



PARENT HANDBOOK

2026–2027

St. Timothy Preschool

335 Asbury Drive, Mandeville, LA 70471
preschool@sttimothyns.org • 985-626-5580
www.sttimothyns.org/preschool

Our Mission

St. Timothy Preschool is a loving Christian school for children ages 12 months to 5 years. We offer a warm, accepting environment that serves as a natural first step from home to school. Because we love children, we strive to help each student develop a love for God and a love for school. Our program supports each child's developmental needs and emphasizes physical, emotional, spiritual, and social growth. We believe children learn best through play, which is the foundation of learning at our school.

Our Goals for Student Growth

- Developing an understanding of God's love
- Learning to socialize and build friendships
- Following directions and classroom routines
- Cooperating in group settings
- Building independence and self-confidence
- Respecting teachers and other trusted adults
- Developing gross and fine motor skills
- Preparing for kindergarten success

Curriculum

St. Timothy Preschool provides a Christian atmosphere for learning through morning circle time, theme-based lessons, and hands-on learning centers. We learn through play!

- **Handwriting Without Tears** is practiced by our Threes, Fours & Fives classes.
- **Scholastic Weekly Readers** are used by our Threes, Fours & Fives classes.
- **Quirkles Science Program** is used by our Five-Year-Old class.
- **Enrichment Classes** are as follows:
 - Music — all ages attend once a week
 - P.E. — Threes, Fours, and Fives attend once a week
 - Chapel — Threes, Fours, and Fives attend once a month

Operating Information

School Hours

Our school hours are 9:00 a.m. to 1:00 p.m., Monday through Friday.

Stay & Play

Stay & Play is an optional program on Mondays and/or Wednesdays for children in our Fours & Fives classes only.

- Children stay until 3:00 p.m.
- During Stay & Play, children have a short rest time, a snack, and then enjoy time playing outside.
- It is a monthly commitment for one or both days. To staff properly, any adjustments to your child's enrollment in the program must be made by the 25th of the month to affect the following month's enrollment in Stay & Play.

Preschool Advisory Board

The Preschool Advisory Board supports the work of the Director and staff by meeting semi-annually to discuss policy, budget, staffing, curriculum, and other matters pertaining to the school.

The members of the Advisory Board are:

- **Preschool Administration:** Jenny Boisseau, Nicole Frosch
- **Church Representatives:** Cameron Wetzel, Allison Junot
- **Preschool Staff:** Patsy LaPlante, Jana Schuessler
- **Parents:** Whitney Bennett, Valerie Green, Heather Morello, Chelsea Swan

Meet the Preschool Staff

Our staff of loving, Christian women are ready to serve the children and families of our school. All staff members meet the following qualifications:

- Eligible determination through the Child Care Criminal Background Check System — no staff members are hired on a provisional basis
- 12 hours of training in early childhood education topics yearly
- 3 hours of training in health and safety topics yearly
- CPR certification, renewed every 2 years
- DCFS Mandated Reporter Training yearly

Administration

Role	Name
Director	Jenny Boisseau
Assistant Director	Nicole Frosch
Office Administrators	Debbie Mecom & Annette McDougal

Classes & Teachers

Class	Lead Teacher	Assistant Teacher(s)
Toddlers – M/W	Meredith Todd	Leigh Leveille, Jill Vita
Toddlers – T/TH	Meredith Todd	Tiffany McKibben, Jill Vita
Twos – M/W	Sarah Moeller	Colleen Horton, Rebecca Neely
Twos – M/W	Megan Gouzy	Amy Guevara, D'Ann Stephens
Twos – T/TH	Megan Gouzy	Clair Colvin, Leigh Leveille
Twos – M-TH	Patsy LaPlante	Alyson Garvey, Kim Hamilton, Maria Homes
Threes – M/W/F	Rebecca Plaisance	Cheryl Blank
Threes – M/W/F	Daria Randall	Nicole Michel
Threes – M-F	Leslie Mabry	Maria Sferrazza
Threes – M-F	Stephanie South & Kristin LeRibeus (Co-Leads)	Kristin LeRibeus, Sarah Moeller
Fours – M/W/F	Deanne Patterson	Michele McHale
Fours – M-F	Jana Schuessler	Erin Garber, Michele McHale
Fours – M-F	Laura Latino	Bridget Boudreaux
Fours – M-F	Casey Kiel	Sally Mitchell
Fives – M-F	Melissa Buise & Michele Foreman (Co-Leads)	Tammy LaPlante
Music Enrichment	Noelle Eskew	Catherine Burton
PE Enrichment	Kayla Bergeron	Catherine Lupo

St. Timothy Preschool Calendar 2026–2027

St. Timothy Preschool follows St. Tammany Parish Public Schools for all holidays and emergency closures.

