ST. BONAVENTURE
PRE-K & PRESCHOOL
2026-27 HANDBOOK

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Phone 402-564-9338
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Welcome!

St. Bonaventure Parish is happy to offer a Catholic Preschool Program for the children of Columbus. Our goal is to provide a high quality early childhood experience for your child that will be a strong foundation for later learning.

Young children have to be the most wonderful creatures in the universe. They are bright, outgoing, honest, and eager to please. They exude energy, curiosity, and are caring. It is our job to enhance these characteristics and to help children grow in self-esteem, in social and motor skills, and to promote understanding of themselves and others. Learning about God, His Word, His children, and His world is the basis of our curriculum.

Every child is a gift from God and special in his/her own right. Parents and our school community share the important task of guiding that child spiritually, socially, physically, intellectually, and emotionally as he/she reaches for the future.

Thank you for sharing your child with us. May the Lord help all of us to learn and to grow throughout the school year.

MISSION STATEMENT

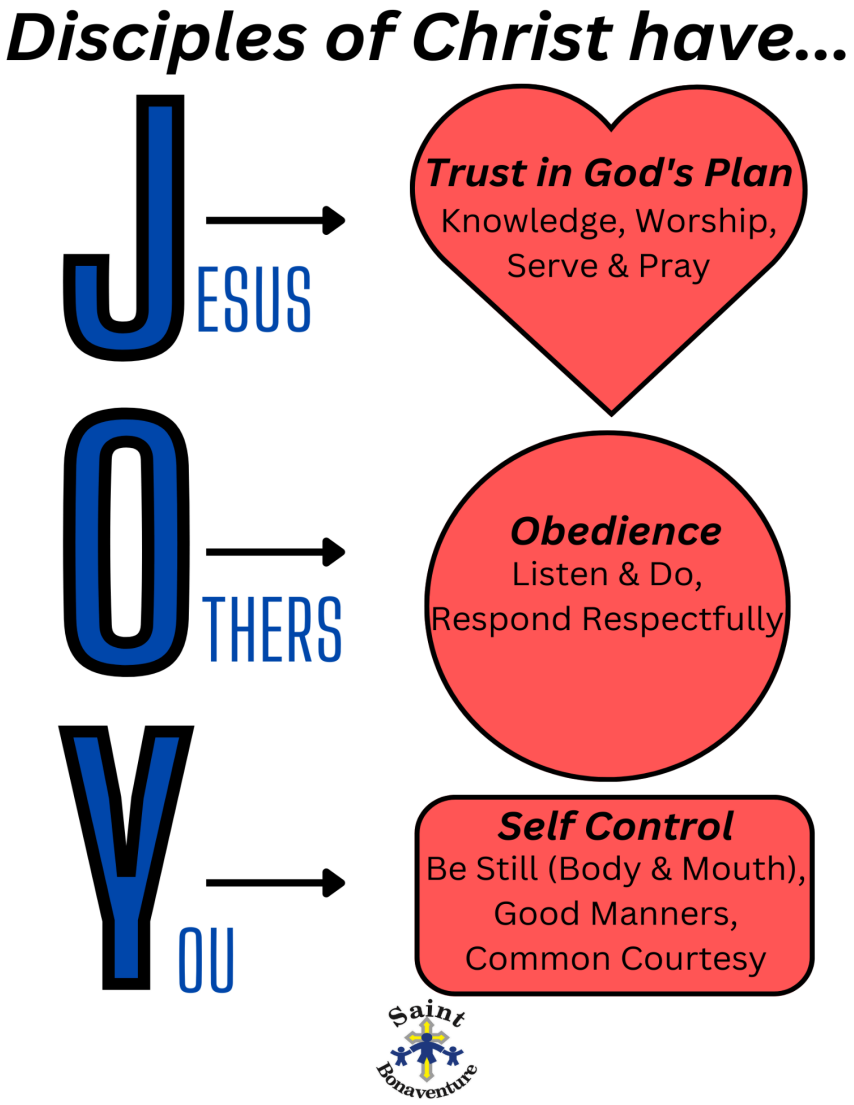
The mission of the St. Bonaventure Early Childhood Program is to prepare our children for the future, ready to reach their potential as adults by providing and encouraging a lifetime of learning based on a Catholic value system.

Use of this Handbook

This Handbook will acquaint you with the philosophy, policies, and procedures used in our programs. It is an important communication tool between parents and staff. Additional information will be sent home via parent notes and calendars during the year. Please let us know of any questions you may have after reading.

