

# Handbook Contents 2018-2019

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## **Apostles of the Sacred Heart of Jesus**

### *Congregation Mission Statement*

We are Apostles of the Sacred Heart of Jesus, consecrated women of the Church. Impelled by the spirit active in each of us and faithful to the charism of Clelia Merloni, we seek to make the compassionate Heart of Christ better known, loved, and served. We do this by personal and communal witness to the Gospel, commitment to growth in holiness, and ministry to the people of God.

### *Sacred Heart Villa Mission Statement*

The mission of Sacred Heart Villa is to provide an exceptional educational program rooted in strong Catholic values and dedicated to the total intellectual, spiritual, physical, social and emotional development of young children.

Established and directed by the Apostles of the Sacred Heart of Jesus, all programs at Sacred Heart Villa provide a safe and nurturing environment and a developmentally-appropriate curriculum while fostering a positive self-image and a strong Catholic identity for young children.

### *Our Core Values*

- To recognize the unique identity and individual talents of every child
- To promote Catholic Teaching, Ideology, Values & Identity
- To educate the whole child intellectually, spiritually, physically, socially & emotionally
- To provide an environment exclusively designed for and dedicated to young children

### *Our Vision*

- To obtain recognition as a premier private and independent Catholic Early Childhood Development Center in the St. Louis Metropolitan area and beyond.
- To foster a deeper understanding of God's love and to provide children with strong Catholic values & identity.
- To embrace the charism of Foundress Mother Clelia Merloni and to honor the history of our school.
- To challenge and to empower children to grow both academically and spiritually.
- To inspire an early desire and love for life-long learning.

## *Sacred Heart Villa School*

Sacred Heart Villa (“SHV” or “the Villa”) was founded by the Apostles of the Sacred Heart (“the Apostles”) in 1940 as a childcare service for working parents on “The Hill,” in St. Louis, Missouri. Since its inception, the Villa has dedicated itself to the care and education of young children in their formative years. The Apostles serve as administrators, teachers, and catechists along with a dedicated lay staff. Many parents in the metropolitan St. Louis area choose the Villa as the “first school” for their young children because of the strong religious foundation provided by the Apostles of the Sacred Heart. Emphasis is placed not only on nurturing Catholic values but also on fostering a child’s total growth and development with particular attention to early learning needs. The entire educational program and learning environment reflect the Apostles’ commitment to educating and nurturing God’s little ones.

## The Logo, Colors, and School Song



Sacred Heart Villa is known to many as, “The Preschool with a Heart.” The school colors are red, white, and navy blue. The Hamilton Plaid of the uniform skirt reflects the school’s colors as do the shirts and sweatshirts.

Sacred Heart Villa’s logo is representative of many aspects of the school, including the red roof over the main school entrance; and the symbol of the Sacred Heart, as depicted by the cross over the heart inside of the building, with another larger heart surrounding the school’s name.

Sacred Heart Villa’s school song is “Love’s Way. Its lyrics are as follows:

*Sacred Heart Villa our very first school  
Sacred Heart Villa has taught us the rule  
To pray, work and play everyday  
That’s the Sacred Heart way.*

*We’ll stay close to Jesus and His mother too.  
Wherever we go, whatever we do  
We’ll always remember our days*

*At Sacred Heart Villa  
Yes, Sacred Heart Villa  
The school that we’ll love always.*

## Accreditation

Sacred Heart Villa Early Learning Center has been granted the status of “Accredited” for the 2017-2018 school year by the Board of Directors of the *Missouri Nonpublic Accrediting Association*. This recognition is indeed evidence of our school’s commitment to excellence and ongoing improvement. A review team will come to visit the school during 2018-2019.

## Admission

### *Age*

Sacred Heart Villa accepts children ages 2 to 5 years old. Children are grouped according to chronological age and potty trained in the following classes:

2 (potty learning/training is part of the curriculum for this group)	<b>Tender Hearts and Little Tykes</b>
2/3 year old mixed classroom (nearly potty trained)	<b>Tiny Tots</b>
3 years old (potty trained or nearly trained)	<b>Nursery</b>
4 years old by August 1	<b>Pre-Kindergarten</b>
5 years old by August 1	<b>Kindergarten</b>

### *Tours*

Interested parents may call the Villa at 314-771-2224 to make an appointment for a visit and tour.

