complete refresher training. Children and youth are to be trained using age appropriate materials. Parents are also to be trained regarding safe environments.

Any adult, paid or volunteer, who works with youth in any capacity, is required to submit to a criminal history background check. This form is available at the main office of the school.

## Tuition Policy

This policy applies to all students attending Annunciation Catholic School including pre-school/pre-kindergarten, grade school, and middle school.

1. Parents are expected to pay the published Annunciation Catholic School's tuition rates for educating their children at Annunciation Catholic School unless granted a financial aid award either by SGO or Indiana Choice Scholarship/Voucher. These payments are expected by the established due dates. Parents are also encouraged to contribute to the Sunday collection on a regular basis if receiving the parishioner tuition rates.
2. The following payment options are available to parents for fulfilling the tuition obligation:
  - a. Full payment by check before June 1<sup>st</sup> (3% discount on tuition **only** to those who pay tuition in full by June 1<sup>st</sup>)
  - b. Enrollment in the automatic deduction program with monthly payments deducted from the parent's checking or savings account with a single deduction on the 1<sup>st</sup> of each month June through May
  - c. If the first two options (a and b above) are not possible, the family must meet with the Principal and Assistant Bookkeeper to determine the method of payment.

There is no charge for parents to sign up for the automatic deduction program. However, bank fees which are charged to the parish for returned items, including closed accounts and insufficient funds, will be added to the appropriate tuition or must be paid prior to the next payment due date. If there are two or more failed transactions during the year, you may be required to pre-pay tuition for the following school year.

If financial circumstances require families to delay a payment, they must contact the Assistant Bookkeeper at the Parish Office (476-3061) immediately to make other payment arrangements.

Pre-registration (Jan/Feb) forms for the next school year will be accepted; however, it does not guarantee a position for your child until all past due balances are paid in full including lunch.

Registration (July or August) for the upcoming school year will not be completed until all balances from the prior year, including lunch, have been paid. Failure to address these balances by the registration date may result in that slot being given to the next child on the waiting list.

If a child attends only part of the school year, the tuition will be prorated based on the number of months attended by the child. Any pre-paid tuition will be refunded on a prorated scale based on number of months enrolled. Fees for books, assignment notebooks, technology, and PTO will not be refunded.

Prior to registration, parents will be asked to sign this tuition policy acknowledging that they agree to make the necessary payments to enroll their child at Annunciation Catholic School pursuant to the above policy and that they understand non-compliance may include forfeiture of future educational opportunities at Annunciation Catholic School.

### **Annunciation Christ the King School and Parish Family**

Learning Tree is a part of Annunciation Christ the King, and participates in many of the school and parish activities.

Please sign, date, and return this page  
to your child's teacher

to show that you have read the  
Learning Tree Handbook, and are  
aware of the policies and procedures  
for the Learning Tree Preschool.

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Child's Name

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Parent Signature

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Date

Thank you!