

St. Vincent Pre-Kindergarten Handbook 2026/2027



WELCOME to St. Vincent Pre-Kindergarten and to our school family! The upcoming school year will be a year full of growth and learning for all. We are ecstatic to have you joining us!

At St. Vincent Pre-K, we are blessed with the opportunity to infuse our faith into all that we do. We will pray together daily and use every opportunity to talk about Jesus and His love. Our theme this year is “Legacy of Faith & Vision of Growth”.

The purpose of this document is to provide you with the policies and procedures we will be following throughout the year at St. Vincent Pre-K. We hope that you find this useful! Please review the information included here, and let us know if you have any questions. Please know that we are here to help and view parents and teachers as a team.

St. Vincent Pre-Kindergarten Staff

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St. Vincent Schools Vision Statement

We strive to provide the finest Catholic education guided by Vincentian virtues dedicated to inspiring and nurturing our students to excel, serve, and love with purpose and conviction.

St. Vincent Schools Mission Statement

St. Vincent Catholic Schools united in Christ and guided by the spirit and educational values of St. Vincent, transform each student through the power of faith, knowledge and service to the community.

Vincentian Educational Values

Excellent: Places quality at the center of educational activities.

Holistic: Educates the heart, spirit, and mind.

Integrated: Blends the abstract with the practical.

Creative and Flexible: Seeks to meet the needs of a diverse student population.

Collaborative: Engages in cooperative endeavors with parents, students and faculty.

Focused: Strives to model St. Vincent de Paul and his mission of service to the poor.

St. Vincent Schools Motto

“Together We Serve”

2026/27 Theme

“Legacy of Faith & Vision for Growth”

School Mascot

Indians

School Colors

Blue and Gold

Attendance

All students must be signed in and out daily. Please check your child for signs of illness before leaving home daily. If your child will be absent for the day, please call the elementary office at 573-846-1085. Monetary credits or refunds are not given for missed class days.

Drop Off / Pick Up

Pre-K morning drop off is from 7:00 a.m. - 7:50 a.m. Drop off and pick-up will take place at the cafeteria doors off of St. Joseph Street. You may park in the circle drive to escort your child to the building. You must sign your child in the PK log book (in the cafeteria) upon drop off. The school day will begin at 7:50 am.

If you need to sign your child in after 7:50 am or sign your child out before 2:40 pm, you will need to come to the main office to do so.

Our PK program will end at 2:40 PM. The PK students may be picked up from the PK room/ playground until 5:15PM. Our PK students will be supervised at 3:30PM by our afternoon PK instructional aide and by an After School Care staff member. You must sign your child in the PK log book (at the classroom door) upon pick up. Students present after 5:15PM will incur a late fee of \$1 per minute.

Change in Pick Up Plans

If you have a change to your child's normal pick up plans, notify the Pre-K staff verbally. If you have a same day change, call the Elementary office. This will ensure that whoever is dismissing students at the end of the day has the proper up-to-date information for dismissal time.

Cleaning and Maintenance

The Pre-K classroom and bathroom will be cleaned each evening after school hours.

Confidentiality

St. Vincent Pre-K will maintain a permanent record file for all students. These files will be kept confidential.

Conflict Resolution and Managing Emotions

Throughout the year, social and emotional skills will be modeled and taught to build stronger regulating skills. Elementary counselor is available to help support students in need.

Curriculum

In preparation for Kindergarten, core subjects will be taught along with a strong emphasis in religion. Age appropriate curriculum will include, but is not limited to, letter and sound recognition and identification, number concepts and math readiness, handwriting, science, social studies, religion, fine motor, gross motor, interpersonal skills, and social emotional skills. The St. Louis Archdiocesan Unified Framework for Pre-K will be implemented.

Discipline

The students will be expected to follow simple, understandable expectations for classroom behavior and social interaction. The principles of Conscious Discipline will be used to build a sense of classroom community and to guide student behavior in a positive way. Our Catholic faith will be infused into our expectations and interactions as much as possible.