### *Requirements*

A pre-registration form is given out upon request. When the school receives the pre-registration form and the non-refundable fee, the child will be placed on a waiting list. When the student is eligible to enter Sacred Heart Villa, the family will be contacted to see if they would like to enroll the child. **The parents & child need to take a tour with the Director prior to registration.**

There is no pre-registration fee for families that have a child already enrolled in the school. Families having a child in the school need to notify the school office about a younger sibling. The school office will provide a form for the family so that the younger child may be put on a “wait list”.

## Re-Registration

Each February parents/guardians of current students will be asked to re-register for the coming school year. At that time, a non-refundable annual fee is due. This is to assure the child a place in our program and to assist us in planning classes and hiring staff.

## Affirmative Action

Rules for acceptance and participation in the program are the same for everyone without regard to race, color, national origin, age, sex, or handicap.

## Aims and Objectives

Parents are the primary educators of their children. Sacred Heart Villa strengthens and supports parents in this responsibility, by providing a learning environment that instills in the children a love for God, for learning, and for school.

The goals are:

- ❖ to assist children in their development of a positive self-concept, love for life, knowledge and experience of God's love
- ❖ to create an environment that is rooted in love and respect for the individual uniqueness of God's creation
- ❖ to create an environment that meets the individual and social needs of the children from a spiritual, moral, intellectual, emotional, physical, and psychological perspective
- ❖ to provide opportunities inside and outside where young children will experience age-appropriate activities and experiences
- ❖ to educate parents in their understanding of child development, and provide them with the opportunity to learn parenting skills
- ❖ to provide an environment built upon the basic skills necessary for further academic and personal growth

## Arrival and Dismissal

In order to facilitate arrival and dismissal of the children, parents are asked to use the Wilson Avenue entrance. At both arrival and dismissal times parents must accompany their child to the locker or designated area to check for any notes, papers, folders, etc. that need to go home. Family folders are located in the front foyer. The school is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. **The Kindergarten class begins at 8:00 a.m. All other classes should arrive no later than 8:30 a.m.**

Upon arrival in the morning parents are asked to electronically sign-in and out their child on the iPads using the Kinderlime system. Please give a big hug that will last the whole day and leave promptly to make it easier on the child.

### ***PICK-UP TIME (no later than 6:00 PM)***

All remaining students will gather in the playroom or the Tiny Tot classroom by approximately 5:15-5:30 PM. Children will begin cleaning-up the area by 5:30 PM and then may choose from a variety of activities. Picking up after 6:00 PM is unacceptable. Every effort needs to be made each day to ensure that your child is picked up promptly. Families having difficulty following this policy will be contacted by Mrs. Doder or Sister Jude.

Under no conditions will a child be permitted to leave with anyone other than the parents or those that are documented on the registration form unless written permission is given by the parents to the Director or the school office. Designated persons other than parents picking up the child for the first time will be asked to present identification, e.g. photo ID/valid driver's license.

## Attendance

Please call the school office by 9:00 AM or e-mail [mmaier@sacredheartvilla.org](mailto:mmaier@sacredheartvilla.org) or use your [Kinderlime app](#). if your child will be absent. Please explain the reason for the absence as well. In case of prolonged illness, please inform the school by 9:00 AM the first day only. **Families having children with a prolonged illness (one week or longer) may talk to the Director about making up days if they so desire.** Families may not accrue sick days over a period of time and then expect make-up days.

If a family plans a trip during school time and will take their child(ren), they are asked to inform the office beforehand. Families taking their child(ren) out of school for vacation or personal days cannot receive make-up days. In the case of a holiday, such as Labor Day, parents cannot expect to trade the day off for another day during the week.

## **Children's Clothing**

### *Daily*

All students are expected to wear the school uniform daily. The uniform consists of a navy-blue crew shirt with Sacred Heart Villa emblem. The coordinating outfits are:

- \* **Girls-** a plaid skort or khaki shorts or pants (Toddler girls may wear stretch pants or stretch shorts)
- \* **Boys-** khaki shorts or pants (no loops on side)
- \* **Girls/Boys-** a short and/or long sleeve logo crew shirt
- \* **Girls/Boys-** tennis shoes or sturdy shoes with rubber soles and socks
- \* **Girls** –may wear tights or leggings during cooler or cold weather
- \* **Boys & Girls in the toddler classes will wear red aprons during lunch.**

During the winter months a navy-blue sweatshirt with school logo may be worn over the crew shirt and a long-sleeve red or white shirt may be worn under the crew shirt.