Date	Event
August 19	First Day of School
September 7	No School — Labor Day Holiday
October 2, 5, 9	No School — STPPS Parish Fair & Fall Break
November 3	No School — Election Day
November 23–27	No School — Thanksgiving Holidays
December 18–January 5	No School — Winter/Christmas Break
January 11–22	Priority Registration for the 2027–2028 School Year
January 18	No School — Martin Luther King Holiday
February 8–12	No School — Mardi Gras Holiday
February 19	Public Registration for the 2027–2028 School Year
March 12	No School — STPPS End of Grading Period
March 26–April 5	No School — Spring/Easter Break
May 21	Last Day of Preschool

Special School Events 2026–2027

Families are invited to be involved at St. Timothy Preschool. For some events, we have room for all family members. For other events, due to space constraints and because the focus needs to be on the preschooler and parents, we ask that siblings not attend.

Event	Month	Ages	Who's Invited?
Open House	August	All Ages	All Family Members
Muffins with Mom	October	All Ages	Moms Only (no siblings)
Thanksgiving Feast	November	Fours & Fives	Parents Only (no siblings)
Christmas Cookie Decorating	December	Toddlers & Twos	Parents Only (no siblings)
Christmas Music Program	December	Threes, Fours & Fives	All Family Members

Event	Month	Ages	Who's Invited?
Mardi Gras Shoebox Float Parade	February	Fours & Fives	All Family Members
Easter Egg Hunt	March	All Ages	All Family Members
Field Day	April	Threes, Fours & Fives	Parents Only (no siblings)
Art Show	May	All Ages	All Family Members
End of Year Music Program	May	Fours & Fives	All Family Members
End of the Year Ice Cream Party	May	All Ages	Parents Only (no siblings)

Admissions Policy

Priority registration is held in January each year. Public registration is held on a Friday in February for all remaining spots not filled through priority registration. Once all classes are filled, a waitlist will be created for each age group. There is a non-refundable registration fee due at the time of registration. *Children in the Three-year-old classes and older must be potty-trained by the start of the school year.*

Priority Registration Order

Priority registration in January is given in the following order:

1. Returning Students
2. Siblings of Current Students
3. Legacies
4. Siblings of Previous Students
5. Church Members
6. Grandchildren of Church Members
7. Children or Grandchildren of Current Preschool Staff Members
8. Children or Grandchildren of Previous Preschool Staff Members

Age Requirements for Admission

- Toddlers turn 1 before October 1
- Twos turn 2 before October 1
- Threes turn 3 before October 1
- Fours turn 4 before October 1
- Fives turn 5 before October 1

Communication

At St. Timothy Preschool, we believe strong communication between home and school is essential to a successful preschool experience. We strive to keep families informed and encourage open communication throughout the school year.

School Bags & Folders

Children should bring their St. Timothy Preschool logo bag and folder to school each day. Important items sent home may include:

- Classroom reminders
- School newsletters & calendars
- Tuition reminders
- Art & student work
- Special event information

Parents may send notes to teachers or the office in their child's folder as needed.

Classroom Communication

Lead Teachers will communicate with families using either email or a school-approved communication app. Classroom communication may include:

- Weekly or monthly updates
- Classroom reminders
- Photos and activity highlights
- Special event information
- Important classroom announcements

Your child's teacher will provide communication details and instructions at Open House.

School-Wide Communication

The preschool office communicates important information through email throughout the school year. Please ensure the office has your current email address on file. School-wide emails may include:

- School announcements and event reminders
- Monthly newsletters
- Weather-related closures or delays
- Emergency notifications

Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled each November for families in Threes, Fours, and Fives classes.