Pre-K is a brand new world for the students and their first introduction to school. Students are learning the school expectations and learning how to manage their emotions in social situations appropriately. Making mistakes is a normal part of childhood. In Pre-K, we treat mistakes as an opportunity to give grace, teach a new skill, and learn.

The Pre-K staff will use praise and encouragement for good behavior and will utilize firm, positive statements and redirection when necessary. If necessary, a child will spend a brief, supervised separation from the class to reconsider his/her conduct and make plans for more appropriate behavior in the future. If this is found to be ineffective, the teacher will discuss the behavioral situation with the parent and the child.

St. Vincent Pre-K reserves the privilege of dismissing any child, who, after entering, seems unprepared for group experiences and is unable to properly adjust after a transition period. Unsafe behaviors will be documented using our Student Information System, Jupiter, when students are unable to adjust to a safe program. Should there arise a need for termination, the matter will be thoroughly discussed between the teacher, principal, and parents so that a positive relationship can be maintained in all respects. We ask that the same courtesy from parents be given should the termination be desired on their part.

Physical violations that break the skin, including biting,, will result in the student being sent home for the remainder of the day at discretion of the principal.

Dress Code

Students should come to school dressed appropriately for seasonal weather. Clothing should be neat, clean, free of rips or tears, free of offensive designs or wording, and modest. Socks and tennis shoes are required. No boots, crocs or flip flops. Clothing and shoes should allow for safety in the classroom and at recess. Parents should provide a change of seasonal appropriate clothes to be kept at the Pre-K in case an accident occurs.

Emergency Procedures

Appropriate action will be taken in the event of an emergency. Fire, Tornado, and Earthquake action plans / drills will be presented and practiced with the students periodically. A record of these drills will be kept on file. Fire, Tornado, and Earthquake

Enrollment and Registration

St. Vincent Pre-Kindergarden serves students ages 4-5. Enrollment will be an ongoing process and will continue until the class sizes have reached maximum capacity. Interested individuals should call St. Vincent Elementary Office at 547-4300 x325 or 573-846-1085 to be added to our waiting list. Completed registration paperwork and a \$100.00 non-refundable registration fee per child are required to hold your child's spot in the Pre-K class. Tuition is paid through using the FACTS program which has a \$50.00 yearly fee.

Spots will be filled in the order that they are received based on the following:

1. Students currently enrolled in our SV Pre-K
2. Full time students that are siblings of current SV students
3. Full time students of SV teachers and staff
4. Full time students of active St. Vincent board/committee members
5. Students who are requesting full time spots

Family Custody / Parental Visitation

In the event that a child's parents are separated or divorced, St. Vincent Pre-K will honor all legal documents regarding child custody and parental visitation. We ask that copies of proper documentation be provided to the Pre-K staff as soon as possible. Responsibility of tuition payments must be determined between parents.

Field Trips

In the event the Pre-K staff plans a field trip, parents will be given advance notice and the proper consent forms will be obtained. Any individuals wishing to help chaperone a field trip must have completed the Protecting God's Children course as well as the Prevent & Protect online course.

Health Care

At St. Vincent Schools, we are committed to helping keep your child(ren) healthy and safe while at school. We have a full time nurse who will be notified in the event a concern arises with a child's health and wellness. This includes, but is not limited to illness, injuries, head lice, communicable diseases or viruses, etc. Contact with parents will be made when appropriate. An incident report will be completed and filed when appropriate. A student will be sent home when seriously ill or injured.

A student should stay home if he/she has vomited, had repeated diarrhea, or had a fever of 100.4 or higher within the last 24 hours.

A student may return to school only after he/she has been fever free without medication for 24 hours, has not vomited for 24 hours, or has not had repeated diarrhea for 24 hours. For contagious illnesses such as pink eye or strep throat, instructions given by your doctor or medical professional should be followed and proper documentation should be provided to the Pre-K staff before the student may return.

