

*St. Joan of Arc-St. George School*

St. Joan's "Arc-Angels"  
PRESCHOOL HANDBOOK





*Be it Known to all who  
enter here that  
CHRIST  
is the reason for this school.  
He is the unseen but ever  
present teacher in its classes.  
He is the model of its  
faculty and the  
inspiration of its students.*

Two little eyes to look at God,  
Two little ears to hear His Word,  
Two little feet to walk His Way,  
And one little heart to love Him-  
All day.

*We welcome you and your children to the St. Joan of Arc-St. George Prekindergarten Program. We appreciate the confidence you have in our ability to teach and care for your most precious possession; your child. You are cordially invited to ask questions and make suggestions. The best assurance for the success of your child's experiences is the close co-operation, interaction, and understanding of both parents and staff.*

*Our curriculum has been planned for the children with the goal of helping them in their cognitive, social physical and spiritual development. This is accomplished by a well-rounded program of free play, structured class time, exposure to age appropriate literature, science activities, Religion, music and movement and fine and gross motor activities. Active learning will be going on here (periodically) throughout the day. This handbook has been prepared in order for you to better understand our Center as we work together to provide the very best for your children. We welcome your questions, comments and suggestions. Please read this handbook in its entirety and keep it for future reference.*

### **Mission Statement**

*We, the faculty and staff of SJA-SG centering our own lives on the Person of Jesus Christ: teach our students with compassion and direction, treat them with respect and dignity, and celebrate with joy their potential for holiness.”*

### **Statement of Purpose**

*It is our purpose to provide each child with a caring environment where they will be able to learn, grow and flourish in all ways. It is our philosophy to accept children where they are and invite them to grow. We recognize developmentally appropriate activities and challenge children within the scope of age imposed limitations with a curriculum rich in literacy and play. We tend to the ‘whole’ child, respecting each individual and fostering their social skills, motor skills, listening skills and employing methods to address multiple intelligences with a variety of mediums.*

*We currently accept all preschool aged children who are fully toilet trained, from the age of 3.9 years and up, regardless of race, creed, national origin or abilities so long as the Preschool deems it is capable of addressing the needs of particular disabilities.*

*It is our goal to staff our classroom with the most committed and qualified people who share the program’s philosophy and implement it.*

*Once registered into the program all children will be screened in June. Parents will complete a registration form and have current lead testing, physical forms, proof of current immunizations and be in complete compliance with Massachusetts law before admittance. This school reserves the right to remove any child whose behavior threatens the group, either by consistent and unmanageable disruptions or physical assault, for the greater good. The principal would be consulted and parents will be informed before such action is taken.*

### **Child Guidance Rules, Policies and Procedures**

*Children are expected to follow the rules which will be consistently and kindly enforced.*

*The following rules are of great import to the management of the group:*

*No child should physically touch another child in a manner that said child is offended by.*

*Consistent and unmanageable disruptions will be tolerated only until it interferes with the learning, development or safety of all children.*

*Spitting (though it may occur) is not allowed.*

*Biting (though it may occur) is not allowed.*

*Hitting (though it may occur) is not allowed.*

## **POLICIES and PROCEDURES**

*Children will be allowed to use the bathroom at any and all times; however, they are taught to ask permission in order that they are properly supervised. Please dress your child in comfortable clothing that they can manage when using the bathroom. (Belts and overalls are discouraged).*

*No child shall ever be punished in any way because of a bathroom accident and kindness and discretion will be used in such cases. Parents will be informed. A change of clothing should be on the premises.*

*No child will ever be deprived of food as a punishment. Nor will any child be forced to partake of any food that they dislike.*

*No corporal punishment of any kind will ever take place in the preschool classroom regardless of the offense.*

*Positive reinforcement and education will be used to encourage proper behavior while the withdrawal of positive reinforcement or selective ignoring (of non-physical behaviors or continual disruptions) may be used to discourage inappropriate behavior.*

*Re-direction will be the **primary** course of action taken to steer children toward appropriate actions. Modeling and mutual respect consistently used to foster positive behaviors.*

*Positive directives, rather than negative speech will be used. When all else fails, a child may be separated from the other children for a few minutes in order to collect themselves and will then be re-integrated into the group.*

*Parents will be notified if a child fails to regularly follow the rules. This Preschool reserves the right to remove any child whose behavior threatens the group, either by consistent and unmanageable disruptions or physical assault, for the greater good. Parents will be informed before such action is taken.*