PHILOSOPHY AND GOALS

The philosophy of education for St. Bonaventure's early childhood classes parallels that of St. Anthony/St. Bonaventure Elementary School: to provide an opportunity for our youth to grow spiritually, intellectually, culturally, socially, physically, and emotionally so that they are prepared to live a life of service as productive Christian citizens. We believe we are One School, Encountering Jesus, Equipping Disciples, and Living Mercy. One way we are working to equip disciples here at St. Bonaventure is by teaching J.O.Y. (see visual)



The early childhood programs are child centered and provide for child input and choice. Developmentally appropriate activities will be planned that enhance growth and foster favorable dispositions toward learning.

The following goals provide the focus for the curriculum:

1. To promote the child's growth spiritually, intellectually, culturally, socially, physically, and emotionally . . .

a. To help the child realize he/she is a Child of God and to begin development of his/her faith in the light of Catholic beliefs and practices,

b. To encourage and continue the learning process at a preschooler's level,

c. To develop respect and appreciation for the similarities and differences between people,

d. To develop social skills that will be conducive to living in our diverse world,

e. To encourage development of motor skills and a healthy lifestyle, and

f. To build the self-esteem that will lead to later educational and personal success.

2. To promote favorable dispositions toward later learning,

3. To develop the potential in each child by building on individual strengths.

4. To provide a structured but not rigid, organized yet flexible, and safe yet interesting environment in the classroom.

5. To develop a true working relationship between home and the classroom, that benefits the child, the parents, and the teacher.

6. To provide compassionate and dedicated teachers who are excited to teach and work with children.

GOVERNANCE

OPERATED UNDER the guidelines of the Omaha Archdiocesan Board of Education, and Columbus Catholic Schools Total Board of Education.
LICENSED BY the State of Nebraska Department of Health and Human Services.

We believe . . .

1. That our Program is Christ Centered.
2. Every child is a unique gift from God, and every family is special and important.
3. Respect between children, families, and staff is a foundation for learning.
4. That it is vital to provide a caring, safe, and healthy environment for children, families, and staff.
5. Every child can learn, but individual children may learn at a different rate, in a different way, and we need to accommodate those differences so everyone can be successful.
6. A child enrolled is a family enrolled, and collaboration is essential.
7. In providing a positive, enthusiastic, and planned environment, where children like to be.
8. That staff needs to be professional, engaged with children, and knowledgeable in child development and education.
9. That creative expression is encouraged throughout the day, and across the curriculum.
10. Young children learn best through play and hands-on, active experiences that are not only fun, but educational.

We will work hard to put these beliefs into practice everyday.

STAFF

Director
Kim Kluever

Principal
Cheryl Zoucha

Teachers
Cheryl Drozd Pre-K
Amy Lopez Preschool 4s & 3s(T/Th)
Kelly Lovell Preschool 3s (MWF)

Pastor
Fr. Patrick Harrison

Teacher Aide/Office Staff/Child Care
Andrea Kloke, Gwen Steiner, Ann Hefti, Dawn Owens, Shannon Renner

SESSIONS

Pre-K	M-F AM	8-10:45
	M-F PM	12:30-3:15
Preschool 4s	MWF AM	8-10:45
Preschool 3s	MWF AM	8-10:45
	TTh AM	8-10:45

Enrollment is limited to twelve students per session for Pre-K, ten students per session for Preschool 4s, and to eight-ten students for Preschool 3s. Monthly calendars will be sent home noting special events and themes. **The last page of this Handbook contains a list of vacation and non school days for the year.**

FEES

The tuition is:

5 days/week - $260.00 per month
3 days/week - $160.00 per month
2 days/week - $120.00 per month

Payments are made either August-May or September-May, depending on what you selected on your tuition payment plan. Arrangements can be made to pay annually, semi-annually or monthly by automatic withdrawal. Parents are asked to provide snacks a few times during the year for their child's class. If tuition or child care payments are more than 30 days behind, parents will not be able to register for Preschool or Child Care the following year until caught up with payments.

A nonrefundable fee ($60 for supplies) is collected at the time of registration. This fee holds a place in a specific class, and is used to replenish and purchase needed supplies.

OTHER INFORMATION

A.D.A. (Americans with Disabilities Act)

St. Bonaventure's Child Care Center complies with the Americans with Disabilities Act. Our facilities are handicapped accessible, and may be used by any staff or child with (or without) a disability. The program has a policy of welcoming children with special needs. The Program will access special services or provide reasonable assistance for children or staff, when needed, to enhance the growth and potential of the child.

