

# St. Catherine of Siena Catholic Preschool

## Policy Handbook



*Learn, Love, and Live in God's Presence*

2026-2027

School Year

The school retains the right to amend the handbook for just cause.

Parents and students will be given prompt notification of changes.

## **PURPOSE OF ST. CATHERINE OF SIENA CATHOLIC PRESCHOOL**

We believe that parents are the first and best educators of their children. We partner with parents in preparing their child to grow into faithful servants of Jesus Christ. Our preschool children will be provided activities that increase their spiritual, intellectual, moral, and physical development.

## **DIOCESAN POLICY**

St. Catherine of Siena Catholic Preschool will abide by the Handbook of Policies for the Catholic Schools of the Diocese of Wichita.

<https://catholicdioceseofwichita.org/schools/school-resources/>

## **ADMISSION POLICY**

Class sizes are limited to maintain an effective adult to student ratio. Every attempt will be made to place a student in the family's first choice, but enrollment will be processed in the order it is received with the following paperwork accompanying the Preschool Enrollment Form: birth certificate; IEP documentation (if applicable), and \$50.00 deposit fee.

The following are also required and must be submitted prior to the first day of classes: baptismal certificate (if not baptized at St. Catherine of Siena), Kansas certificate of immunizations (KCI), health physical (within a year of school starting date). All students must have proof of all required immunizations before attending the first day of school. In the event that students/parents cannot provide documentation that the student has met the immunization requirements, the student will be excluded from attending school until the requirements are met.

***Note: Enrollment in preschool does not guarantee acceptance into St. Catherine of Siena Catholic School's kindergarten.***

Order of Acceptance of Children into Kindergarten:

1. Priority is given to families who already have children attending St. Catherine of Siena Catholic School and to children of staff members.
2. Next, we accept students from St. Catherine of Siena Parish based on their registration date in the parish.

3. Then we accept students from other parishes who either do not have a Catholic school, or their parish school is to capacity in a certain grade level and does not have room for the child(ren).
4. Last, we accept non-Catholic families who want to give their children the blessings of a Catholic education.

## **CURRICULUM**

St. Catherine of Siena Catholic Preschool will follow the Diocesan Preschool Curriculum which incorporates our Catholic faith and kindergarten readiness skills. The curriculum can be viewed upon request and the standards are posted on the school website at: <https://saintcatherinewichita.com/academics-admissions/curriculum-w-i-n-time>. Students will also have the benefit of P.E., music, and library classes.

## **HOURS OF OPERATION**

3-Year-Old Classes:

- Tuesday & Thursday Mornings (7:50 a.m.-10:50 a.m.)
- Tuesday & Thursday Afternoons (12:15 p.m.-3:15 p.m.)

4-Year-Old Classes:

- Monday, Wednesday, & Friday Mornings (7:50 a.m.-10:50 a.m.)
- Tuesday, Wednesday, & Thursday Afternoons (12:15 p.m.-3:15 p.m.)
- Monday through Friday Mornings (7:50 a.m.-10:50 a.m.)
- Monday through Friday All Day (7:50-3:15)

Preschool Calendar: Preschool will follow the St. Catherine of Siena Catholic School Preschool calendar. During the first week of the school year, you and your child will be scheduled a time to meet with the teacher in a small group setting. Then, your child will attend the second week of school, with his/her first day determined by the class enrollment of your child. Parents will be notified in advance of special events that will cause a change in the regular schedule.

## **REQUIREMENTS & FEES**

Student must be 3 on or before August 31 to enroll in a 3-year-old class.

Student must be 4 on or before August 31 to enroll in a 4-year-old class.

Student must be toilet trained prior to attending preschool.

The following forms are required for preschool: birth certificate; baptismal certificate (if not baptized at St. Catherine of Siena); Kansas Certificate of Immunizations (KCI); Health Physical (dated within the year prior to school entrance); and IEP documentation, if applicable. All students must have proof of all required immunizations before attending the first day of school. In the event that students/parents cannot provide documentation that the student has met the immunization requirements, the student will be excluded from attending school until the requirements are met.