### **Eligibility**

*We currently accept all preschool aged (3.9 by 9/1) children who are fully toilet trained, regardless of race, creed, national origin or abilities so long as the school deems it is capable of addressing the needs of particular disabilities. It should be noted that the child must be aged 3yrs. 9 months BY September 1<sup>st</sup>. Any child entering later in the year will still need to meet that age requirement and may be subject to assessment by the teacher beforehand. No child will be admitted after January but may sign up for the following school year.*

*Any child may be subject to a trial period at the discretion of the teacher in cases where behavior, toilet training or social maturity is in question.*

### **DAYS / Hours of Operation**

#### **There will be 3 program options:**

*Full time ( 8:30-2:38) 5 day (Monday – Friday)*

**OR** *Part time (8:30-2:38) 3 day (Mon Wed. Fri.) OR Part time (8:30-2:38) T/THU*

*(PRE-K Door opens at 8:15 AM)*

Currently,

*\*The annual tuition for the 5 day program is: \$3700*

*\*The annual tuition for the 3 day program is: \$2875*

*\*The annual tuition for the 2 day program is: \$2000*

*There is a \$25.00 non-refundable registration fee. Please note that Parish subsidies do not apply to Preschool students.*

*Parents may participate in the FACTS program for tuition payments.*

Preschool students are eligible for before or after school care at the additional cost. (Please see the Teacher's aide each morning to sign up).

## **CURRICULUM OUTLINE**

*This outline is a **broad** overview and may change subject to student needs and developmentally appropriate practices. There are two evaluation assessments during the year – one in January and one final in June. Parents may have more conferences by appointment upon request.*

### **Four- Year Olds**

**SEPTEMBER** – Me, myself and I, All about Apples Theme, Safety/Rules, Group Functioning, taking turns, name recognition, arts and crafts.

Preschool concepts such as shapes, letters and colors are reinforced on a daily basis. Some may begin to print first names.

**OCTOBER** – Fall Themes, leaves and trees, squirrels, memory and recital, fine motor instruction and intro to numbers. Continuing printing names.

**NOVEMBER** – Fall Themes and some may begin to print last names, sharing and social skills, special events. Lots of cutting and fine motor activities to prepare for printing.

**DECEMBER** – Holiday Themes, letter recognition, and increasing fine motor practice and printing numerous words.

### **JANUARY- MAY**

#### **Kindergarten Readiness**

Letter of the week Program.

This is **NOT** alphabetical. A notice is sent home each FRIDAY telling what the letter will be for the next week. The letter will also be posted on the door. Look for an item (a noun) that your child can bring to school. Send them with a different item each day IF possible. If this becomes difficult simply cut a picture from a magazine to match our letter sound.(ONE item only/NO treasures please!) Please explain to your child that the item **MUST** be put away after Morning Circle.

**Random** letter recognition will be taught. (Not the ABC song)

There will be no vowels. There will be no double consonant sounds or blends.

Children will begin to learn letter sounds and will learn phonemic awareness as well as rhyming concepts and other Language Arts.

Books, poems, songs or felt stories are used on a **daily** basis.

Children will advance in fine motor abilities and printing and all 'themes' will be based on the letter of the week.

More specifics will be sent home as the time approaches.

### **JUNE-**

Theme based learning and activities as well as review and reinforcement.

# DAILY SCHEDULE

\*ALL times are approximated and subject to change.  
This schedule should be used only as a guide

Preschool doors open to students between **8:15 - 8:30** /parents should have coats hung in hall and backpacks and **labeled** lunchboxes set up. Parents should plan to leave the classroom by 8:30 so that we can begin our day on time. All lunch orders, lunch monies, after school sign ups, notes or other special instructions should go to the aide when you arrive.

8:15-8:30 – Morning Greetings/Table Toys

8:35-9:10 – Morning Meeting and Jobs

9:15-10:15- Art Project (Theme based) with concurrent free play

10:15-10:50 - Clean up followed by CIRCLE TIME (structured learning and activities)

10:50-11:00 - Toileting and clean up for lunch

11:05-11:45 – Lunchtime

11:45-12:30 - Quiet Time (no naps)

12:45-1:00- Snacktime (or time swap due to afternoon special)

1:00-1:30 – Recess / indoor or outside (or time swap due to afternoon special)

1:30-2:00 - VARIED. Small group activities or free play .