ASSESSMENT OF CHILDREN'S PROGRESS

Children enrolled in the early childhood program will be assessed using a variety of methods based on best practices in early childhood education. At the beginning of the year and during Parent Teacher Conferences in the winter, parents will be asked to provide input on goals specific for their child(ren). Assessment based on the objectives of the curriculum, combined with anecdotal notes, reflections, along with collected work samples, and the parent goals, will be used by the teachers to track individual progress. The main use of assessments will be to assist in teacher planning and to provide information for teacher-parent reviews.

Formal parent-teacher conferences will be scheduled once a year. Teachers will also contact parents throughout the year to visit and report on progress using Brightwheel, phone, email, and notes as needed. Student progress reports will be provided to parents in October, February, and April. Each child's assessment records will be kept in the child's file, and then will be given to the family at the end of the year. If the family requests, it will be given to the Kindergarten teacher or school identified by the family.

If assessments indicate special needs may be present, staff will visit with parents and help parents request screening through the appropriate school district or other identified resource. The Program will support any further assessments or meetings scheduled by specialists, and actively participate in the planning and implementation process.

Students may be given, or have an IEP or IFSP report on file, that indicate goals and strategies for that student. Staff will work closely with the family and specialists to assure the plan is feasible and beneficial for the student and his or her family. Students identified with special needs will receive reports at least quarterly from their educational specialists.

Written assessments are considered confidential and will be placed in envelopes when being distributed. Only the Teacher(s), Support Staff, and the Director will have access to the documents, unless the parent or guardian gives written permission to share with an educational specialist or future teacher. A certain number of child files with assessment information may also be made available to licensing for review during inspections.

BIRTHDAYS

Classes will make a point of celebrating birthdays. Usually a child is scheduled to bring snacks on the day closest to his/her birthday or half birthday. If a vacation, another birthday, or some other conflict arises, teachers will work with families to plan dates. Dates for snacks will be sent home at the beginning of each semester. Birthday snacks may include a dessert item such as a cupcake or cookie. Please send an acceptable snack along with it as well as an

acceptable drink. Some classes may have children with allergies. If allergies are present in a class please do not send homemade treats. Please do not send balloons or other deliveries to school for your child.

CHILD PROTECTION

The St. Bonaventure Early Childhood Program will not tolerate any form of child abuse. Policies, in place to protect children, include making background checks of employees, utilizing the Nebraska Department of Health and Human Services Screening process, and the Archdiocese of Omaha Safe Environments Program for all employees. The Program encourages parental visits at any time, and mandates teachers to maintain open classrooms, where other staff, school personnel, and the Director may come into the classroom at any time, unannounced. The staff will be trained through Safe with You, a State-mandated class, in the signs and symptoms of child abuse and are required by law to report any suspicions to the Child Protective Services Hotline Number. The Hotline number is 800-652-1999 and may be used by anyone to report possible abuse.

CLOTHING

Students may wear any kind of comfortable clothing that is weather appropriate. Some play will be on the floor and outdoors, so clothing may become dirty. Girls should have shorts or leggings on under skirts and dresses. Much of our playground surface is small rocks, rubber mulch, and wood chips, **No flip flops, sandals, and/or fashion/cowboy boots**. **Children should have on tennis shoes with socks each day.** An extra change of clothes can be kept in the child's backpack or cubby. The grade school has a **no bare leg policy November 1- the end of March**. We will follow this policy as well. Please make sure your child wears pants or leggings/tights under skirts and dresses. Snow boots may be brought to change into when snow is present. Please send gloves/mittens and hats when it is chilly. Please label all coats, hats, mittens, book bags, etc., with the child's name or initials so items can be returned to the proper owners. Book bags should be regular sized. We bring a lot of things home, so the smaller sized backpacks do not work as well.

COMMUNICATION

Effective, clear, and timely communication with enrolled families will be a priority for all St. Bonaventure's Preschool staff. Families are always welcome to visit, call for information, or to share concerns. Parents may volunteer to help out in the classroom, for a committee, or to help drive for field trips. Families will receive monthly calendars, parent letters, and reminders on the Brightwheel messaging system. Teachers will use Brightwheel to send messages and photos. They also may communicate by sending emails, making phone calls, and sending weekly newsletters to families, so parents know what is happening in the classroom. Staff will include the facility phone number and email addresses on letters, so parents can contact them as questions arise. Messages to the teacher and/or Director can also be sent through Brightwheel.

Families are strongly encouraged to turn on their notifications for **Brightwheel.** An invitation will be sent in July with forms/documents that need to be completed before school

starts. You can sign up online at schools.mybrightwheel.com or by downloading the app. If you follow the link in the email or text you receive, the process should be smooth. If you struggle getting into the system, your child's code may need to be requested. Contact the Director for your child's code. The Director will update families through Brightwheel about school closures, illnesses, upcoming events, reminders, or other news.