Crew shirts, skorts, and bows may be ordered through the school. Uniform orders are placed in May. Some items are kept in inventory during the year.

### *Reminders: Uniforms must be kept in good condition.*

Please **label** all uniform clothing, jackets and coats. All children must have a complete change of clothes (including socks, underwear, a shirt and pants) for emergencies.

The children go outside each day (extreme weather excluded). Please have them dressed for the day's weather. Children may go out on snowy days. Send boots, hat, gloves, and a warm coat. A snowsuit or snow pants are great for these days.

It is strongly recommended for the Nursery, PK's, and Kindergarten to send rain boots. This is very helpful with their gardening classes.

**Watches, bracelets, and necklaces are not part of the school uniform.**

### *Dress-Up Days*

On special occasions, such as Picture Day, Christmas Party and special events, the students will not be required to wear the uniform. Special event days will be noted on the calendar.

### *May Crowning*

Pre-K and Kindergarten girls wear a pastel colored or spring colored party dress (knee length) for May Crowning. Pre-K and Kindergarten boys wear dark pants and a short-sleeved shirt for this special day.

## **Communication**

### *School*

The Director e-mails notices and memos to the families on our Kinderlime Communication System. Additional notices and reminders are posted on the school monitor in the front foyer. Each family receives a folder located in the front hallway. Parents are asked to check the folder daily, take the information, and leave the folder in the file box. Teachers may also use the Class Dojo app with families for updates.

Other forms of communication include: telephone calls for emergencies; appointments/conferences with the director and teachers. Accident reports will be sent electronically on the Kinderlime System. Also important information is updated on the Sacred Heart Villa website. [www.sacredheartvilla.org](http://www.sacredheartvilla.org). Please refer to the homepage on a regular basis.

## *Teacher*

A representative sample of each child's work will go home each week in a classroom folder. This folder will be found on the child's locker or in the family folder on Friday of each week. The class folder should be returned on Monday. It is recommended that the teacher communicate with the parents on a regular basis, informing them of happenings in the classroom: activities, projects, and the curriculum.

Other forms of communication include: telephone calls, when necessary; email notes, brief meetings scheduled at a time when the teachers are not supervising students; fall/spring conferences; private appointments, and newsletters.

## **Curriculum**

Sacred Heart Villa's Tiny Tots, Nursery, and Preschool programs will incorporate *The Creative Curriculum* as the foundation to establish "best practices" in its early childhood environment.

*The Creative Curriculum* for Preschool addresses five major components that form a framework for learning and growing. These components are: (1) How Children Develop & Learn, (2) The Learning Environment, (3) What Children Learn, (4) Caring & Teaching, and (5) Partnering with Families.

The staff at Sacred Heart Villa understands the importance of play. Therefore, children are encouraged to choose a variety of areas of play and discovery within their classroom environment.

Children are routinely offered the opportunity to **explore ten interest areas** throughout the Sacred Heart Villa facility. These include: **(1) Blocks, (2) Dramatic Play, (3) Toys & Games, (4) Art, (5) Library, (6) Discovery, (7) Sand & Water, (8) Music & Movement, (9) Cooking, and (10) Technology.**

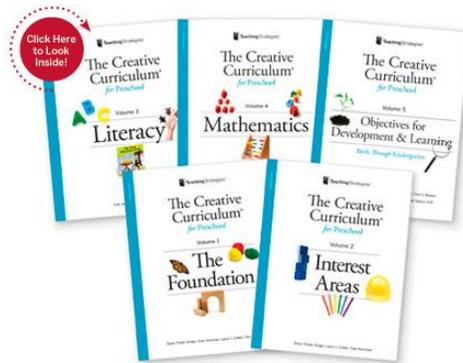
Teachers use objectives that are organized into nine areas of development and learning. The objectives describe the knowledge, skills, and behaviors that are most predictable by certain ages. These objectives lay a foundation for success in the child's early years.