Fees are as follows:

2-half days a week - \$1,200 annual or \$120 per month  
3-half days a week - \$1,800 annual or \$180 per month  
5-half days a week - \$2,950 annual or \$295 per month  
5-full days a week - \$6,100 annual or \$610 per month

- This fee includes all supplies and all snacks. **(Please make sure the preschool teacher is made aware of your child's food allergies).**
- \$50.00 non-refundable deposit fee (must be received with enrollment paperwork to reserve a space in preschool)
- Fee is due the 1<sup>st</sup> day of each month. No notices or statements will be sent out. We request that payment be made with a check for easy tracking purposes, both for parents and school.
- Fees not paid by the 8<sup>th</sup> of each month will be assessed a \$10 late penalty.
- Failure to pay fees may result in child's dismissal from preschool.
- The fees are based on an annual enrollment total. They are broken into monthly fees for convenience.

## ARRIVAL & DISMISSAL

*A.M. Students:*

Students should arrive between 7:40 a.m.-7:50 a.m., and are picked up between 10:50 a.m.-11:00 a.m.

*P.M. Students:*

Students should arrive between 12:05 p.m.-12:15 p.m., and are picked up between 3:15 p.m.-3:25 p.m.

*All Day Students:*

Students should arrive between 7:40 a.m.-7:50 a.m., and are picked up between 3:15 p.m.-3:25 p.m.

It is the responsibility of each parent to ensure safe entrance into the classroom. The early childhood entrance will be monitored during the times listed above. Any late/tardy students should check-in through the main office. If you walk your child into the classroom, we ask that you encourage your child to hang up his/her own coat and backpack.

## ATTENDANCE

For the health of your child, as well as the health of all other children, a child needs to be fever-free and/or vomit-free for at least 24 hours before returning to preschool.

If your child is absent, ill, or tardy, e-mail your student's preschool teacher and school office manager, Melissa Gillenwater ([mgillenwater@saintcatherinewichita.com](mailto:mgillenwater@saintcatherinewichita.com)), and administrative assistant, Carrie Pracht ([cpract@saintcatherinewichita.com](mailto:cpract@saintcatherinewichita.com)), prior to class on each day your child will not attend or be late. When a child is absent due to illness, staff must be informed of the nature of the illness so that it can be determined if other families need to be notified.

Parents who need to have their child dismissed at an irregular time are to e-mail the preschool teacher and school office manager, Melissa Gillenwater ([mgillenwater@saintcatherinewichita.com](mailto:mgillenwater@saintcatherinewichita.com)), and administrative assistant, Carrie Pracht ([cpract@saintcatherinewichita.com](mailto:cpract@saintcatherinewichita.com)), in advance stating the date, time, reason, and the name of the authorized person who will pick up the student. Parent/authorized person must check the child through the school office when leaving from or returning to preschool for any reason outside of normal arrival/dismissal times.

## DROP-OFF & PICK-UP PROCEDURES

We will use the same drop-off and pick-up procedures for all students. Please see the Traffic Flow maps on the school website for more details:

<https://saintcatherinewichita.com/forms-documents>.

## REPORTING TO THE OFFICE

During school hours, anyone coming into the school building must report to the office before proceeding. We ask that all visitors use the southeast main school entrance doors.

## COMMUNICATION & PARISH/SCHOOL WEBSITE

Most communication is conducted by e-mail.

On the parish website, under the “school” tab, one can find school information and updates. Some general information includes monthly and yearly school calendars, school council and PTO minutes, and documents such as the policy books. For the safety of our children, password protected information includes the Siena Scoop and classroom newsletters. The link is <https://saintcatherinewichita.com/school>.

### **PROGRESS REPORTS & CONFERENCES**

Progress reports will be issued during October and February prior to Kindergarten Readiness testing. Conferences will be held for all Pre-K 4 classes in mid/end of October to update you on your child’s progress at that time. Preschool 3 classes will not have conferences unless parent or teacher requested. Parents are invited to consult with their child’s preschool teacher at any time. Open lines of communication are vital in your child’s preschool education.

