

Dear Parents,

*Welcome to St. Timothy Kindergarten! It is important that we all work together for the advantage of the children. Your support, help, and cooperation are vital in that process.*

*Contained in this handbook is an outline of the philosophy, major policies, and major procedures of our kindergarten. It is intended to give an overview, as well as a point of reference. Please read it carefully.*

*We hope that your stay at St. Timothy Kindergarten is enjoyable and beneficial. It is our goal to enact all the virtues that Jesus gave us so as to present an appropriate role model for your children.*

*Sincerely,  
Deb Thomas  
Administrator*

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ST.TIMOTHY KINDERGARTEN  
859.384.1100 ext.18  
10272 US Hwy 42, Union, KY  
Mailing address: PO Box 120, Union, KY 41091  
Website: [www.saint-timothy.org](http://www.saint-timothy.org)  
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Administrator: Ms.Deb Thomas  
Teacher: Mrs. Joyce Bishop  
Aide: Mrs. Julie Reynolds  
Pastor: Fr.Rick Bolte  
Parochial Vicar: Fr.Jacob Varghese



## ST. TIMOTHY KINDERGARTEN PHILOSOPHY AND MISSION STATEMENT

**Philosophy:** As a Catholic school, St. Timothy Kindergarten promotes academic excellence and religious formation. It strives to provide its students with the appropriate programs, training, and environment so that the students may become effective, independent learners and productive members of the community. Preparation also involves education and activities that will help students attain the values, skills, knowledge, and attitudes necessary to live and love as Jesus.

**Mission Statement:** We are Christ's disciples, and we join in the Holy Spirit's work to make life holy. With grateful hearts, we come together in worship, service, faith formation, education and community to share and celebrate God's many gifts.

**Goals:** Therefore St. Timothy strives to:

- Provide for Christian development through formal religious training, opportunities for prayer of various types, and an atmosphere that nurtures respect for all.
- Provide for academic development through competent teachers, quality curriculum, attention to individual differences, and appropriate materials.
- Provide for personal development by stressing personal responsibility, positive self-image, the development of interpersonal relationships, and good physical health.
- Provide an ongoing process of assessment of the skills being taught through experiential learning.
- Provide teachers access to and training in different applications of technology that improve learning for each individual child.

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### NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

*Diocesan Policy states that "No person shall be refused admission to any church, school, institution, or membership in any Catholic society or organization solely on the grounds of race or nationality." In keeping with this policy, the schools under the auspices of the Department of Catholic Education, Diocese of Covington, do not discriminate on the basis of race, color or national or ethnic origin. Students of any race who meet the individual school's eligibility requirements are admitted to all the rights, privileges, programs and activities generally accorded to students at that school and that school does not discriminate on the basis of race in administration of its educational policies, admission policies, scholarships, loan programs, and other school-administered programs.*

## ST. TIMOTHY KINDERGARTEN SCHOOL CALENDAR 2009-2010

August	17	Mon.	Faculty Meeting
	19	Wed.	First Day of School
September	7	Mon.	Labor Day/No School
October	7	Wed.	Picture Day
	9	Fri.	In-Service/No School
	12	Mon.	School in Session/No Buses
November	11	Wed.	End of First Trimester
	20	Fri.	Parent Teacher Conferences/No School
	26 - 27		Thanksgiving Holiday/No School
December	8	Tues.	Immaculate Conception/No School
	21	Mon.	School in Session/ No Buses
	22	Tues.	School in Session/No Buses
	23 - Jan.3		Christmas Break/No School
January	4	Mon.	School Resumes
	18	Mon.	MLK Day/No School
	31 - Feb 6		Catholic Schools Week
February	15	Mon.	President's Day/No School
	19	Fri.	End of Second Trimester
March	12	Fri.	School in Session/No Buses
April	1	Thurs.	Holy Thursday/No School
	2	Fri.	Good Friday/No School
	5	Mon	Easter Monday/No School
	12 -16		Spring Break/No School
May	18	Tues.	School in Session/No Buses
	26	Wed.	School in Session/No Buses
	27	Thurs.	School in Session/No Buses
	28	Fri.	Last Day of School/No Buses

### REGISTRATION

Registration will be held each year on a day determined by the school administration. Prior to registration day, parents who currently have children in St. Paul or St. Timothy schools will be advised that incoming kindergarten students from their family may register. Registrations from new families will be filled according to the Admission Policy. If vacancies remain, out-of-parish and/or non-Catholic students may be accepted on a tuition basis.