CONFIDENTIALITY

The right of each family and child to confidentiality will be enforced. Staff will only discuss the behaviors, needs, and health concerns of individual children with their own parents or with staff on a need-to-know basis. Discussions of a confidential nature will take place in a confidential setting, away from children and other adults.

Records, including assessments, IEP's, and enrollment forms, are considered confidential and will only be used by staff on a need-to-know basis, and for legal-licensing-accreditation purposes. The Program does not release any information to third parties except as required by state law, or as part of the licensing/accreditation review process. Certain information including names, addresses, birth dates, and phone numbers may be shared with classmates via a directory. Families not wishing to share phone numbers or addresses need to notify the Director by August 1 of each year, or upon enrollment. Records are kept in a secure location available only to teachers and the Director. Either parents or guardians may request copies of any of the information, including newsletters, enrollment, and assessment records, unless there is a court order in place barring such an event.

Parents have the option of signing a permission slip for the Program to use photo, film, or video images for marketing, educational, or publication/research purposes.
Please be careful when taking and posting pictures of children on social media at class programs. For security reasons, names should NOT be used. Some of our families may not have given permission to share photos, or videos of their child.

CRISIS/EMERGENCY PLAN/SECURITY SYSTEM

The Columbus Catholic Schools have developed plans that are designed to minimize dangers to anyone in the building should an emergency arise. The safety and welfare of the children are the first priority. A security system, including video cameras and limited access doors, are in place. Doors will be open for normal entry times, but will be locked down when someone is not available to monitor access. Parents may gain access by using the buzzer available at the entryway.

In most crisis cases, the students will remain and be cared for at school in a location determined to be safe by the administration. In case of evacuation, the students will be escorted to the nearest and most appropriate facility designated by school personnel. Administration will notify the local media to announce procedures and release information specific to the emergency.

In order to keep phone lines open and traffic lanes clear for administration and emergency officials, we ask that you not call, nor try to enter the school. Listen to KLIR radio station (101.1 FM) or await notification from the Brightwheel messaging system.

When an individual has a medical emergency, staff will follow procedures learned during training, which will include evaluating the situation, calling for emergency services if needed, implementing CPR/First Aid procedures, and contacting parents.

Students will participate in monthly fire drills, and occasional tornado, intruder, and evacuation drills, as scheduled by the administration.

DISCIPLINE

The goal for any discipline/behavior management process is to teach children appropriate behaviors that promote success at school, at home, and in the community. We want our students to behave well because they understand internally it is the right thing to do.

State regulations include the following provisions: Children will not be physically disciplined - i.e. spanked, slapped, or hit. Children will not be subject to profane or vulgar language, nor be verbally abused or isolated. Children will not be denied food, drink, or bathroom privileges as punishment. Children cannot be disciplined for refusal to take medication, toileting accidents, or not eating.

Each classroom has a set of rules. They will be posted in the rooms and staff will be teaching what each rule means. We will be incorporating stories and role-playing to demonstrate rules. The playground will have its own set of rules that the teachers will teach as well.

Behavior expectations for all those who enter our program include the following…

Children attending St. Bonaventure's Early Childhood Program are expected to

Be Respectful and Kind
Be Positive and Encouraging
Be Safe and Healthy

These expectations are shared with the children and are posted in the rooms. Parents can reinforce these guidelines at home. Staff will recognize and reinforce positive behaviors when observed.

On the other hand:

The following behaviors are disruptive and will result in disciplinary actions:

. . . disrespecting people or materials,
. . . consistently not following directions or willfully disobeying rules,
. . . harming another person,
. . . being verbally negative to classmates or staff

Usually the following steps will be used in regards to disciplinary actions:

1. Staff will use redirection, verbal warnings and calm down times. Calm down times may be used to allow the child time to think and calm down, so appropriate behaviors and review of the rules may be discussed.
2. If behaviors persist or children are very disrespectful, a "Think Sheet" will be given to the child to be filled out. Staff will assist with this process as needed. Staff available will visit with him or her about appropriate behaviors in school. Please sign the think sheet and return to the office the following day.

3. Parents are contacted about continuing inappropriate behaviors and concerns to foster communication between home and the program. A conference may need to be scheduled to develop a plan, so parents and staff can work together to resolve issues. Conferences and/or parent contacts may continue as the plan may evolve over time. Resources from the community, the public school system, counselors, and other therapists may also be utilized.
4. If the inappropriate behavior continues, the parents are non-supportive, and the child is consistently disruptive/dangerous to others, as a last resort, the program reserves the right to terminate enrollment.

