

Maltrait Memorial
Catholic School
Welcome
to
Pre-Kindergarten
2019



"God, Children, and Learning are Our Priority"



Dear Parents,

We the Pre-Kindergarten Staff of Maltrait Memorial Catholic School would like to welcome you and your child to our program. This year we look forward to one of the most important jobs we have, helping your child to become all her or she can be. The staff looks forward to an exciting, challenging, and terrifically rewarding year.

Our main goal is to encourage your child to participate fully in every aspect of the school day. We strive to make each day fun and intellectually stimulating. You can help us by checking your child's folder daily. Please look through their papers and ask your child about their school day. Encourage your child to be independent with basic life skills. Please help your child get to school well rested and on time so they may appreciate and enjoy each days lessons. We are looking forward to an exciting and rewarding faith filled journey this year.

Sincerely Yours,
Renee' C. Meaux
Principal

Monique Lange
Instructor

Maltrait Memorial Catholic School
Pre-Kindergarten Policies and Procedures

The following policies and procedures have been written with the intention of providing the students with the best learning environment possible.

Transportation

Children who ride to school with their parents in the morning should plan to arrive at school after 7:45 A.M. A Before School Program is available for students who arrive from 7:00-7:30 A.M. The fee for the Before School Program is \$1.00 daily. At 7:30, accompanied by a teacher, Pre-K students will proceed to the classroom at the CCD center. Students arriving after 7:45 A.M. may be dropped off on Boudreaux Street. On Mass days please arrive at school by 7:55 A.M. Pre-K will not attend Mass on extreme weather days. Mass attendance for Pre-K will begin after Labor Day.

Please enter Boudreaux Street facing north. Classroom instruction begins at 8:00. Afternoon pick-up will also be on Boudreaux Street facing north. Dismissal time for Pre-K begins at 2:40. All students are to be picked up by 2:50 P.M. The vehicle line begins in the rear of the gym and continues on Boudreaux Street and facing north. Please line up and remain in the car rider line until your passenger has been escorted to the vehicle by a Maltrait Faculty or Staff Member. To insure the safety of all, students will not be permitted to walk or meet vehicles at any location other than the established car rider line. All students will be expected to use the mode of transportation that is pre-planned and approved by the teacher and parent. In order for any changes in transportation to occur, written permission must be given to the teacher. The change in transportation note must list the mode of transit, and it must be signed and dated by the parent. It is understood that all students will leave the school property each afternoon with the original transportation plan unless a note is presented.

Attendance

To receive the full benefits of the Pre-Kindergarten Program, regular attendance is expected. Full-time students are expected to attend all five sessions each week. Part-time students are expected to attend school on Mondays, Wednesdays and Fridays. Students do not make-up any missed days. If scheduled breaks or holidays do not include a three-day week for part-time students, missed days will not be made up.

Tuition

Pre-Kindergarten tuition is to be paid on a monthly basis. Financial obligations must be kept current. Financial obligations not kept current will result in the student being dropped from the program. Tuition is established on a semi annual basis.

Registration Fees:

_____ \$375 if paid by March 1, 2019

_____ \$400 after March 1, 2019

after the first day of school

_____ \$425 on or

Tuition Fees:

3 Day Program (Monday, Wednesday, and Friday)

\$69.00/week

5 Day Program (Monday-Friday)

\$115.00/week

Please send tuition payment in a sealed envelope labeled:
Pre-K Tuition and Student Name

Pre-K Snack Program

Our daily snack program is provided by the staff of Pre-K. The selection is made by the teacher. Some snacks and drinks are coordinated with lessons.

Snack Fee is to be paid by quarters.

Full Time Student Snack Fee: \$30.00 each quarter

Part Time Student Snack Fee: \$15.00 each quarter

Please send payment in a sealed envelope labeled:
Snack Fee and Student Name

Uniform Policy

Pre-K follows the uniform policy in the student handbook. Pre-K recommendations

- belt loops may be removed from student pants-no belt necessary.
- Velcro, straps or elastic school shoes are preferred

Conferences

Parent conferences can be scheduled with the Pre-K staff by calling the office or sending a note to the teacher. Please state your reason for the conference in order for us to be properly prepared for the meeting. We have a planned structured program and will not be able to schedule conferences during academic time. If you have any questions about the school program, please call the office during school hours. A member of our staff will return the call as soon as possible.

Sick Children

Children who don't feel well or children who are on medication should not attend school. Medicine will not be dispensed at school. For the health and safety of all students and staff, children who are not feeling well will be sent home. There is a sign-in and sign-out procedure located in the main office.

School Lunch

All students participate in the Food and Nutrition Program provided by the Diocese of Lafayette. Lunch payments are to be kept current. Payment envelopes are sent home the first week of each month. Details about the lunch program will follow.

Maltrait Memorial Catholic School Pre-Kindergarten Discipline Plan

Maltrait Memorial Catholic School holds an assertive yet positive approach to discipline, keeping in mind the child's self-esteem, while allowing logical consequences for inappropriate behavior.

We wish to encourage the children to try always to act as a child of God. When we do this we consider the feelings of others and respect the things in our world. In order to guide our students to make appropriate choices and do their best we have chosen the following consequences.

1. Verbal Warning
2. Time Apart Classroom/Playground
3. Note home to family that describes behavior
4. Visit to Mrs. Meaux

Each day a Discipline Report will be sent home reporting student conduct for the day. Please sign in the designated area daily. Discipline Folders should be returned to school daily in your child's book sack.

We are looking forward to some great days in Pre-K with your child.

Maltrait Memorial Catholic School

One Crusader Square ♦ Kaplan, LA 70548 ♦ Phone/Fax: 337-643-7765

www.maltraitmemorial.com ♦ Email: mmscrusader@kaplantel.net



2019-2020 Registration Form Pre-Kindergarten Program

Student Last Name: _____ Student First Name _____

Student Date of Birth _____ (*Students must be 4 years old by September 30, 2019*)

Guardian(s) _____ Home Phone: _____

Address _____ Cell (Mom): _____

_____ Cell (Dad): _____

Email (*To be used for Important School Notifications - Please designate 1 email address per family*)

Email address: _____

The following documents (photocopies) are needed for Registration to be complete:

____ ***Official State Birth Certificate*** ____ ***Baptismal Certificate*** ____ ***Immunization Record*** ____
Social Security Card

Registration Fees (Non-Refundable) - Paid in Full

____ \$375 if paid by March 1, 2019
____ \$400 after March 1, 2019
____ \$425 on or after the first day of school

Tuition Fees (Select One) – Daily Rate \$23.00

_____ 3 Day Program (Monday, Wednesday and Friday) - \$69.00 Per Week

_____ 5 Day Program (Monday through Friday) - \$115.00 Per Week

****An invoice will be sent out at the beginning of each month for Tuition Fees.***

IMPORTANT - ***Registration fee must be paid in full before the first day of the 2019-2020 school term.***

Pre-K tuition must be paid in full on a monthly basis. ***All financial obligations must be kept current.***

Parents/Guardians are financially responsible for tuition on a semi-annual basis. Failure to comply with financial policy will result in the student being dropped from school enrollment.

I hereby agree to comply with the above-stated financial responsibilities to Maltrait Memorial Catholic School.

Parent/Guardian Signature: _____ **Date:** _____