The curriculum program provides children a variety of learning activities that are developmentally age appropriate. Sacred Heart Villa stresses socialization as much as it stresses cognitive growth. The curriculum offers a balance of structured and unstructured tasks, providing both teacher-directed and child-initiated activities. Sacred Heart Villa's curricular program focuses on all areas of early childhood development, including spiritual, social, emotional, cognitive, and physical growth.

The goals for *The Creative Curriculum* include:

- To support active learning and to promote a child's progress in all developmental areas

- To apply theory and educational research to achieve “best practices” in teaching and learning
- To create rich environments that are welcoming and engaging and to offer opportunities for children to play, work, and build relationships with others
- To build upon current assessment techniques and portfolio development by investing in “Teaching Strategies Gold”
- To utilize the foundation of *The Creative Curriculum* to plan and to create an “Outdoor Classroom”
- To support parents and families as the “First Teacher” by including them in their child’s learning journey while providing needed support along the way
- To continue to build a family library, offering accessible resources and publications on a variety of parenting topics



*The Creative Curriculum* is helping teachers at Sacred Heart Villa to form a foundation for play, discovery, and relationship building in all classroom activities.

In addition to *The Creative Curriculum*, teachers at Sacred Heart Villa plan additional activities, projects, and thematic lessons to celebrate seasons, Holy Days, and holidays. Throughout the year, there are a number of school-wide activities, educational programs, and liturgical services.

### ***Reggio-Inspired Philosophy***

Sacred Heart Villa has been preparing for a few years to infuse our current curriculum with a Reggio-Inspired Philosophy. After much training, environmental changes, and collaboration with educators from other schools we are prepared to move forward with embracing this beautiful child centered philosophy.

This philosophy grew out of the aftermath of WWII when educators were trying to bring hope to the families and children in Reggio, Italy. Simply, the educators were trying to bring beauty back to the people of this war-torn region. The educators observed the strength of the family unit and the natural curiosity of children as the basic foundation which would eventually help to bring resilience and joy back to the people of Emilia.

The philosophy works from the core principal of respecting the child, recognizing they have rights & interests, and allowing the child freedom to explore in the natural & classroom environments. Educators recognize that children and families are contributing members to the school & community.

The Reggio philosophy intertwines the role of child, parent, & teachers to create a very successful partnership.

### **The Role of the Child:**

The parent & teacher recognize that the child is the focus of attention in the educational process. The child is free to explore and utilize the 100 Languages of Children in how they explore, learn, and develop. The child is free to draw, write, and explain or discuss important ideas that he or she wishes to communicate. The child may get involved with a project that takes weeks or months to complete. This integral process is very important in the development of the child. During this process the child will be able to inquire, question, and learn from the rich environment in the classroom and the outdoors.

### **The Role of the Parents:**

Parents are their child's first teacher and have the opportunity to establish a very special relationship with the child's learning experience. The parent is a partner with the school in the educational process & development of the child. The parent is asked to take an active role by participating in meetings, volunteering to share talents, helping with the outdoor gardens, being a special reader, constructing something for the outdoor classroom, and/or participating in social events at school and within the local community.

### **The Role of the Teacher:**

The teacher becomes a very special partner with the child as they collaborate together in the learning environment. The teacher takes on the responsibility of becoming a facilitator with preparing provocations inside and outside to engage the child in active learning. **This rich environment becomes "the third teacher."** Working side by side with the child, the teacher can now carefully observe, and begin to document the spiral progression of the child.

### **Emergent Curriculum:**

The child and teacher will share in special projects and collaborations within their class or with other classes. These projects may be spontaneous or planned or come from discussions with other children or adults. Allowing the curriculum to emerge from the child gives rise to all kinds of creative possibilities. It is through this process that the child is nurtured, encouraged, and allowed the freedom to engage with his or her environment.

The Reggio-Inspired philosophy blends well with the Catechesis of the Good Shepherd Program. Like the CGS program, the Reggio-Inspired philosophy respects and empowers the child to become an independent thinker. Both the CGS and the Reggio-Inspired philosophy promote the respect of the child, respect for all God's creation.

It is not our intention to try and copy or imitate what has been done in Reggio Emilia, Italy. That would be a very difficult task. We want to absorb some of the richness of this philosophy and allow it to permeate into our existing curriculum. Therefore, it will be called "Reggio-Inspired."