### ADMISSION

Children entering the kindergarten must be five years of age on or before October 1 of the current school year. Parents are discouraged from sending a child who is five after October 1st in hopes of entering a public school in grade 1.

Immunization Laws of Kentucky require that all children who are enrolled in school have a current Kentucky Immunization Certificate on file and evidence of appropriate physical examination. No child will be admitted without the above named certificate of immunization.

### ADMISSIONS POLICY

At Kindergarten level, St. Timothy is opening the kindergarten classes with one class. The class will have a maximum of 24 students. St. Timothy has the capacity to accommodate three kindergarten classrooms. Because of the possibility of more applicants than we have room for, the following regulations have been established:

Students who apply are given priority in the following order:

1. Families that belong to St. Paul or St. Timothy Parish that already have students in St. Paul School.
2. Families that belong to St. Timothy Parish.
3. Families that belong to St. Paul Parish.
4. Catholics who do not belong to St. Paul or St. Timothy Parish, or who live outside the geographic boundaries of the two parishes.
5. Non-Catholics

Notes:

- Families who live outside of the geographic boundaries of the parish in which they are registered fall back into the category appropriate for the parish whose boundaries in which they live.
- If the overflow happens within sections 1, 2, or 3 of the listed priorities, decisions will be made by the Grade School Committee based on activity within St. Timothy or St. Paul Parish. If the over flow happens within sections 4 or 5 of the listed priorities, acceptance will be made on a first come, first serve basis.
- For the protection of St. Paul and St. Timothy parishioners, registration will be accepted through the last day of February.

### TUITION AND FEES

It is the policy of St. Paul Parish and St. Timothy Parish that all tuition is paid through an automatic deduction from a bank account. Tuition that is paid in advance (prior to July 1st) will be discounted by 2%. Forms and information may be obtained through your parish office.

An agreement reached between St. Paul and St. Timothy Parish has provided for those who belong to St. Timothy Parish and wish to send their child/children to St. Paul School. Parents of St. Timothy students will make all tuition and fee payments, other than the registration fee, to St. Timothy Parish.

## **DISCIPLINE PHILOSOPHY**

St. Timothy Kindergarten believes that education requires discipline to maximize learning. Discipline includes respect, cooperation, and responsibility on the part of students, parents and faculty. A variety of methods will be used to encourage positive behaviors and choices and discourage negative patterns. As a Catholic school our discipline policies are shaped by our Christian values.

In all cases, the acting administrator, with the advice of the teachers and the approval of the Pastor, is the ultimate authority concerning discipline. Students who have shown serious or chronic inappropriate behavior may be excluded from extra-curricular activities and representing the school at outside functions, or may be removed from the school.

## **HOME/SCHOOL COMMUNICATION**

Communication between parents and school is of vital importance. The kindergarten teacher's weekly communication about classroom activities will be sent home via the classroom homework folder. Any information from the administration of the school will be sent home in the homework folder or via e-mail.

If you have a problem or question about something at school, the proper channel is to talk first to the person directly involved, usually the teacher. 99% of all problems are handled at this level. If you are not satisfied with the outcome of this conference, then you should contact the administrator. If you are still not satisfied with the outcome, you may then contact the pastor.

Rumors about school can start very easily, many of which are not true at all. What you hear from your children or other parents, especially if it affects you directly, needs to be checked out. Negative rumors have a way of building as they are passed on. Please call school if you are uncertain about what you hear.

The majority of difficulties in any institution come from lack of, or faulty communication. We strive constantly to improve our efforts to communicate with you. We ask you to do the same in return.

