



Resurrection Catholic School Preschool and Pre-Kindergarten Handbook

5301 New Harmony Road
Evansville, IN 47720
(812) 963-6148

2025-2026 Handbook

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| Principal: | Mrs. Courtney Ethridge | cethridge@evdio.org |
| Pre-K Teachers: | Mrs. Katie Stippler Ms. Brooke Hohler | kstippler@evdio.org |
| Preschool Teachers: | Ms. Brooke Hohler Mrs. Kathy Herrmann | bhohler@evdio.org kherrmann@evdio.org |
| Daycare/Enrichment | Mrs. Gina Daily | gdaily@evdio.org |

Mission Statement

Resurrection School provides a safe, loving Catholic environment which encourages the total development of the child. This is the shared responsibility of parents, students, and staff.

Program Philosophy:

Resurrection Preschool is a supportive, nurturing, safe environment which fosters growth of the whole child. The curriculum is designed to be appropriate to the developmental capabilities of each child. It is also implemented with attention to the children's differing needs, interests, and developmental levels.

The children will be surrounded by an environment that will allow them to explore and manipulate to discover. Through their daily explorations, they will develop many skills.

The students will gain social, emotional, cognitive, physical, spiritual, and aesthetic growth. Strategies for interacting with materials, peers, and adults are also an important part of our curriculum.

Resurrection Preschool is a Catholic preschool. We will include religion in our daily activities through prayer, songs, stories, and art experiences. We will integrate our Catholic beliefs into classroom situations and share our faith with the children.

Admission & Enrollment:

Available Programs & Tuition:

Preschool Options

Children must be three years of age by August 1, 2025

Class time: 7:30 a.m.-10:15 a.m.

The earliest drop off time is 7:00 a.m.

Preschool: Tuesday/Thursday AM
\$130.00/month

Preschool: Monday/Wednesday/Friday AM
\$180.00/month

Preschool: Monday-Friday AM
\$280.00/month

Aftercare available on days of Preschool attendance from 10:15 a.m.-6:00 p.m. for \$25.00/day and from 10:15 a.m.-2:25 p.m. for \$18.00/day. Lunch is available for \$3.15/day.

Pre-Kindergarten Options

Must be four years of age by August 1, 2025

Class times: 7:30 a.m.-10:15 a.m. for AM class. The earliest drop off time at 7:00 a.m. and 11:20 a.m.-1:50 p.m. for PM class.

Pre-K: Monday/Wednesday/Friday AM or PM
\$180.00/month

Pre-K: Monday-Friday AM or PM
\$280.00/month

Aftercare is available on days of Pre-K attendance. Morning PreK can attend from 10:15-2:25 for \$18.00/day or 10:15 a.m.-6:00 p.m. for \$25.00/day. Afternoon PreK can attend aftercare from 7:15 a.m.-11:15 a.m. for \$18/day and/or from 1:50-2 for \$18/day and/or 1:50 p.m.-6.00 p.m. for \$25.00/day. Lunch is available for \$3.15/day.

Admissions Policy:

While admissions are based on a first come first served basis, parish members will be given priority. Students enrolling for the Pre-K program and have completed the Preschool program will also be given priority.

Enrollment Fee:

The \$150.00 registration fee is to cover the expense of supplies and materials and is due when the child is registered. This payment confirms that there is space for your child in this preschool class. The registration fee is nonrefundable.

For families with multiple children within the Preschool and Pre-Kindergarten programs, a discount of 20% off the younger child's classroom fees will be given.

Your bill will be accessed/viewed/paid via our FACTS system. If you have any questions, please feel free to contact the Church Office at 963-3121.

Drop-Off & Pick-Up

Arrival & Dismissal:

Please park in the lower parking lot at arrival. To ensure the safety of your child, we request that you escort your child to door #6 where a Preschool and Pre-K assistant/teacher will be present. They will walk your child to his/her designated classroom.

We understand that there are times when your child may need some extra love and special care. Rough nights and mornings happen, and we want your child to feel safe and secure at school. If you would like to speak with your child's teacher in the morning, feel free to ask one of the door helpers or send an email, hand-written note or call the school office.

We will be dismissing students at the front entrance of the school #1. If your child is not attending daycare, you may park in the upper parking lot near the Church. The children will be just inside the front door of the entrance to the school. It will be necessary for you to walk to the door to claim your child. If someone other than those listed on the Dismissal Card is picking up your child please let us know.

Attendance/Sick Policy:

If your child is absent, or if you anticipate an absence, please call the school at **812.963.6148** the morning of the absence.