- Parents will receive an assigned conference time.
- Conferences provide an opportunity to discuss your child's growth, development, and progress.
- A progress report will be completed by the Lead Teacher and shared during the conference.
- An additional conference may be requested by either the teacher or a parent at any time during the school year.

Parent Authorization Form

The Parent Authorization Form must be completed and submitted before your child's first day of school. This form allows parents to authorize specific permissions.

Emergency Contacts & Authorized Pick-Up Persons

- Parents should list individuals who may be contacted if a parent or guardian cannot be reached.
- Only individuals listed as authorized pick-up persons may pick up the child from school.
- It is the parent's responsibility to notify the preschool promptly of any changes to emergency contacts or authorized pick-up persons throughout the school year.

Parent Handbook Acknowledgement

As part of the Parent Authorization Form, parents will acknowledge they have read and reviewed the St. Timothy Preschool Parent Handbook and understand and agree to comply with the school's policies and procedures.

Photo & Video Permission

Throughout the school year, St. Timothy Preschool may take photos or videos of students participating in classroom activities or programs. Parents will check the form indicating permission for the following areas of photo and video use:

- **Marketing & Promotional Use:** I give permission for my child's photo or video to be used to promote the school on marketing materials, the school website, or social media platforms.
- **Classroom Communication Only:** I give permission for my child's photo or video to be shared only with families in my child's classroom for class-related communication and updates.
- **No Photo or Video Use:** I do not give permission for my child's photo or video to be used or shared by St. Timothy Preschool.

Arrival, Dismissal & Car Line Procedures

The safety of our students is our highest priority. Please review and follow these procedures. We appreciate your cooperation in helping us provide a safe, orderly, and efficient arrival and dismissal process for all students and families.

Toddler Classes

- Toddler students arrive and are dismissed through the preschool office door.
- If a Toddler has a sibling enrolled in a Twos or Threes class, the older sibling may also be picked up at the preschool office door. If car line is preferred instead, both the Toddler and the Two- or Three-year-old sibling may use car line.

Twos, Threes, Fours & Fives Classes

- Car line is used for all older classes for arrival and dismissal.

Car Line Hours

- Arrival: 9:00 a.m.
- Dismissal: 1:00 p.m.

Late Arrival & Early Dismissal

If you arrive after the morning gates have closed:

- Park in the parking lot and walk your child into the preschool office for check-in.

If your child needs to leave before dismissal:

- Report to the preschool office to check your child out.
- Calling the office ahead of time is appreciated and helps expedite the process.

Car Line Safety Requirements

- Cell phone use is prohibited while in car line.
- Display your school-issued car line sign on your rearview mirror during dismissal.
- Children must remain properly buckled throughout the entire car line process.
- Children may not ride in the front seat.
- Children should never hang out of vehicle windows or sunroofs.
- Place your vehicle in park before a staff member approaches to assist your child.

Authorized Pick-Up Persons

- Only individuals listed on the child's authorized pick-up form may pick up a child.
- Authorized adults should be prepared to present a valid photo ID upon request, either in the office or in car line.

Loading & Departure Procedures

For efficiency and safety, teachers will assist children into the vehicle but will not fasten seat belts or car seat harnesses. After your child has been loaded:

- Pull forward to the parking lot area.
- Secure your child's seat belt or car seat harness before leaving campus.

School Logo Bags & Shirts

School Logo Bag

Each new student will receive a complimentary bag to use throughout their years at our school. Replacement bags may be purchased for \$10.

School Logo Shirt

- Students in Twos, Threes, Fours, and Fives classes receive a complimentary shirt for their first year at our school.
- Returning students should continue using the shirt they received in previous years.
- Additional or replacement shirts may be purchased for \$10.
- School shirts are not required uniforms — children may wear their school shirt whenever they choose.
- Teachers will notify families in advance when school shirts are requested for special events such as Field Day or Class Photos.

Student Dress Code & Extra Clothes

Clothing Guidelines

Play clothes are best! Preschool activities can sometimes result in stains or wear. Please dress your child in clothing that is:

- Comfortable and appropriate for both indoor and outdoor active play
- Easy for your child to manage independently when using the restroom
- Suitable for arts and crafts activities, including paint, glue, markers, and other materials

Weather permitting, children participate in outdoor play every day. Please consider the season and dress your child for the weather.