The Program may send home information about parenting and child development topics throughout the year. Parents may also visit these websites for ideas.

www.boystown.org/parenting
families.naeyc.org
www.child.unl.edu
http://csefel.vanderbilt.edu - click on family tools

DROP OFF AND PICK UP

For safety's sake, please drop off your child at the classroom door. We do not want children wandering by themselves in the hallway or outside. Classrooms will be open 10 minutes before class for drop off (at 7:50 for AM classes or at 12:20 for PM classes). Please pick up your child promptly after class. The Preschool 3s Classes will dismiss first, followed by Preschool 4s and finally Pre-K. Teachers will walk children outside to meet parents. Please park in the drop off lane or church parking lot and walk over to pick up your child from their teacher. There will be a fee for late pickups if it becomes a regular occurrence. If a family has an infant that makes it difficult for the parent to come into the building, we can make arrangements to meet you at the door to walk your child to class. Please visit with your child's teacher or the office staff.

Children need to be picked up by parents, or a person designated as an approved pickup on Brightwheel. Please send a note if someone else will be picking up your child on a specific day. Babysitters and grandparents must be included as approved pick ups if they are to pick up your child. We will ask for ID if the person is unknown to staff, to make sure the correct pickup is made. Thank you for your cooperation with this requirement. The purpose is to protect your child.

You may use the 10-minute drop off lane on 15th Street in front of the building for pick up and drop off. DO NOT PARK IN THE PRIESTS' DRIVEWAY. They need to be able to leave in case of emergencies. If the drop off lane is full, please pull in the church parking lot and walk over, park on 17th Ave, or parallel parking is permitted on 15th in front of the drop off lane. Parking on 15th Street behind the drop off lane is not permitted. **U-turns and parking the wrong direction on 15th Street are prohibited.** Also, remember, the speed limit is 30 mph in front of our building.

DRUG-FREE/TOBACCO-FREE - WEAPON BAN

St. Bonaventure's follows the State guidelines for a Drug Free Workplace. Unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited. There is no smoking on the premises. Weapons, including knives and firearms, are prohibited, except for knives used by staff for food preparation.

EARLY OUT DAYS

On certain days during the year, the Catholic Elementary Schools schedule Early Out Days, on which students are dismissed at 12:00 noon, so that teachers may attend in-service, complete paperwork, or other requirements. There will be No School for the afternoon classes on these days. Please watch the monthly calendars closely for specific dates and other information.

ENVIRONMENT

St. Bonaventure Preschool and Child Care strives to provide a healthy environment for its students and will monitor the safety and condition of the environment. If air quality is low, temperatures are excessive, or severe weather occurs, the children will be kept inside. The Director will determine unsafe conditions, and will make decisions in collaboration with the grade school administration and community officials.

The Program will follow physical environment recommendations from parents and/or health professionals when dealing with special needs, including physical disabilities, allergies, diet restrictions, and other health concerns. Information needs to be recorded on the Health Information Form collected at the time of enrollment, and staff will visit with families and other resource persons as needed to provide the appropriate care and education.

No asbestos or lead is present, or will be used, in the Preschool wing of the building.

EQUAL OPPORTUNITY

St. Bonaventure's Preschool will admit students of any faith, race, national or ethnic origin and will not discriminate on the basis of origin, faith, race, or gender. The Preschool and Pre-K teachers will provide instruction concerning the Catholic Faith in its curriculum.

The facility is handicapped-accessible and the Program welcomes children with disabilities.

FIELD TRIPS

Throughout the year, the Preschool 4s and Pre-K classes may take field trips to supplement their classroom learning. Parents will always be notified in advance through a note and the monthly newsletter. Trips shall be within 15 miles of Columbus. Scotus vans will be used to transport the majority of the class. Parents can help with transportation of children in the event the vans do not have enough room. We do have booster seats available for transportation. If your child does not meet the height/weight requirements for our booster seats, we will ask you to provide a car seat for the field trip. Parents are responsible for signing Field Trip Permission forms and returning them by the due date.

While in vehicles on the field trip, students must be in booster seats as determined by their age or need. Car doors should be locked when moving. A First Aid kit is taken, that contains first aid information and supplies. The Emergency Procedures packet with family contacts will also be placed in one of the vehicles. The teacher shall make safety a high priority on trips. Field trips will be canceled if weather conditions are a safety concern.

FUNDRAISING

At least twice during the year, we sponsor a fundraising activity to generate money for operating expenses and special purchases. Usually this is a Butter Braid Bread Sale in the fall and Trivia Night in the winter. Parents can sign up to help with fundraising activities on the Sign Up sheet across from the Pre-K Room. We will send home a wish list at the beginning of the school year if you would like to purchase any supplies we could use. These contributions are welcome at any time, and are not required for families to purchase.