2:00-2:20 Closing Circle, After school students prepare for Big Hall, etc ...

2:25-2:38 Dismissal from inside the classroom/parents may enter.

(Preschoolers are allowed and encouraged to use the bathroom whenever they want.)

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## \*SPECIALS\*

(Afternoons/ times vary)

MONDAY – Religion (Pre-K teacher)

TUESDAYS- Language Arts, stories or felt stories/ Pre-k

WEDNESDAYS- Music with school music teacher

THURSDAY- Gym with school gym teacher (wear sneakers)

FRIDAY- “Fun Friday” hands-on experiential learning

\*Please Note- Children oftentimes do not come home with a ‘product’ on Fridays as we have experiential learning activities such as feltboard stories, group Listening Center and additional projects.

## **CURRICULUM**

*All curricula at SJA-SG Prekindergarten is designed to be developmentally appropriate and incorporates the hands on approach of each child using a variety of mediums The curriculum of the Preschool classroom has been designed in order to prepare the children for kindergarten socially, emotionally and academically. Fine motor skills, basic concepts, creative abilities, Art, crafts, and creations are just a part of our formal curriculum. We will have simple science experiments and learn about plant and animal life as well. Exploration and learning are ongoing through dramatic play, social activities and Language Arts. Phonemic Awareness will be used to promote pre-reading skills and kindergarten readiness. Please be advised that coloring pages are sometimes available to be brought home or colored here at the school when children are in free play/child-choice activities. These are not a part of our **formal** curriculum.*

## **ARRIVAL / DEPARTURE**

*Please be sure that your child is received by the teacher or the aide, inside of the classroom, each day. Please do not drop your child off at the door or have them enter by themselves. This is for their safety. It is best that you take your child into the room due to the importance of communication between yourself and your child's teacher. When picking up your children we ask that you keep them with you at all times. At this time, you are responsible for your child's actions and safety.*

*It is quite normal for some children to have difficulty separating from parents or to cry at drop-off. Please try to keep your drop-off brief as the longer you prolong the departure the more difficult it becomes for your child. A cheerful smile, a hug and a kiss good-bye with a reassuring word that you will be back are all that is needed. In my experience, children are often busy, involved and distracted in less than 5 minutes! Please aim to be brief at pick-up/dismissal times as well.*

*If you feel you need additional time to speak to the teacher, please call to make an appointment for a conference.*

*Good communication is of the utmost importance. We welcome questions, feedback, or discussions of any kind that are oriented towards a positive outcome for the child or children. Sensitive issues will be discussed in private, outside of regular childcare hours or over the telephone.*

*At dismissal, please come inside the classroom, when the doors open at 2:38 and receive your child **personally**. Parents should take their children to the hallway to assist them with coats and other belongings.*

## **CLOTHING / PERSONAL BELONGINGS**

*Washable play clothes and tennis shoes (sneakers provide the best traction) are the most suitable. We respectfully ask that you avoid belts, overalls or other types of clothing that your child may have difficulty with when toileting; this is to promote independence and prevent as much 'interference' as possible. Please be aware that children will frequently be working with non-toxic paint as well as playing out of doors and therefore, it is advisable to dress in play clothes, suitable for the weather.*

*Please be certain that your child's bag is clearly labeled with their **FIRST** name on the outside.*

*All children are expected to be **FULLY** toilet trained. However, accidents can occur and so we ask for an initialed, full change of clothing to be kept in a **labeled shoebox sized storage container that you provide**, here on the premises. All toileting accidents will be handled with both discretion and compassion. If accidents become frequent or regular, it is possible that you will be asked to remove your child if it is determined that he/she is not toilet trained. You are asked to refrain from bringing in toys from your home unless it is a scheduled Show 'N Tell day. This can create sharing difficulties within the group.*

## **BACKPACKS**

*Each child should bring a backpack to school. The child's FIRST name should be on the backpack, on the OUTSIDE so that it is easily identified.*

## **FULL TIME ENROLLMENTS**

*Your paid fees have ensured your child a full time slot during the days and hours you have indicated on the enrollment form. Your fees will remain the same regardless of your child's attendance. You will be charged your full weekly payment for Holidays that the Center is closed. All children signed up for full time enrollment will be charged the usual fee even if they regularly leave early or are absent. Just as you are charged for your Cable TV bill monthly regardless of how much you use it, the same holds true here.*