## **Discipline**

The Sacred Heart Villa discipline policy is designed to help children develop a positive attitude. It is carried out in ways that encourage the children to learn self-control, assume responsibility for their own actions, and make good choices.

Some of the practices used by the staff are: supervision, guidance, modeling, coaching, speaking quietly with the child, and, redirection to another activity. The child will be made aware of the

relationship between the act and the consequence in a positive way. A buddy bench and peace tables allow the children time to discuss & solve problems with each other.

Teachers inform the director and parents of particular behavioral concerns. Consistency and cooperation between parents and the school help the child develop a healthy social behavior.

## **Emergency Forms**

If a child becomes sick or is injured at school, every effort is made to notify parents immediately. It is essential that the office has current home, cell phone and work telephone numbers, home address and emails. All emergency forms must be completed in their entirety, including a contact person in the parents' absence.

## **Building/Drills**

The school conforms to all fire regulations as designated by the State Fire Inspector. Fire evacuation routes are posted in the classrooms and throughout the school. Teachers instruct the children and practice how to leave the school building in an emergency. Fire, tornado (severe weather), and earthquake drills are conducted on a regular basis throughout the year. Children will receive age-appropriate training regarding the possibility of an intruder or stranger in the building. An intruder drill will be conducted once during the school year.

## **The Grotto**

There is a beautiful Lourdes Grotto in the backyard of the school. It is used for prayer, reflection, story-telling and a beautiful natural science area. Gifts of \$300.00 or more will be noted with garden pavers inscribed with the names of special loved ones, living or deceased, for any occasion. The stones are placed in the walkway of the grotto. Call the school if you are interested in a memorial or a named marker for a loved one.

## **Illness/Fever Policy**

**If a child is sick, do not send him/her to school.** The school has the responsibility to send home any student showing symptoms of a communicable disease after the parents/guardians have been contacted.

A child will be sent home from school when: a fever of 100 degrees or higher is recorded, a child has vomited or had diarrhea. A phone call will be made to the parent regarding symptoms that have been noted. We ask that you pick up your child promptly for their sake and the well-being of the other children in our building.

**The child may return to school only after being fever-free for 24 hours without the use of a fever suppressant medication or 24 hours after vomiting and diarrhea cease.**

Cooperation with this policy by both parent and the school will help prevent the spread of virus and disease. The school reserves the right to request certification in writing by a physician attesting to the student's noninfectious condition.

**In the case of an infectious condition a note is required from the physician stating that it is OK to return to school.** Examples of this but not limited to this would include: Strep Throat, Hands Foot & Mouth, etc.

## Licenses/Inspections

Sacred Heart Villa is registered as a License-Exempt/Inspected Child Care Facility by the State of Missouri Department of Health and Senior Services Bureau of Child Care. A copy of the Missouri Statutes for License-Exempt/ Inspected Child Care Facilities is available in the Director's office.

The Villa complies with the State of Missouri and City of St. Louis fire, safety, and sanitation requirements. Reports from the annual inspections are filed in the Executive Director's office and available to parents upon request.

## Meals

Lunch Menu consists of:

Monday: mini sliders or meatballs with veggie and fruit

Tuesday: roasted or baked chicken with rice and veggie/fruit

Wednesday: pasta, salad, bread, and fruit

Thursday: baked ham, pulled pork, or pork taco with veggie and fruit

Friday: Homemade pizza, cod fish strips, grilled cheese sandwiches with veggie and fruit

The menu follows the federal and state nutrition guidelines. Lunch is served family-style. An adult sits with the children at the table enabling the children to pass bowls, use tongs, and a pitcher.

Parents should notify the director in writing of any specific food allergies or dietary needs. This can be explained in detail on the registration form. All children will be given milk to drink unless parents provide a doctor's note stating that the child is allergic to milk or requires a milk substitute. Parents will need to provide a special milk if that is what is required.

**Breakfast:** Children need a good breakfast before coming to school. If a child brings breakfast to school, all edibles are to be placed in a disposable bag. Lunch boxes, thermos bottles, or plastic containers are discouraged. **Please make sure that any breakfast item coming to school is nut-free.**

**Snacks:** Tiny Tots, Nursery, Pre-K and Kindergarten students have a snack each morning and all students have an afternoon snack following the rest/activity time.