GRIEVANCES

If a problem or a concern should arise, always feel free to discuss it with your child's teacher. Email addresses are included on the monthly calendars. If you feel a satisfactory outcome has not been achieved, please then consult with the Director. In any situation, we strive for the best possible outcome for children. It sometimes takes lots of combined wisdom to work out solutions to complex problems. If necessary, the Director can involve the school counselor, an educational specialist, the Principal of the Elementary School, or the Pastor. If the grievance goes beyond the Director level, parents and staff will be asked to complete documentation of the efforts in progress.

HEALTH

Early childhood settings are prime sites for germs to be exchanged. As a staff we work diligently to protect the children and staff members from diseases and illnesses. We wash hands often with soap and water. We clean surfaces with soap and bleach solutions and practice good hand washing hygiene. Toys are cleaned weekly. We try to keep the environment as clean as possible. Cleaning and disinfecting charts are posted in every room and are initialed daily. Children and staff members who are sick should not be at school or child care.

Any child or staff member with a communicable illness associated with a fever or contagious condition, such as ringworm, head lice, pink eye, scabies, diarrhea, chicken pox, strep throat, or measles, will not be allowed to attend. Parents will be called to come pick up their child if the condition is present during the time the child is in attendance. The child will be removed from class and allowed to rest in the sick room next to the Director's office while waiting for pick up, so other people are not exposed. The child or staff member may return when the illness has run its course or when the condition has cleared. A doctor's note may sometimes be required to assure the Director or staff member the individual is no longer contagious. Please notify the Teacher or Director if your child is sick with a contagious illness, so we may alert other families that a particular illness may have been present in our building. We are required to report to families any case of chicken pox, pink eye, head lice, influenza, pin worm, ring worm, scabies, fifth disease, rotavirus, RSV, measles, mumps, rubella, pertussis, or other more serious diseases, including waterborne or foodborne illnesses.

The Program uses the following guidelines:

1. **A child/staff member should be free of a temperature (100 degrees or above) & <u>without fever reducing medication</u> for 24 hours before returning to school or child care.**
2. **A child/staff member should not have thrown up for 24 hours, and should have had a meal before returning to school or child care**.
3. A child/staff member with an extremely runny nose (needing to be wiped more than every 10 minutes) or with any discharge from the eye or ear should stay home until the condition improves or a doctor has cleared the individual to return.
4. If a headache/stomachache affects a person's normal activity level, the individual should stay home.
5. If cytomegliovirus (fifth's disease) has been identified as being present in the building, pregnant staff members/parents will not be allowed on the site until the danger of exposure is gone.
6. In the case of head lice, staff may require head checks before readmission into the Program.

Please note that in order to meet the large motor needs of children, we try to play outside nearly every day. We cannot leave a child inside without supervision when the others go outside, so it is important to send adequate clothing - hats-mittens-coats-long pants, so that your child is warm enough outdoors. Of course, we will not go outside if the weather presents a danger.

Children with sores on their hands or lower arms will not be allowed to participate in water or sensory play to protect that child and the other children from infection.

In order to dispense medicine, parents will need to fill out and sign a medication form giving consent with specific instructions for the administration of the medicine. The medicine must be in its original container, and labeled with the child's name. Instructions from the health care provider must be on prescription medicine. The medication will be locked away from children while on the premises. State regulations provide for the rights of the child to be given the right medicine in the correct dose, by the correct route, at the correct time, and in a confidential manner. Specific records will be maintained confidentially in a binder on site, using the form provided by the parents. Children cannot be disciplined for refusal to take or use medicine. If possible, medication should be scheduled around Preschool/Child Care hours.

Lotions, lip balms, sunscreen, and insect repellant are considered medications and will require a form in order for staff to dispense. Sunscreen should be at least SPF 15 and screen against UVA and UVB rays. If insect repellant use is advised by the local Health Department due to high risk conditions, repellent products should contain DEET. DEET products will only be used on children once a day.

Immunization records need to be on file by September 20, or within 30 days of enrolling. If children are not immunized due to medical or belief reasons, parents will be notified if there is a corresponding illness present in the building. The Director, after consulting a health professional, may require the children to be excluded while the illness is present.

As part of a strong commitment to best health practices, the Program will include dental hygiene education as part of the curriculum in all of the early childhood class levels. Children will be given toothbrushes and taught proper brushing techniques. Charts may be sent home as

part of the instructional process to help document the education. Classes may also visit dentist offices and/or have dental professionals visit the classroom. Children will be taught the sip, swish, and spit practice for mouth cleaning when other methods are not available.