## **MEDICAL & HEALTH ISSUES**

*Immunization records are to be kept on file at the school. These records are required on your child's first day of school. It is the responsibility of the parent to update these records when they expire (annually) and to provide the school with a current certificate. All immunizations must be current and documented by your pediatrician. This includes: DPT, POLIO, MMR, PB screen, and Hib vaccine. Lead testing is mandatory in accordance with state law.*

*Please be advised that parents are expected to inform the teacher in writing of ANY allergies, asthma or medical conditions.*

**ILLNESSES** *Your child should **not** attend on days which they may have any contagious infections which include, but are not limited to: flu, pink eye or other conditions causing a discharge from the eye, severe colds (such as those producing colored discharge or with fever) , chicken pox, mumps, measles, diarrhea, ring worm, head lice, fever of 100.1 or greater. We respectfully request that you make arrangements to keep your child at home when they are ill. Children are to be kept out of school for a period of 24 hours after the illness has resolved. Not only do sick children run the risk of infecting others but their own immune system is in a compromised state.*

*For the health and safety of the other children, if a child arrives in the morning with an illness, a parent or designated adult may be called to pick the child up. A Doctor's statement may be necessary in some cases in order for your child to return to our care.*

*Children who come to the Pre-K and are later found to be mildly ill (i.e. cold without fever, general malaise, bellyache etc...) will be tended to and will be offered a quiet place on a mat or cot and any drinks or refreshment that may be appropriate. Parents will be called so that they can determine whether or not they feel the need to pick the child up. Please be aware that all children must go outside, weather permitting, at the designated time(s).*

## **Injuries & Other Emergencies**

*Minor cuts and abrasions suffered while at the school will receive proper care -- specifically, they will be washed with soap and warm water and properly bandaged. Treatment will be logged and I will tell you how and when the injury occurred. I also am required to log any injuries I observe on your child which have occurred outside of my care. I have current certification in both First Aid and children's CPR.*

**ALLERGIES** *Please notify the teacher and the aide in writing, if your child has any allergies whatsoever. These will be posted on the teacher's desk for safety purposes, in case of emergency or in the absence of the teacher so that a substitute teacher may be informed. The teacher can take no responsibility for any allergic reaction the parent has not notified them of, both verbally and in writing.*

### **DESIGNATED PERSONS TO PICK UP YOUR CHILD**

People who are sent to pick up your child **MUST** have a picture I.D. They must be on the enrollment form "pick up list" and the parent, on a daily basis, must give written or verbal permission. We will **NOT** release a child to a minor under **ANY** circumstances. We will check I.D. whenever there is any doubt, so please inform the people on your pick up list of this policy so that they will have their I.D. with them.

### **CHILD GUIDANCE**

Our method of teaching the children self-discipline is to use positive reinforcement and re-direction. There is never physical punishment or any threat of physical punishment. Co-operation and frequent communication between parents and staff provides consistency and promotes a good self image within the child. If behavior problems should occur that we consider to not being age appropriate and/or are unable to resolve the issues in question with the parents, we reserve the right to ask you to withdraw your child from our care. This is to ensure the safety and proper supervision of all the children in our care including yours Please always feel free to set up conferences with your child's teacher if necessary.

### **\*BIRTHDAYS AND SPECIAL OCCASIONS\***

We will be happy to help your child celebrate his or her Birthday! In the Pre-K classroom all children are invited to wear "The Birthday Vest" and choose a prize from the treasure box. Parents are encouraged to send in a special treat on that day to celebrate.

**LUNCH** After the first week of school, hot lunch will be available to preschoolers. Please be certain to tell the aide in the morning when your child will be taking hot lunch and pay the aide at this time. This is very important to the smooth transition we need at lunchtime. Cold lunches should be marked with your child's name and left on the shelf in the hall above the hooks.

**(2007/2008 price)LUNCH \$1.85 PER DAY \*\*\*\*\* MILK FOR COLD LUNCH \$.60**

This price is subject to change.

### **SNACKS**

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Parents are asked to provide snack for the group on a rotating basis. The following items are a part of the snack menu. **BE SURE** to notify me **IN WRITING** if your child has **ANY** food allergies whatsoever.

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### **SNACK SUGGESTIONS**

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May include the following – Canned Juice, spring water, milk, string cheese, cereal bars, raisins, goldfish crackers, grahams, saltines, cups, napkins, pretzels, crackers and cheese, granola bars, etc... **PLEASE REFRAIN** from donating nut products – thank you!

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