Footwear Requirements

- Socks with closed-toe tennis shoes or athletic shoes with rubber soles

Extra Clothing

Every child should keep a complete change of clothes at school in case of accidents, spills, mud, or other unexpected situations. Please send the following items in a labeled gallon-size Ziplock bag in your child's school bag:

- Shirt
- Pants or shorts
- Underwear
- Socks

Label Personal Items

To help prevent lost items, please clearly label:

- Jackets and coats
- Sweaters and sweatshirts
- Lunch boxes
- Water bottles

Snack & Lunch

Snack

Each class will have a snack time in the morning. Please provide a snack labeled with your child's name each day. Some suggestions are Goldfish, Teddy Grahams, or another individually packaged bite-size snack.

Lunch

Please provide your child's lunch and everything needed to eat the meal, such as a fork or spoon. Because our classrooms are air conditioned, one small ice pack is plenty and keeps the lunchbox lighter and easier for children to carry in their school bag.

Drink

We ask that you send a labeled water bottle your child can use at school. Our teachers will refill it with water throughout the day.

Choking Hazards

As an early childcare facility licensed by the Louisiana Department of Education, we follow guidelines to reduce our risk of a child choking at our school. When preparing your child's lunch, please cut all foods into bite-size pieces. Our Toddler, Two, and Three-year-old classes will not be allowed to eat the following foods at school:

- Whole hot dogs or hot dogs sliced in rounds; chunks of meat larger than what can be swallowed whole
- Raw carrot rounds
- Whole grapes
- Hard candy
- Whole nuts, seeds, or raw peas
- Hard pretzels or chips (puffs are the exception)
- Popcorn
- Whole marshmallows
- Spoonfuls of peanut butter

Birthdays

Birthdays are recognized in each class. Invitations to birthday parties may be distributed at school only if every child in the class receives one. If you wish to provide a special treat for your child's birthday, you may choose from one of the following easy, convenient store-bought options. Your classroom teacher may make specific requests from this list.

- **Toddlers/Twos Classes:** Donut Holes, Mini Rice Krispie Treats, Mini Cupcakes or Freeze Pops (plastic tube-style popsicles)
- **Threes/Fours/Fives Classes:** Donut Holes, Mini Rice Krispie Treats, Mini Cupcakes, Ice Cream Cups, Popsicles

Health & Safety Information

Immunization Records

All children must have a current copy of their immunization records or an exemption on file before attending school. Records may be submitted at Open House or emailed to preschool@sttimothys.org.

Daily Health Observations & Injuries

Upon arrival each day, staff will observe children for visible scratches, bruises, or other injuries. Parents are encouraged to send a note describing any injuries that occur outside of school so teachers can appropriately monitor the child throughout the day.

First Aid

Basic first aid may be provided for minor injuries, including cleaning wounds with soap and water, applying ice, and using adhesive bandages as needed. If emergency medical care is necessary, St. Timothy Preschool will seek appropriate medical attention without delay while attempting to contact a parent or emergency contact.

Parent Notification of Injury or Illness

Parents will be notified if any of the following occur while a child is at school:

- Bleeding that cannot be contained with a bandage
- Head, neck, or eye injuries
- Human or animal bites
- Impaled objects
- Broken or dislodged teeth
- Allergic reactions
- Unusual breathing difficulties
- Symptoms of dehydration
- Illness (fever, vomiting, or diarrhea)

Medication Policy

St. Timothy Preschool does not administer prescription or over-the-counter medications. Because our school day is four hours long, medication should be given at home before or after school.

Allergies

Parents must notify the preschool office of any allergies or food intolerances before the first day of school. If a child requires an EpiPen or other emergency medication for a severe allergic reaction, parents must meet with the Director prior to the child's first day of attendance to

- Provide the prescribed emergency medication
- Ensure all medication is in its original, labeled container and has not expired. Parents must promptly provide replacements before the expiration date.
- Complete all required medical forms and emergency action plan signed by the child's physician
- Discuss the child's individual allergy management needs

St. Timothy Preschool works closely with families to provide a safe learning environment for children with allergies. When appropriate for the safety of a child, the Director may designate a classroom as nut-aware (for example) and ask families to avoid sending products with nuts. While families are expected to cooperate with this request, St. Timothy Preschool cannot guarantee that the classroom is completely free of nuts or other allergens. Because food is provided by individual families, accidental exposure remains a possibility. For this reason, children with severe, life-threatening allergies must have their prescribed emergency medication (such as an EpiPen) at school at all times, along with a current emergency plan on file.