**Children's Birthday Celebrations:** As recommended by the Department of Community Health, **individually-wrapped, commercially-prepared birthday treats, preferably healthy snacks, may be sent to school by parents on the day of their child's birthday.** There must be enough treats for the entire class, and they must be sent to school at the beginning of the school day. They will be shared with the class during their snack time. When choosing treats, please be aware of students who have food allergies, particularly nut allergies. A list of appropriate snacks is included in the Appendix.

## Medication

Sacred Heart Villa follows the guidelines for administration as defined by the Health Advisory Committee of the St. Louis Archdiocese. Most medications do not need to be administered at school. Any medication that is given three times a day should be given at home (morning, after school, and bedtime).

The school will not administer the **first** dose of any medication.

If a medication (prescription or over-the-counter) must be given at school, the following requirements must be met:

1. An **emergency authorization form** must be on file in the school listing the name of the child's physician and phone numbers.
2. **There must be a written physician's order for the medication with the name of the student, name of the medication, dosage, time interval to be given (if ordered "as needed"-a plan must be provided), and diagnosis or reason for the medication. A current prescription label on the container may serve as the physician's order.**
3. **Written permission must be provided by the parent/guardian requesting that the school comply with the physician's order.**

Prescription medication must be brought to school in a container appropriately labeled by the pharmacy. Non-prescription (over-the-counter) medication must be in the original container. Ideally, the parent will have two containers, one for home and one for school. The child will need a new prescription each school year.

If there is **ANY** change in the dose or timing of the medication, the physician must submit the change in writing. This may be faxed or mailed to the school. You may wish to make a note of the school's fax number: (314)771-1262. A parent may not give permission to administer medication differently than the physician's order.

Students will not be able to carry medications with them at school.

The school has the right to call the physician to clarify a medication order.

\*If your child requires Tylenol for headaches or cough syrup for a cough, etc., you need a physician's order. Please contact your physician and have the order sent to the school. Over-the-counter medications in the original container must be supplied by the parent.

**\*Children with asthma or bee stings/food allergies are required to have their own physician-prescribed kits at school with a detailed action plan.**

## **Parent/Teacher Conferences**

Parent/Teacher conferences are scheduled throughout the year. You will receive a Sign-up Genius invitation prior to the conference. At the request of the Director, teacher or parent, a conference may be scheduled at any time during the year.

## **Parent Participation**

Parents are expected to attend the parent meetings scheduled in August and January. These meetings are informative, educational, social, and spiritual in nature. Parents are invited to attend the Fall/Spring family picnic, the spring Pre-K show, May Crowning, and graduation ceremonies when scheduled for their child's class. Parent help is needed for special events throughout the year.

Parents assist the staff in serving the all-school Thanksgiving lunch. Parents are asked to serve on committees and/or attend the Trivia Night, the Dinner/Auction, and the Spring Barbecue. Other opportunities for volunteering include: reading to a class, helping at class parties, working in our garden, helping to maintain

our outdoor music area, and sharing a talent that you might have with a class. Your participation throughout the year helps the staff, the school, and your child. Sacred Heart Villa is most grateful to the parents, grand-parents, and people in the community that support our mission each year.

## **Safe Environment**

Sacred Heart Villa is in compliance with the requirements of the Archdiocesan Safe Environment Program. All parents are required to comply with the program for the protection of all our children. Parents must attend a one-time session of “Protecting God’s Children,” complete a criminal record check from the Family Care Safety Registry or undergo an American Checked background check if you have lived outside Missouri within the past 5 years, and commit to the Code of Ethical Conduct for Clergy, Employees, and Volunteers working with Minors in the Archdiocese.

## **Supplies and Toys**

All children are supplied with books, paper, pencils, scissors, crayons etc. for their daily work/learning. On occasion parents may be asked to send in something extra for a party, art or special project. The classroom teachers may ask you to send in Kleenex, paper towels, or disinfectant wipes.