## **MESSAGES TO STUDENTS**

Any message that needs to be given to a student must be called in, emailed or dropped off before 2:00. For changes in transportation, send a written note to the teacher or follow above procedures for sending messages.

## **MEDICINE**

St. Timothy Kindergarten will not take responsibility for providing and distributing common medicines such as aspirin, Tylenol, antacids, etc. Any medication that is brought from home (prescription or otherwise) must be accompanied by a written authorization that describes precisely the time and dosage to be followed. Office personnel will administer such medicine only in accordance with specific instructions. All medicine must be in original prescribed bottle.

## **DRESS CODE – 2009-2010**

Girls Uniform: plaid jumper (Schoolbelles) or navy pants/shorts.

Boys Uniform: navy pants/shorts

### Pants:

Solid navy blue- no fad/patch pockets-no jean styles no corduroys- no contrasting stitching. Belts must be worn with pants with belt loops. Can wear stretch all around. Must be worn at the waistline

### Shorts:

Navy blue dress shorts, same style as pants. Balance of the dress code remains the same. May be worn from May 1 through September 30. No "short" shorts may be worn. Length should be mid-thigh and not go below the knee. Must be worn at the waistline.

### Boy Shirts:

Solid pale blue or white. Long or short sleeved.  
- Knit pullover with full collar and two to three button front.  
- Dress-cut oxford or broadcloth material with/without button-down collar.  
No manufacturer's logos, monograms, or contrasting stitching.  
Solid white t-shirts (no printed or colored) may be worn under uniform shirts.  
Shirts must be tucked in at all times.

### Girls Shirts:

- White only knit pullover (full collar and two or three button front)  
- White school blouse (round, pointed, or button-down collar)  
No lace or frills. No turtlenecks. No manufacturer's logos, monograms, contrasting stitching.  
Shirts must be tucked in at all times. Worn with uniform jumper or slacks.

### Sweaters & Sweatshirts:

- Solid navy blue sweater only. Traditional V-neck long sleeve or sleeveless, crew neck or cardigan. No logos or monograms.  
- Solid navy blue sweatshirt. No logos or monograms  
- Official gray uniform sweatshirt (from Schoolbelles)

### Socks

Solid navy or white socks only. No logo, stripes, or trim are permitted. Socks must be worn at all times, and must be visible. Tights (opaque) solid navy or white only. No leggings.

### Shoes

Gym shoes are permitted. For safety reasons, all shoes with laces must be tied. Sandals or backless shoes are not permitted.

### Makeup & Jewelry

No make-up, including fingernail polish. Hair must be natural hair color. In general, jewelry may not be worn. Exceptions: a watch, one ring, a cross or religious medal on a gold or silver chain, small earrings that do not extend below the earlobe for those with pierced ears. No hoop or wire earrings of any size.

## **OUT OF UNIFORM DAYS**

Guidelines for the type of clothing to be worn will be issued prior to the no uniform day. No clothing with lewd or inappropriate messages. Jewelry restrictions still apply.

## **DIOCESAN SAFE ENVIRONMENT POLICY**

All employees and anyone who volunteers in any way at St. Timothy Parish, St. Timothy School, St. Paul School or St. Paul Parish that involves children must comply with Diocesan Policy. To be in compliance, you must:

- Register and attend a Diocesan sponsored "VIRTUS" training session.
- Read and sign off on the Policies and Procedures for Addressing Sexual Misconduct. Submit information for a criminal background check.
- Complete a volunteer application.
- Complete monthly on-line training bulletins.

These requirements are Diocesan Policy and will be strictly enforced.

## **VISITORS TO ST. TIMOTHY SCHOOL**

All visitors to school must report to the office for sign in and obtain a visitor's badge before proceeding to any other part of the building for any reason. Anyone moving through the building without a badge will be asked to return to the school office. Parents or other authorized individuals who come to pick up students during the day must come to the office. Your child will be called to the office for you. No teacher will dismiss a student, even to a parent, directly from the classroom without authorization from the office. These regulations are aimed at the safety and protection of your children.