Health records are confidential and will only be shared with St. Bonaventure staff, health/licensing/accreditation officials who are reviewing Program records, and medical/rescue staff responding to an emergency involving your child. You may give permission to share health records with your child's emergency contacts by completing that information on the Health Information form.

We are committed to giving your child the best of everything, and that includes being careful about health issues. Please contact us if you have any questions or would like to visit about a specific concern.

Allergic Reaction Policy-Any child with life threatening asthma or food allergies that could result in Anaphylaxis should have a Food Allergy & Anaphylaxis Emergency Care Plan. If your child could exhibit symptoms whether mild or severe we have protocol in place which include calling 911, checking the child's airway, respiratory rate and pulse, administering medications such as epinephrine and nebulized albuterol with signed parent medication forms, determine cause of the allergic reaction, monitor the child's vital signs, contact parents immediately and prescribing health care practitioner as soon as possible, administer CPR if needed. Please see the Director for an Emergency Care Plan.

INTERNET/TECHNOLOGY

St. Bonaventure provides access to the internet through the ESU#7 Network. This network enables students and staff the opportunity to access information and services that support learning.

Because the Internet is an uncensored world-wide communications network, it may be possible for users to obtain low value or morally inappropriate content, even though the ESU network includes a strong filter. Students and staff have the responsibility to act in an ethical and legal manner in accordance with the missions, purpose, and regulations of the Catholic Church, St. Anthony/St. Bonaventure School, Preschool and Child Care programs, local network, and the laws of the State of Nebraska and the United States. Users do NOT have a right to privacy when communicating or accessing information on any school, preschool, or child care computer or device. The administration (Principal, Director, Pastor, Teacher, or their designee) is authorized to monitor and review student use of computers and devices.

Parents will need to sign a permission form (included on Brightwheel) for their children to access the Internet. Pre-K and Preschool students will only use/view sites preselected by their teachers for use. Child care students completing homework after school may utilize the computer under the supervision of the child care teacher only to complete homework, or, to use websites approved by the teacher for curriculum application. Students will not be allowed to randomly "surf the web", or to use the Internet without supervision. If an inappropriate site is accidentally accessed, students must immediately report this to the supervising teacher. Parents will be informed of the occurrence as well.

Inappropriate use of the internet or computer will result in a cancellation of use, a disciplinary action as determined by the Teacher or Administration (possibly including suspension or expulsion), and/or appropriate legal action. Parents will be notified of actions.

Students will be responsible for fees, replacement costs, or other expenses arising from misuse of the system.

MAINTENANCE/REPAIR

The Director, in conjunction with the Parish/School maintenance staff, School Principal, and Pastor, is responsible for all aspects of building maintenance. The Director will monitor the safety, effectiveness, and appropriateness of materials and equipment. Any concerns should be reported to the Director.

NEBRASKA HHS ACKNOWLEDGEMENT FORM

The State of Nebraska Department of Health and Human Services will provide a brochure for families new to the Program that will explain the procedures for making complaints, and accessing information about child care services in Nebraska. Parents new to the program must sign and return the acknowledgement form that they received this information.

PARENTS' ROLE

Parents and family are the most important influence in a child's early life. Teachers can only build on what has been learned at home. We work on a lot of independence skills here at school. Parents can help reinforce and practice these skills at home too. Communication and mutual support are key to a successful early childhood experience. Feel free to call or stop by with concerns or suggestions. We will also strive to keep you informed about what we observe and about what is going on in the classroom.

If you would like to sit down and visit, it would help if you would call first and set up an appointment, in case we have another visitor or event scheduled. There will be times during the year when you will be invited to participate in classroom activities, maybe by driving for a field trip, coming to a family activity in the classroom, or bringing an item to school to share. Please read all notes to find out about future activities!

During the course of the year we will share information about what is important for children's learning. Parent Information Notes will be sent home explaining why certain activities are preferred over another, and will contain ideas for you to incorporate at home.

Last, but not least, you may also sign up for any, or all, of our Parent Committees. These committees provide leadership, volunteer help, and advice as we continually strive for improvement. Parents help plan social and/or service activities for families in our Program, help with home and school activities, help with projects at home or in the classroom, and help with fundraising activities. Sign up sheets are available at the Parent Orientation Meeting, and are posted in the hallway across from the Pre-K classroom.

PET VISITS

Families may arrange for a family pet to visit by contacting a teacher to set up a date and time. A special form with information about the safety and health of the pet, including vaccination records, needs to be completed. Staff are aware of any allergies or fears the children in class may have, and may not grant permission for the visit. If there is a serious concern, pets may not be able to visit.