If your child has a temperature (100.0 degrees or more), diarrhea, vomiting, or rash, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free and symptom free without medication for 24 hours before returning to school. If a child becomes ill during the school day, the parents will be contacted. The school may request a note from a child's doctor if special accommodations or a medical action plan is needed to meet a child's needs.

Daily Routines & Communication:

Curriculum:

Resurrection Preschool has adopted and uses the Houghton Mifflin Harcourt Big Day for Pre-K curriculum. This curriculum is research and evidenced based. Our teachers use the framework to ensure that important learning domains are taught throughout the course of each theme. It is inclusive of social and emotional development, vocabulary and language, reading, math, writing, science, social studies, physical development, and fine arts. Our teachers use the Diocese wide religion standards to guide their religion component to our curriculum. Our teachers also use the Indiana Foundations Standards as a guide to ensure that their lessons, activities, and evaluation standards are appropriate for the age of children that they teach.

Restroom Policies:

All children must be potty trained and be able to independently take care of their own bathroom needs. We have restrooms available in/next door to our classroom, and allow students to use this at any time throughout the day. Children are expected to be able to alert a staff member when they need to use the restroom. **Pull-ups are not allowed to be worn during the day.** To allow for transitions, beginning in September , more than 2

bathroom accidents will require a parent to come to school within 30 minutes of a phone call in order to change their child.

Green Roadrunner Folder:

We will be using green Resurrection Roadrunner folders this year to send home information and handouts such as newsletters, script cards, lunch account balances and tuition statements, your child's work and any other communication from the teacher.

This folder will be sent home in your child's backpack daily, so please be sure to return each morning.

Weekly Newsletter:

You will receive a weekly newsletter from your child's teacher. This will include themes covered, activities happening in the classroom, field trip or special dress days, volunteer opportunities and any other information needed for that week.

Progress Reports & Report Cards:

During this school year we will send home three progress reports. These will be sent home in October, February, and May. Many skills including numbers, letters, fine and gross motor skills, colors, shapes and sequencing as well as social, emotional, and behavioral development are examined. Young children develop and progress at different rates. This report simply identifies some goals in their development as we provide opportunities for them to learn and grow. Any time a parent feels the need for a conference, a conference time will be set up. It is our policy not to discuss a child in front of the child. Please make arrangements should a conference be requested to accommodate this.

Daycare:

Children **attending Preschool Daycare** will be offered enrichment activities, free play both inside and outside, lunch, and rest time. Cots will be provided for the rest time.

You may send in a pillow and blanket for your child at the beginning of each week to be taken home on the last day of each week. It is imperative that the blanket/pillow be small enough to fit in the cubby provided. We recommend nothing larger than a crib size.

Cafeteria/Lunch:

If your child is attending daycare, they will have the option to bring in their lunch from home or buy the main entree from the cafeteria. Please check the availability of substitutions for the main entree on the menu. The charge for cafeteria lunch is \$3.15/day. Children bringing their lunch may purchase white milk for \$.50. Your child will be issued a lunch card at the beginning of the year for use on any day they choose to buy their lunch. These cards will be kept at school and a statement will be sent home monthly from the cafeteria. **Also, if your child is registered for daycare, you will have a Daycare Student Information sheet in your Open House folder to be filled out and returned to the daycare**

Behavior & Guidance:

Discipline Policy:

Please see handout from your child's teacher for additional information regarding their classroom discipline policy. We try to help children understand that they are responsible for his/her actions and behaviors. Rules are provided and demonstrated to children at the beginning of the year and expectations are discussed. Some procedures that we will use when necessary include talking with the child individually about their behavior and the events that have happened as well as redirecting the child to a better choice or activity. Each individual teacher will use their own classroom management system. We have an open-door policy and will be in regular communication with parents.

Special Events & Celebrations:

Birthdays:

Each student will be recognized individually on or around their birthday in a special way. If parents would like, they may send in a small, non-edible item or a treat for their child to pass out to their classmates to take home. Some acceptable ideas include pencils, stickers, erasers, or small toys. Please note that due to possible food allergies, there may be restrictions on what you can bring into the classroom. We will be sure to let you know of any food allergies at the beginning of the year. Your child's teacher will be happy to pass out birthday invitations at school provided all the children in the class are invited.

Room Parties:

We celebrate a few special occasions throughout the year, including Halloween (please no costumes), Christmas, and Easter. These parties are a wonderful way for students to enjoy festive activities and spend time together as a class.