## **LOCK DOWN**

In the event of the possibility of immediate danger in the school or in the area of school, the school has an established procedure for a safety lockdown within the classroom. A system of communication with the intercom, cell phones, and visible signals from the classroom have been established. During the period of danger, no child will be released to anyone other than the parent or to someone that parent has given specific permission to the school to take responsibility for his/her child. In some cases where danger is extremely immediate, no one will be released until the situation has been resolved.

## **FIRE & TORNADO DRILLS**

As part of its security program, the school conducts regular fire and tornado drills in accordance with local regulations. When such drills are held, all persons in the building are expected to comply and cooperate with the drill procedures. Each room has an evacuation map posted near the exit door that shows routes out of the building in case of fire. Tornado procedures require that all take shelter in an interior hall or windowless room if time allows, or under a desk or table if there is not time to move to another area.

## **TEACHER-AIDE PROGRAM**

The kindergarten teacher will organize a program by which parents volunteer to help teachers by assisting with small groups of individual children, typing, making materials, and other important tasks. This program will provide an invaluable asset to the quality of education. Feel free to stop in and ask about this program. All who volunteer as Teacher Aides will be required to complete all the Safe Environment regulations prior to volunteering.

## **CURRICULUM**

St. Timothy Kindergarten has a curriculum that is in conformity with Diocesan guidelines. The classroom is designed to accommodate a variety of learning styles.

A special emphasis is placed on the spiritual development of our students. The formal religion classes are augmented by participation at Mass and being in an atmosphere in which true Christian values may be developed.

## **HOMEWORK**

Top quality education is the goal of St. Timothy Kindergarten. Therefore, 100% effort on the part of everyone is necessary. Homework is assigned at the discretion of teachers. It is not just busy work, but rather a reinforcement or extension of work learned in the classroom. The amount of time needed for it depends on the needs of each student. Students are expected to complete all assignments and turn them in on time.

## **STUDENT RECORDS**

Parents may see their children's permanent folder upon request. When transferring to another school, the parent or guardian must sign a release form at that school. Records will not be sent until these forms are completed and forwarded to St. Timothy Kindergarten. According to Diocesan Policy, all tuition must be paid in full before records can be transferred.

## **ASSESSMENTS**

Kindergarten Readiness testing will be done by Boone County Schools once the school year has begun. We will also be doing some assessments at the end of the year and all results will be communicated to the parents.

Immaturity and/or lack of readiness may cause a child to have a serious difficulty with reading. When this is observed, we will schedule a conference with you so that we can work as a team to help your child achieve to the best of his/her ability.

## **PARENT-TEACHER CONFERENCES**

Since parents are truly partners in education; they have a right and responsibility to be informed of their children's progress. Specific times will be set aside for conferences at the end of the first trimester. The teacher is responsible for informing parents if their child's progress changes considerably at any time. Parents who wish to contact the teacher at other times are requested to contact them by email or leave a message at the office. The teacher will return the email or the call at their earliest convenience. Policy discourages parents from calling teachers at home.

## **REPORT CARDS**

The following codes are used in evaluating students at the end of each trimester.

- E = excellent progress
- G = good progress
- S = satisfactory progress
- P = problem area
- I = improving

The first report card will be sent home in November, with the opportunity for conferences with teachers at a set time later. Parents or teachers may request a conference at any time.

## **SCHOOL CALENDAR**

A calendar for the current school year is given to each family. Since many children depend on the public school buses for transportation, the calendar will follow that of the Boone County School System as closely as possible. "No Buses" indicates days when the St. Timothy School calendar differs from the Boone County School calendar. Parents must provide transportation on these days. If the weather causes cancellation or delays for Boone County Schools, there may also be changes in the St. Timothy calendar (see School Cancellation and Delay procedures).

## **ATTENDANCE**

Please call the school office at 384-1100 ext.18 before noon on days your child will be absent. You may leave a voicemail message. You will be called if we do not hear from you.