A completed physical examination form and a copy of your child's current immunization record should be submitted to the Pre-K staff prior to the first day of school.

Your child will have an opportunity to participate in a hearing and vision screening during the school year.

If medications need to be kept on hand at school in case of a medical emergency, the proper forms need to be completed and submitted to the office, along with proper documentation from your child's doctor.

Hours of Operation

The Pre-K program will follow the K-12th grade academic calendar during the school year including weather and extra curricular events. The Pre-K are eligible to enroll in Faith Finders Summer Enrichment Program during the summer. Faith Finders runs June 1st - July 31st. They will be closed during the beginning of August so the staff can attend all staff Professional Development Days the week before the academic school year begins.

SIS System

Jupiter is the web-based database that is used for student/parent information, grades, attendance, behavior referrals, etc. Mass emails to all families will be sent from the office through Plus Portal. Please activate your access to Plus Portal when your child is registered at our SV Pre-KI. You may call the elementary office at 573-547-4300 x325 if you ever have questions or issues with Plus Portal.

Lunch

Pre-K lunch will be from 10:35-10:55 am. A lunch menu will be provided to parents at the end of every month for the upcoming month. Lunch is included in the tuition pricing.

* Please notify your child's teacher of any allergies.

Keeping this in mind, St. Vincent Pre-K is a nut aware facility. We suggest any lunches or snacks that are brought in to be nut free.

Mandated Reporting

As childcare providers and teachers, by law we are mandated reporters of suspected child abuse or neglect. If the Pre-K staff has any suspicions of abuse or neglect, we are required to follow state guidelines for reporting such suspicions.

Newsletters / Announcements

We believe that parents and teachers are partners in education. We strive to keep lines of communication open. Classroom announcements and reminders will be sent to all parents through the classroom communication portal, St. Vincent Student Information System, and a weekly email from the principal.

Parent Contact Information

It is extremely important that we have the most up-to-date contact information for you and your provided emergency contacts. Please submit changes to contact information (phone number, address, email address, etc.) to the elementary office.

Parent / Teacher Communication

Communication is key in the parent/teacher partnership. Please feel free to contact the Pre-K staff at any time with questions or concerns. The best way to do this is speaking to or emailing Brianna Geile.

Brianna Geile

bgeile@svdepaul.org

Parent / Teacher Conferences

Parent/Teacher Conferences will be held in October/March for any parent that would like a conference for their child, regardless of age. We highly suggest a parent plan to attend both conferences to help ensure successful partnerships. Conferences regarding students going into kindergarten will be held in Spring, the dates and times will be announced.

Students will be assessed and observed throughout the school year. Teachers will watch for indicators that are developmentally appropriate. Areas of assessment and observation will include, but are not limited to, letter and sound recognition and identification, number concepts and math readiness, handwriting, religion, fine motor, gross motor, interpersonal skills, and social emotional skills. If any questions or concerns arise regarding progress, please feel free to contact the Pre-K staff at any time.

Payments

The F.A.C.T.S. Management System (<https://online.factsmgt.com/signin/3CSYJ>) will be used for Pre-K payments. This is the same program used by the elementary and high school for collecting tuition. Pre-K payments are tax deductible by law. Parents will be directed on how to obtain a yearly summary of payments for tax purposes. Please see the Financial Commitment Form for more details on setting up payments. If you have any questions, please reach out to Emily Hosey at ehosey@svdepaul.org. FACTS has a yearly fee of \$50.00.

Timely tuition payments are essential to sustain our Pre-K's daily operations, high-quality programming, and staffing commitments. All tuition payments must be paid in full according to your selected billing schedule, as your financial commitment secures your child's continuous placement in our program regardless of attendance. If a payment is missed or remains outstanding without prior written arrangements, childcare services will be suspended. Continued non-payment will result in the

permanent termination of your childcare contract, and you will be asked to withdraw your child from the preschool so that the spot may be filled from our waiting list.