For the sake of good order, children are not to bring their personal toys, games, stuffed animals, dolls, cars, or trucks to school. A variety of materials are available for their use. There are two exceptions: Show & Tell Time—the teacher will notify you; Tiny Tots, Nursery and Pre-K may bring a small stuffed animal for naptime. Nap toys should not make sounds. Please make sure all items are clearly marked with the child’s name.

## **Summer Camp**

Camp consists of 8 1/2 weeks of theme-related indoor and outdoor activities. Camp is open from 6:30 AM-6:00 PM during the summer. Camp is an optional program. Parents may register by the week or by the month. It is very important to register in the winter or by early spring as the summer program fills up.

### **Special Activities Include:**

- \*Field Trips for Older Children
- \*water play fun
- \*Parades around the Neighborhood
- \*Special Visitors
- \*Art & Science Fun
- \*Librarian Visits
- \*Music & Movement Fun
- \*Root Beer & Pretzels with Dad
- \*Cooking Fun
- \*Vacation Bible Activities

### **Summer Registration:**

Current parents are asked to complete and forward to the office a summer registration form by May 1st. Campers may register by the month or by the week. Families will receive a price break when registering by the month. **Changes in registration such as wanting to change weeks or days of attendance will result in a \$50.00 fee.**

## Technology

The school curriculum is supported by technology & modern electronics throughout the school. The staff direct & facilitate what apps, links, videos, and what programs are used for daily use by the children.

The Kindergarten is equipped with a SMARTBoard and 2 iPads.

Pre-K2 is equipped with a SMARTBoard and an iPad.

Pre-K1 is equipped with an iPad.

Nursery 2 is equipped with a SMARTBoard and an iPad.

Nursery 1 has an iPad.

The Tiny Tots, Little Tykes, and Tender Hearts each have an iPad.

## Tuition and Fees

Annual tuition and registration fees for the 2017-2018 school-year are as follows:

### Monthly Tuition

	<age 3 LT/TH/TT	N/PK/K	
3 Day Pre-K/Nursery	\$809	3 Day	\$701
4 Day Pre-K/Nursery	\$970	4 Day	\$845
55 Day Pre-K/Nursery	\$1113	5 Day	\$974

After registering, you will receive information about setting up an account with Facts Tuition Management.

Questions concerning tuition can be sent to Cori Sallaberry at [csallaberry@sacredheartvilla.org](mailto:csallaberry@sacredheartvilla.org)

Families may choose from three payment options:

- a) Annually on August 10
- b) Semi-annually on July 10 and November 10
- c) Monthly on the 10th of the month from July through April.
- d) All tuition and fees must be paid before a child leaves Sacred Heart Villa.
- e) **A change fee of \$50.00 will be applied when families are changing days (this does not apply to families that registered for varying days or to families adding an extra day).**
- f) Summer camp is a separate registration/tuition process.

Part of all of your tuition paid may be eligible for a dependent care flexible spending account and /or the childcare tax credit. Please consult your tax advisor for the IRS rules pertaining to child care expenses. You may obtain Sacred Heart Villa's federal tax identification number at the office. You are able to view and print a payment summary from your FACTS account.

### *Past Due Policy and Procedures*

1. All tuition accounts are due on the 15<sup>th</sup> of each month. Late fees of 1% shall be applied to all accounts past due two weeks or more.
2. A past due notice will be issued for accounts 30 days past due.

3. If an account remains delinquent for 45 days from the date tuition was first due, and the responsible persons for tuition have not contacted Sister Jude Ruggeri, Executive Director, to establish an alternate payment plan, the person(s) responsible for making tuition payments will be notified that their child(ren) may no longer be

able to attend Sacred Heart Villa. If a child is removed or withdrawn from Sacred Heart Villa and tuition and fees remain unpaid, Sacred Heart Villa reserves the right to fill any open position(s) with new student(s) who may be on the waiting list. There is no guarantee of readmission or that a position will remain open following the removal or withdrawal of a child from Sacred Heart Villa.

## **Financial Hardship**

Sacred Heart Villa understands that there can be financial hardships in every family especially in a volatile economy. Consequently, in situations involving financial hardship, Sacred Heart Villa will make every attempt to work with a family and establish an alternate payment plan, provided the person(s) responsible for making tuition payments contacts Sister Jude Ruggeri, Executive Director to discuss their particular situation. Each circumstance and financial hardship situation will be handled individually and with the utmost confidentiality.