A written excuse from the parent or guardian is required for every absence. Parents are encouraged not to take children out of school for dental appointments, vacations, etc. The responsibility for the decision to keep a child from school rests with the parents. Children must make up their work to the satisfaction of the teacher.

Children may not be released to individuals other than parents or guardians unless the parents or guardians request this release and verify the identity of the person coming for the children in writing.

Any student leaving school before regular dismissal with parent, guardian or appropriately designated adult, must be signed out and dismissed in the school office. No student will be released directly from the classroom.

**EXCUSED ABSENCES:** Include illness, funerals, necessary dentist or doctor appointments, and other emergency absences as determined by consultation with the principal.

**FOR EXCUSED ABSENCES PARENTS MUST:**

Notify the school office.

The teacher will send home necessary assignments with a friend or on the day that your child returns to school.

**UNEXCUSED ABSENCES:** All other absences, including vacations, are considered unexcused even if only for part of a day. They can be detrimental to a child's educational progress and should be avoided. The parents must assume responsibility for such absences.

**FOR UNEXCUSED ABSENCES PARENTS MUST:**

Notify the school office and teachers one week in advance of the student's departure. Contact the teachers via note to request any work which may be assigned prior to departure.

**WHEN A STUDENT MISSES TEN DAYS OF SCHOOL A CONFERENCE WITH TEACHERS AND PRINCIPAL MAY BE SET UP.**

## **TARDINESS POLICY**

Students are expected to be in their classrooms by 12:15. Anyone arriving after this time must report to the office for an "admit to class" slip that will designate if the tardy is excused or unexcused. Tardiness will be excused if a student has been ill, has encountered unusual traffic patterns (such as a wreck), car problems, or some other unforeseeable situation. Oversleeping is not excused. When a child receives his/her third unexcused tardy slip, he/she will be scheduled for detention on a designated day. Parents will be notified of this ahead of time.

## **SCHOOL CANCELLATION OR DELAY**

Since are classes are in the afternoon, we will hopefully not have to worry about weather delays. However, we will coordinate cancellations with St. Paul School. Whenever St. Paul School is closed, St. Timothy Kindergarten will also be closed.

The announcement will be the following: St. Paul School - Florence, Ky. Closed

There may be days when Boone County Schools are cancelled and St. Timothy and St. Paul Schools are in session, it is necessary to provide private transportation since buses will not be running. Obviously, safety is a foremost concern and it is your decision whether or not to bring your children to school.

## **TRANSPORTATION PROCEDURES**

When bringing your child to school, please pull up to the back door of the Parish Center (by the kindergarten classroom), and we will escort your child into the classroom. Afternoon kindergarten begins promptly at 12:15 and students may be dropped off beginning at noon.

Classes are dismissed at 3:15. Car riders will be dismissed and escorted out the back door of the parish center. All parents who will be picking up their child should enter through the US 42 entrance and follow the lower parking lot to the back door. We ask that you form a line and wait until you receive a signal from one of our staff members before leaving the parking lot. Students who are riding the bus will be escorted out the front door of the Parish Center and taken to the appropriate bus. All students must be out of the building by 3:30.

## **BUS SERVICE**

Children may use the Boone County School Buses. Bus arrangements and schedules are worked out between the parents and the Boone County School Transportation office. For information, call 334-4497 or visit their website ([www.boone.kyschools.us](http://www.boone.kyschools.us)). A child may not ride a bus other than that to which he/she is assigned.

The formal conduct rules for bus riders set down by the Boone County School System are available in the school office. Simply stated, the rules require a child to respect the driver, remain seated, keep hands inside the windows, talk quietly, and keep his/her hands to his/her own person. When a child breaks one or more of these rules, the bus driver may file a conduct report with the principal. The principal will retain a copy of all conduct reports, a copy will be sent to parents, and a copy to the bus driver.

When the principal receives this report, the following will be the consequences:

1st written report: warning

2nd written report: 1 day off bus

3rd written report: 1 week off bus

4th written report: Removal from the bus for the balance of the school year.