SCHEDULE

Each class session will be composed of a variety of activities, including a circle time, theme activities, art projects, fingerplays, songs, games, discovery activities, snacks, outdoor times, story times, and learning centers. Each student's interests and abilities will be used in planning, so activities may vary from class to class, but each class will follow a consistent routine. A daily schedule is posted in each classroom. On days a special learning activity is scheduled, some activities may not occur. An overview of the themes is provided in the monthly newsletters. Play time, which enhances social skills, language, and cognitive abilities is an important component of each day.

SHOW AND TELL DAYS

Each class level has Show and Tell Days during the year, usually once a month. In Preschool 3s, the children will be asked to bring something to share that matches the theme of the week. The item is left in their book bag, then will be brought out and discussed during the Show and Tell time. An example would be bringing something that is "shiny" during Twinkle Twinkle Little Star week.

Show and Tell is part of a Color Day celebration in the Preschool 4s classes, starting with Yellow Day in September. The children will bring an item (of that month's particular color) from home and hidden inside a sack. Parents help their children think of clues to tell the class about the item. The other students will try to guess what the item is. This encourages language development and thinking skills. Preschoolers are also encouraged to wear the color of the day on these Show and Tell Days.

The Pre-K class will have monthly Show and Tell Days that correspond to the letters they have been studying. An item, that begins with a letter of the child's choosing, should be hidden in a sack, then one of the clues the child will share will be, "It starts with the letter . . ." Please write three clues and include it in the show and tell sack.

SNACK LISTS

Snack lists are sent home each semester for students to take turns bringing a healthy snack. We will try to match birthdays to snack days. Snacks must consist of two food groups. Please provide an acceptable snack - fruit, savory crackers, muffins, veggies, pretzels, cheese, yogurt etc. 1% or Skim Milk can be brought for a morning snack. Afternoon classes may have milk or 100% Juice to drink. Dessert grains such as graham crackers, cookies, and granola bars are no longer considered acceptable snacks. We will send home additional information about acceptable snacks with the snack lists. Please do not bring homemade snacks if someone in your household is ill. Store bought snacks are a better option under this circumstance.

For children under four years old, hot dogs, whole grapes, nuts, popcorn, raw peas, hard pretzels, spoonfuls of peanut butter, chunks of raw carrot, or bigger than bite-size pieces of meat will not be served, because they are choking hazards.

TARGETED AGE GROUPS

Preschool 3s students ideally should be three years old by July 31. Preschool 4s students are normally four year olds when school starts. The Pre-K class is designed for four/five year olds who would benefit from an additional year of preschool before entering Kindergarten and have attended one year of Preschool.

We do ask that students be toilet trained before attending. If an accident occurs frequently we may call a parent to come and change their child. If accidents keep occurring we may tell families the child can no longer return to school or child care until the child is fully toilet trained.

TELEPHONE 402-564-9338

Because of time and personnel limitations, the phone at Preschool and Child Care is often picked up by our voicemail system. Feel free to leave messages. Calls are screened often for information, and we will return your call as soon as possible.

If your child will miss class for any reason, please let us know. Parents can email us or send messages on Brightwheel if you need to reach us after hours.

WEATHER

St. Bonaventure's Pre-K & Preschool will observe the same weather precautions as the Grade School. Parents will be informed through our Brightwheel Messaging System. We will notify parents if afternoon classes are canceled because of deteriorating weather conditions as well. **Please make sure to turn on notifications for Brightwheel, so you do not miss these important messages.**

ST. BONAVENTURE PRESCHOOL
2026/27 CALENDAR of Important dates:

The following days will be included on the monthly calendars, but are listed here to facilitate your long-range planning:

First Day of School
Tuesday, August 18 Pre-K, T/Th Preschool 3s
Wednesday, August 19 MWF Preschool 4s & Preschool 3s

There will be no classes on:
Monday, September 7 - Labor Day
Friday, October 9- End of First Quarter
Wednesday, October 14 Preschool/Pre-K Parent-Teacher Conferences
Thursday, October 15-Friday, October 16- Fall break
Monday, November 9- Flex Day for teachers
Wednesday, Thursday, Friday, November 25-27 – Thanksgiving Vacation
Monday, December 21 through Monday, January 4- Christmas Vacation
Monday, February 1 - Teacher Inservice
Friday, February 19 – Flex Day for teachers
Wednesday, March 10-Friday, March12 for Spring Break
Thursday, March 25- Tuesday, March 30 Easter Vacation
Friday, April 16- Flex Day for teachers

Early Out Days– No School for PM Classes
Friday, September 4
Friday, December 18

Last days of Preschool/Pre-K are scheduled for May 13 & 14!