### **DISCIPLINE POLICY**

Each child is made in the image and likeness of God, and we are all called to develop and practice virtuous habits. Therefore, discipline is approached in a positive manner, using guidance to help children develop self-control. Whenever harm has occurred, we will restore students back into the classroom community.

If a persistent behavior issue should arise, the preschool teacher will contact the parent. Together, parents and the teacher will develop a behavior plan; but should a specific behavior problem continue and cause harm or injury in any way to other children or the child him/herself, the school reserves the right to have parents withdraw their child from preschool.

### **DRESS**

*Clothing for both boys and girls:*

Jeans or slacks; shorts are allowed during weather appropriate times of the year. Tops can be t-shirts, shirts, or blouses that may have school-appropriate language or images.

*Clothing for girls:*

Dresses and skirts are allowed but shorts must be worn underneath for modesty.

*Jacket/Coat for both boys and girls:*

Send a jacket/coat, hat/cap, and gloves when the weather requires as classes will go outside for recess most days.

*Shoes & Socks for both boys and girls:*

Tennis shoes with socks are required.

*Additional Notes on Clothing:*

Please mark items such as coats, sweaters, etc., with your child’s name.

Remember, only clothing your child can handle alone in the bathroom.

Keep an extra set of clothing in a Ziploc baggie, marked with your child’s name in his/her backpack, in case of an accident.

Items NOT allowed: halter tops, tank tops, shirts with spaghetti straps, sandals, flip flops

Student hair color and highlights must be a natural color.

Extreme hairstyles are not appropriate. School administration may ask a student to change his or her hairstyle.

### **FIELD TRIPS**

Field trips will be at the discretion of the preschool teacher. A signed parental permission slip is required before any child will be allowed to participate in a field trip. If field trips are taken, following are the guidelines that will be followed:

Guidelines for Field Trip Drivers:

1. There is one seat belt per child.
2. Booster seats must be secured by a seat belt. Students will need to bring their personal booster seat to school the day of the field trip. Please put child’s name on it.
3. Drivers should expect students to follow directions and use good manners.
4. Students are assigned vehicles & drivers for going both to and from an event. The driver is given a list of assigned students.
5. Each vehicle proceeds directly to the site of the field trip and returns directly to school with no side trips or stops at fast food restaurants or convenience stores.
6. Drivers should not allow the viewing of movies in the vehicle.
7. Drivers are contacted in advance of the field trip.
8. Cell phone use by employees and volunteers is prohibited while transporting students or Diocesan employees. (Diocesan policy)
9. Drivers are required to fill out a Field Trip Waiver form, which includes driver’s license number and insurance policy number. A copy of the current driver’s license and insurance card must be on file.

10. Drivers for field trips are also required to have completed VIRTUS training and have read and completed a Diocesan Abuse Policy form.

11. Younger siblings may not accompany a driver on field trips. This policy has been implemented for liability and safety reasons.

### **BIRTHDAYS**

Birthday treats are no longer allowed. Students may celebrate his/her birthday by wearing spirit wear on his/her birthday or the school day closest to his/her birthday. Summer birthdays will be celebrated according to the individual classroom teacher's schedule. Students are not to pass out invitations of any kind or exchange gifts at school. No gifts, flowers, balloon arrangements, etc., are to be delivered to school for children.

### **PARTIES**

Halloween, Christmas, and St. Valentine Day are the three holidays for having a party celebration during the school year. Parent volunteers, along with the teacher, are responsible for the planning and for providing the goodies for the parties. VIRTUS training required for all adults attending class parties.

### **INCLEMENT WEATHER**

The Diocesan Superintendent of Catholic Schools is authorized to call off school because of bad weather or other emergencies. The school will call all parents using School Messenger concerning any such cancellations once they have been notified by the diocese. St. Catherine of Siena may also use School Messenger for notification regarding events that the school deems necessary.

One may also listen to or check the websites of the following stations for school closings:

-KSNW (TV 3)                -KAKE (TV 10)

-KWCH (TV 12)            -KFDI Radio

\*\*It will be stated as Wichita Catholic Schools.

### **MEDICATION**

Diagnosis and treatment of illness and the prescribing of medication, including over the counter drugs, are not the responsibility of the school and shall not be practiced by any school personnel without proper authorization.