## **Weather Restrictions for Outdoor Play**

### *Summer:*

If temperatures (including heat indexes) are below 90 degrees children can stay out indefinitely. When it is between 90 and 100 degrees children can stay out with access to water and shade. If the heat index is above 100 degrees our students will not go outside. Temperatures will be monitored along with heat indexes throughout the day during the warmer months.

### *Winter:*

If temperatures are 32 to 90 degrees children can stay out indefinitely. When the temperature is between 20 to 32 degrees children can stay out for 10-15 minutes. When the temperature is between 10-20 degrees children can stay out for 5 minutes. Children will not be going outside when the temperature is 10 degrees or below.

## **Appendix:**

### ***Suggested Treats for Birthdays:***

\*fresh fruit in season

\*vegetables

\*popsicles

\*pretzels (not Snyder's)

\*Rice Krispie Treats (plain)

\*Goldfish Pepperidge Farm  
(plain, pretzel or cheddar, not cinnamon or honey)

\*Betty Crocker or Nabisco fruit snacks

\*Keebler animal crackers (please read labels)

\*Scooby-Doo Baked Graham Cracker Sticks

\*Multi-grain crackers from Special K

\*Quaker Granola Snack Bar

\*Dole Fruit Cups

\*Cheetos-Frito-Lay

\*Sun Chips-Frito-Lay

\*Vanilla Wafers

\*cookies (please read labels)

\*Gus's Pretzels

### ***Things to avoid:***

\*all nuts or peanut butter \*granola bars, hard or chewy \*Little Debbie Snacks \*orange  
crackers with cheese

\*\*Always read labels as manufactures are constantly changing packaging.

\*\*Do not send to school homemade treats.

## **Staff Emails:**

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### **Administration/Development/Marketing:**

Sr. Jude Ruggeri, Executive Director	<a href="mailto:jruggeri@sacredheartvilla.org">jruggeri@sacredheartvilla.org</a>
Sr. Ellen Cronan, Administrative Team	<a href="mailto:ecronan@sacredheartvilla.org">ecronan@sacredheartvilla.org</a>
Kris Doder, Director	<a href="mailto:kdoder@sacredheartvilla.org">kdoder@sacredheartvilla.org</a>
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Becky Tower, Marketing	<a href="mailto:btower@sacredheartvilla.org">btower@sacredheartvilla.org</a>

### **Classes:**

Kindergarten, Sr. Bridget Smith	<a href="mailto:bsmith@sacredheartvilla.org">bsmith@sacredheartvilla.org</a>
PK2, Ellen Cibulka	<a href="mailto:ecibulka@sacredheartvilla.org">ecibulka@sacredheartvilla.org</a>
PK2, Peggy Knock	<a href="mailto:pknock@sacredheartvilla.org">pknock@sacredheartvilla.org</a>
PK1, Cathy Gruebbeling	<a href="mailto:cgruebbeling@sacredheartvilla.org">cgruebbeling@sacredheartvilla.org</a>
PK1, Hannah Borden	<a href="mailto:hborden@sacredheartvilla.org">hborden@sacredheartvilla.org</a>
N2, Michaela Karandzieff	<a href="mailto:mkarandzieff@sacredheartvilla.org">mkarandzieff@sacredheartvilla.org</a>
N2, Nancy Karandzieff	<a href="mailto:nkarandzieff@sacredheartvilla.org">nkarandzieff@sacredheartvilla.org</a>
N2, Elaine Rosenthal	<a href="mailto:erosenthal@sacredheartvilla.org">erosenthal@sacredheartvilla.org</a>
N1, Maria Romanelli	<a href="mailto:mromanelli@sacredheartvilla.org">mromanelli@sacredheartvilla.org</a>
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Tiny Tots, Annie Ertmann	<a href="mailto:aertmann@sacredheartvilla.org">aertmann@sacredheartvilla.org</a>
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Tender Hearts, Chelsea Pudlowski	<a href="mailto:cpudlowski@sacredheartvilla.org">cpudlowski@sacredheartvilla.org</a>

### **Floaters:**

Christy Laws	Marina Nicols
Jennifer Rath	Christina Stika

### **Maintenance:**

Enes Hadzic, Michael McMullen, & Roy Sansone