Personal Belongings

We ask that all personal belongings (except for those listed on the supply list) are left at home unless directed otherwise by the teaching staff.

Pre-K Supplies

Most of the students' supplies will be kept in their cubbies and used as needed. All clothing and supplies should be clearly labeled with your child's name to ensure that it can be returned to you if misplaced.

Protecting God's Children

All parents are required by the St. Louis Archdiocese to attend a Protecting God's Children course. It takes approximately 1-2 hours to complete. If you have not yet attended this course, please contact Emily Hosey at 547-4300 for more information on upcoming courses. Further, any guardians wishing to chaperone a field trip or volunteer at the Pre-K will also have to complete a short online course called Prevent & Protect and have a background check.

Raising Concerns

We strive to provide a pleasant experience for both parents and children, but on occasion, difficult situations arise that require attention. In the event of a concern, please contact your child's teacher. Please refrain from raising concerns in public. Every effort will be made to address the situation. If necessary, the principal will be consulted or asked to mediate.

Rest Time

In Pre-K, students will have a rest time each day after lunch. Students are expected to rest their minds and bodies.

School Calendar

The Pre-K program will follow the K-12th grade academic calendar during the school year, including inclement weather. During the summer months, Pre-K students will be allowed to attend the Faith Finders Summer Enrichment Program.

Security

For safety, all doors will be locked throughout the school day. Please buzz in the main office and sign your child in/ out if you need to drop your child off after 7:45 am or pick them up before 2:45 pm.

Snacks

A morning and afternoon snack will be provided for your child. Snacks are included in the daily rate.

*Please notify staff if there are any food allergies.

Snow Days / Inclement Weather

St. Vincent Pre-K will follow the K-12th grade calendar. If SV campus closes due to inclement weather, the Pre-K will follow along. An announcement will be made via Jupiter. Credits or refunds will not be given for inclement weather.

Special Needs

It is the responsibility of the parents to make St. Vincent Pre-K staff aware of any special needs of their child as soon as they become evident, preferably upon enrollment so that proper accommodations can be determined and made when possible.

In the event any child is exhibiting signs of possible developmental delays or disabling conditions in the areas of speech, language, hearing, vision, cognition, behavior, and/or fine or gross motor, the situation will be handled with the utmost sensitivity. When possible and appropriate, documentation will be kept by the Pre-K staff to be used as a tool in communicating with parents. Written consent from parents will be obtained before sharing any documentation or information with a service provider. Children will be referred to their corresponding school district to obtain information about qualification for classroom or community based services when deemed necessary by the Pre-K staff and the parents of the child.

Student/Teacher Ratio

Pre-K teachers will be assisted by a morning instructional aide and an instructional afternoon aide. The student:teacher ratio is 10:1.

Treats

We love to celebrate birthdays and other special events! If you wish to send treats with your child, that is acceptable. However, it is not required. Please be sure to notify the Pre-K staff prior to bringing treats so that we can plan accordingly. We ask to be nut aware with treats.

Visitors

Visitors are welcome! There will be opportunities throughout the school year for parents, grandparents, and other special people to visit. Any time you plan to visit, we ask to please let the Pre-K staff know ahead of time so that we can plan accordingly. All visitors will need to buzz into the elementary main entrance and sign in the main office.

Volunteers

If you are interested in volunteering, please notify a Pre-K staff member. All volunteers are required to take the Protecting God's Children course, Prevent and Protect online training with a background

check and have scheduled time to come and volunteer. All volunteers should sign in under the visitor/volunteer tab in the main office.

St. Vincent Pre-K



I acknowledge that I have received a copy of the SV Pre-K Handbook. I understand that it contains important information about the school's general policies. I further acknowledge that I have read and understand the policies and agree to adhere to these policies.

Please sign and date this page and return to the classroom teacher prior to the first day of school.

Student's Name (Printed)_____

Parent Name (Printed) _____

Parent Signature _____ Date_____

**THIS MUST BE TURNED IN PRIOR TO FIRST
DAY OF PRE-K**