Proper authorization means a written prescription from a physician for the administration of all medicine, including over the counter drugs. Parents must provide a written request that the medication be given at school.

“Request for Medication to be Administered” forms are

available in the office. The medication must come in an official prescription container or the original over the counter packaging.

If a child has contracted a contagious disease, parents must notify the school. The child needs a doctor's permit to re-enter classes at the school.

### **IMMEDIATE MEDICAL EMERGENCY**

In case of an accident or serious health issue, and neither the parent nor emergency designee can be contacted, and the school determines that medical help is needed immediately, an ambulance will be called at the parent's expense, and the child will be sent to the emergency room at one of the hospitals.

### **CLASS WITHDRAWAL**

In the event that it is necessary to withdraw your child from preschool, please notify the principal in writing as soon as possible. If the principal is informed prior to the 1<sup>st</sup> of the upcoming month, sessions will be pro-rated; otherwise, the parents will be expected to pay for the entire month.

**TREASURY OF PRAYERS**

3-year-olds will be introduced to the Sign of the Cross, Angel of God, and the Grace Before Meals. 4-year-olds will continue to work on the Sign of the Cross; master the Angel of God and Grace Before Meals; and be introduced to the Our Father, Hail Mary, and Glory Be.

**Sign of the Cross**

In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

**Angel of God**

Angel of God, my guardian dear, to whom God’s love entrusts me here; ever this day be at my side, to light and guard, to rule and guide. Amen.

**Grace Before Meals**

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

**Lord’s Prayer**

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, Thy will be done on earth as it is in heaven. Give us this day, our daily bread, and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil. Amen.

**Hail Mary**

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now, and at the hour of our death. Amen.

**Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit: as it was in the beginning, is now, and ever shall be, world without end. Amen.

**THANK YOU FOR THE OPPORTUNITY TO WORK WITH YOUR PRESCHOOL CHILD THIS YEAR!!**

**SCHOOL & STAFF CONTACT INFORMATION**

**School Phone Number: 316-719-2917**

**School Fax Number: 316-719-2930**

**School Address: 3660 N. Ridge Rd.  
Wichita, KS 67205**

*Pastor* – Fr. Dan Lorimer

[frdanlorimer@saintcatherinewichita.com](mailto:frdanlorimer@saintcatherinewichita.com)

*Parochial Vicar* – Fr. Luke Meyerhoff

[frlukemeyerhoff@saintcatherinewichita.com](mailto:frlukemeyerhoff@saintcatherinewichita.com)

*Principal* – Jeremy Barr

[jbarr@saintcatherinewichita.com](mailto:jbarr@saintcatherinewichita.com)

*Associate Principal* – Kim Griffith

[kgriffith@saintcatherinewichita.com](mailto:kgriffith@saintcatherinewichita.com)

*School Office Manager* – Melissa Gillenwater

[mgillenwater@saintcatherinewichita.com](mailto:mgillenwater@saintcatherinewichita.com)

*Administrative Assistant* – Carrie Pracht

[cpracht@saintcatherinewichita.com](mailto:cpracht@saintcatherinewichita.com)

*School Nurse* – Maeve Nickel

[mnickel@saintcatherinewichita.com](mailto:mnickel@saintcatherinewichita.com)

*School Nurse* – Leah Spurlock

[lspurlock@saintcatherinewichita.com](mailto:lspurlock@saintcatherinewichita.com)

*Preschool* – Rachel Wapelhorst

[rwapelhorst@saintcatherinewichita.com](mailto:rwapelhorst@saintcatherinewichita.com)

*Pre-kindergarten* – Jenni Relph

[jrelph@saintcatherinewichita.com](mailto:jrelph@saintcatherinewichita.com)

**Changes in Handbook:**

**The school retains the right to amend the handbook for just cause. Parents and students will be given prompt notification of changes.**

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***“We have read the entire handbook and agree to abide by the handbook policies and procedures.”***

***Signature to agree:***

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*Parent/Guardian*

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*Date*

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*Parent/Guardian*

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*Date*