For any parents interested in attending or helping with the parties, a sign-up sheet will be provided a few weeks prior to each event. Please note that all parents who wish to participate in classroom parties must complete a background check and CMG training before attending. This is a required safety measure to ensure a positive and secure environment for all students.

Field trips:

Field trips are an important and exciting aspect of our Pre-K curriculum. We will take one field trip in the fall. Permission slips will need to be completed before each trip. We will also ask for volunteers when we are planning a trip. If your child has a life-threatening allergy, these steps will be taken when going on a field trip:

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

- A cell phone or other communication device must be available on the trip for emergency calls.
- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Parent Engagement & Records:

Parent Involvement:

Parents are always welcome and encouraged to visit the classroom! We kindly ask that you contact the school or the teacher ahead of time to arrange your visit. This helps us ensure that your time in the classroom is well spent and that we're prepared for your visit. We ask that you use the main entrance of the school between the hours of 7:00 am and 1:50 pm. All visitors are required to report to the school office upon entering and leaving the building.

Throughout the year, classroom teachers may send out volunteer sign-up sheets for various activities such as mystery reader, classroom helpers, classroom parties, and other classroom events. We welcome your involvement and greatly appreciate your time or help you can provide!

Additionally, each month we will send home a monthly newsletter with updates on donation requests, field trip chaperone sign ups, and other volunteer opportunities. If you have books or materials related to our current themes and would like to share them, simply label each item with your name and send it in with your child. We will make sure to return them once our theme is finished.

Conferences:

Communication about your child is very important. Student evaluations are conducted throughout the year through observations, student work, and social interactions with peers. Pre-K will have a scheduled parent/teacher conference in October. Teachers can set up a conference on a case by case basis throughout the year. Parents are able to schedule a conference at any point throughout the year if they have any questions or concerns regarding their child. Any information given during a conference regarding your child will remain confidential.

Student Records & Release Records:

Student records and emergency cards and personal information on each student is located in a locked file cabinet in the Pre-K classroom. Immunizations and Health Records for each child are uploaded into the school system and kept in a locked room in a file cabinet located in the school office.

Student Services:

Many testing and evaluation services are available to our students. This includes speech therapy and learning disability services provided through the EVSC. A social worker is also provided through Youth First. Resurrection Preschool works with the Evansville Vanderburgh School Corporation in helping connect families with services that those school corporations may provide. Our teachers work with a family's outside specialist, when requested, completing rating scales, necessary forms, and assist in tracking data.

Health & Safety:

Immunization Recommendations For Students Ages 3-5:

- 3 Hep B (Hepatitis B)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

Medications:

Medications for students are kept in the school's office with a permission note from the child's parent or doctor. Medication can be administered by school office personnel. Our school office employee is trained in first aid and CPR. All medications, over-the-counter and prescription medications are kept in the school office, out of the reach of children. Written permission, dosing instructions, and frequency/time of medication administered must be given by the parent or legal guardian. A prescription medication must be in the original container, including the child's name and dosing instructions.

Food Allergies:

Resurrection Preschool recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, Resurrection Preschool will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training:

In order to minimize the incidence of life threatening allergic reactions, Resurrection Preschool will provide training and education for all school staff members. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Emergency Information:

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date addresses and email addresses
3. Home phone numbers and parents' work numbers
4. Emergency phone numbers of a friend or relative
5. Physician's name and phone number
6. Medical alert information
7. Hospital choice

It is the responsibility of the parents to notify the school and teacher if you have any changes to the above information.

Emergency Drills:

The school and preschool program is prepared for a variety of emergency situations. Fire drills are conducted once a month and severe weather/earthquake drills are conducted periodically. We also conduct periodic lockdown drills. Detailed escape plans are posted near the door of each classroom. A detailed emergency plan is available in the school office. An emergency bag is provided in each classroom.

Inclement Weather:

We will follow the EVSC schedule for school closings during inclement weather. We will cancel or dismiss at the same time as EVSC. If there is a two hour delay, the morning class will begin at 9:30 a.m. and end at 10:15 a.m. We are sorry for any inconvenience this may cause you, but due to staff/child ratio we will offer daycare beginning at 7:00 a.m. only to the children already registered for daycare. If there is an early dismissal there will be no afternoon class. The afternoon daycare however will not be affected.

Withdrawals:

If a decision is made to withdraw your child from the program during the school year, the parents should notify the principal as soon as possible. Teachers and staff will summarize the child's progress and prepare the child's records, which will be forwarded to a new school or program. Parents should make sure all school materials are returned. Any outstanding fees will be required to be paid in full before releasing student records.

Right To Amend:

Resurrection Preschool reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication and/or newsletter.