If a child has a food allergy, parents are responsible for providing all food for the child while at school, including snacks, lunches, birthday treats, and special holiday party food.

Illness & Communicable Diseases

Children should remain home if they are ill or unable to participate comfortably in daily activities. Children must be:

- Fever-free for 24 hours without medication
- Vomit-free for 24 hours
- Diarrhea-free for 24 hours

Parents should notify the preschool if their child is diagnosed with a communicable disease so we may take appropriate precautions and notify families when necessary. A physician's release may be required before a child returns to school following certain communicable illnesses.

Return to Physical Activity After Injury or Surgery

If a child has experienced an injury, surgery, or other medical procedure, a physician's written release is required before the child may participate in recess, PE, or other physical activities at school.

Potty Training Policy

Children in the Three-, Four-, and Five-year-old classes must be potty-trained. If a student has three accidents within one month, the student will be sent home for one week to focus on potty training before returning to school.

Biting & Aggressive Behavior Policy

Biting and aggressive behavior can occur in young children, especially toddlers, as they learn to communicate. However, these behaviors can harm other children and staff. Our goal is to identify the cause of the behavior, address it quickly, and protect the safety of all children. Names of children involved will not be shared with other parents.

- When a child bites or harms another child, the preschool office will notify the parents of the children involved.
- Staff will care for the bitten child by washing the area with soap and water and applying ice or a cool compress.
- If the same child bites or acts aggressively a second time in one day, that child will be sent home for the remainder of the day.
- After a bite or other injury occurs, a staff member will closely monitor the child to help prevent another incident. Monitoring will continue until the behavior has stopped.
- Each situation will be handled individually and at the Director's discretion. If biting or other aggressive behavior continues, the Director may require the child to remain out of school for a period of time.

Discipline Policy

When a child has challenging behavior at school, staff will use the following steps to support the child, protect the classroom environment, and partner with parents:

- Staff will redirect the child using positive guidance and age-appropriate strategies.
- If the behavior continues, the child may have a brief Time Out/Quiet Time. The child will be separated from the group but will remain within sight of an adult. Quiet Time will last no more than one minute per year of age.
- If the behavior continues, the school will request a parent conference to discuss concerns, identify next steps, and work together on a support plan.
- If the behavior does not improve after support strategies have been used, expulsion may be considered as a final action.

Time Out will not be used for children under age 2. Children will not discipline other children. Food, beverages, or outside play will never be withheld as discipline. Children will not be subjected to verbal abuse, threats, physical punishment, corporal punishment, unnecessary or cruel punishment, or derogatory remarks about the child or the child's family.

Students with Special Needs

St. Timothy Preschool wants to partner with families to support each child's success and safety at school. If a child has special needs — physical, mental, or behavioral — that require more support than our classroom staff can provide, the school may require the child to have a personal assistant at school. The personal assistant will help with the child's physical care, personal needs, and safety while working under the direction of the classroom teacher. The assistant must be interviewed and approved by the Director. Parents are responsible for the cost of the personal assistant.

The child's continued enrollment will be reviewed monthly by the teachers and administration to ensure the school can continue to meet the child's needs appropriately. If the administration determines that our program cannot appropriately meet the child's needs, St. Timothy Preschool reserves the right to end enrollment.

Electronic Device, Television & Video Policy

St. Timothy Preschool children do not have access to personal electronic devices or computers in any of our classrooms. The use of television, DVDs, or videos is limited to special occasions and never more than one hour per day. All programming must be suitable for the youngest child present.

Emergency Preparedness

Our school has emergency plans for Fire, Shelter in Place, Lockdown, and Evacuation, which are reviewed by the staff each year and posted in every classroom. Practice drills are conducted during school hours throughout the school year and are documented. If an evacuation emergency arises, children will be transported to New Covenant Preschool at 4375 Hwy 22, Mandeville, LA 70471 (985-626-4375), to await pickup by an authorized adult.

Non-Vehicular Excursions

Non-vehicular excursions are any visits classes take on the St. Timothy campus. These areas include the Sanctuary, the Family Life Center, the Memorial Garden, and nature walks around campus. By signing the Parent Authorization Form, parents give permission for their child to visit these areas.

Non-Discrimination Policy

St. Timothy Preschool does not discriminate on the basis of race, color, creed, sex, national origin, handicap, or ancestry.

Child Abuse & Neglect Policy

As mandated reporters, all St. Timothy Preschool staff must report any allegation or suspicion of abuse or neglect of a child to the Louisiana Child Protection Statewide Hotline (1-855-452-5437). An early learning center may not delay reporting suspected abuse or neglect to the Child Protection Statewide Hotline in order to conduct an internal investigation to verify the allegations, and may not require staff to report suspected abuse or neglect to the center or management prior to reporting it to the Child Protection Statewide Hotline.

Disclosure of Information Policy

St. Timothy Preschool is a Type 1 facility licensed by the Louisiana Department of Education. All regulations, surveys, inspections, and information regarding Early Learning Centers are available on the Department of Education website, www.louisianabelieves.com.

Complaint Procedure

Parents may write or call the Louisiana Licensing Division should they have significant, unresolved licensing complaints: Department of Education, Division of Licensing, PO Box 4249, Baton Rouge, LA 70821 (225-342-9905).

Notice of Prohibition of Alcohol, Tobacco & Firearms

St. Timothy Preschool prohibits the use of alcohol and tobacco, and the use or possession of illegal substances, unauthorized potentially toxic substances, fireworks, firearms, and pellet or BB guns (loaded or unloaded) in the school, on the playground, and at any school-sponsored event.

Confidentiality

Children's records are supervised by the administrative staff of St. Timothy Preschool and kept locked in the office. Information kept in the records will not be released without written consent from parents, except to authorized state and federal agencies.

2026–2027 Financial Policy

Registration Fee

The one-time registration fee is \$225 and is due at the time of registration. It is a non-refundable fee.

Supply Fee

The one-time supply fee is due in August at Open House.

Class Schedule	Supply Fee
2-Day Classes	\$140
3-Day Classes	\$175
4-Day Classes	\$200
5-Day Classes	\$250

Tuition

Tuition is paid in 9 equal installments, September through May. Tuition is due on the 1st school day of each month.

Class Schedule	Monthly Tuition
2-Day Classes	\$255
3-Day Classes	\$360
4-Day Classes	\$460
5-Day Classes	\$515

Procure Recurring Payments Authorization

You are invited to sign up for our optional Procure recurring payment method. This offers the safety and convenience of automated payments to St. Timothy Preschool from your ACH checking or savings account. You may sign up for this auto-draft program at any time.

Late Fees

A late fee of \$10 will be assessed if tuition is not paid by the 5th of the month. A total of 2 months of missed tuition payments will result in dismissal from the program.

Note: Absences and holidays will not be deducted from monthly tuition. In the event of a natural disaster or national event, tuition will not be reimbursed.

Looking for a Church Home?

Come join us at St. Timothy on the Northshore!

Sunday Worship Services

Contemporary

- 9:45 a.m. — Main Sanctuary
- 11:15 a.m. — The Highway Building
- 5:00 p.m. — Main Sanctuary

Traditional

- 8:15 a.m. — Main Sanctuary
- 11:15 a.m. — Main Sanctuary

Children's Worship

Infants and Preschoolers

- Sunday | 8:15 a.m. / 9:45 a.m. / 11:15 a.m.
- Drop-off, pick-up, and registration in the Children's Ministry Office

Kindergarten–6th Grade

- Sunday | 9:45 a.m. Drop-off in the Family Life Center Gym; pick-up in the Sunday School classroom (information provided at drop-off)
- Sunday | 8:15 a.m. / 11:15 a.m. Children are dismissed for Children's Church; pick-up in Family Life Center Room 105

Youth Worship

7th–12th Grade | Sunday | 9:45 a.m. | Youth Building

Wednesday Night Fellowship Dinner

Dinner is served from 5:00–6:15 p.m. in the Family Life Center. \$5.00 for children, \$6.00 for adults. All are welcome!

Wednesday Night Children's Choir is available for ages 3 years through 6th grade (registration required).