

**Saint Wendel Catholic School
PreSchool/Pre-K**

Parent Handbook



4725 St. Wendel-Cynthiana Rd.

Evansville, IN 47638

812-963-3958

www.saintwendelschool.org

Mission Statement

We Learn. We Serve. We are Christlike.

Our Philosophy

Saint Wendel Catholic Preschool/Pre-K is an integral extension of the teaching ministry of **Saint Wendel** Catholic Parish Community.

As early childhood educators we will provide opportunities for the social, emotional, cognitive, and physical growth of each child meeting his/her individual needs, through developmentally appropriate practices.

Saint Wendel Catholic Preschool/Pre-K knows that children come to our program with different experiences, interests, and abilities. We will challenge each child to grow, learn and develop new skills by offering a variety of hands-on, child-guided activities, as well as, teacher-guided experiences within a Christian environment. Emphasis will be placed on positive self-image and encouraging each child to reach his/her potential.

Admission Information

Enrollment for Preschool/Pre-K is open to all children regardless of race or religion. **Preschool** children must be **three** years old by **August 1** of the current school year. **Pre-Kindergarten** students must be **four** years old by **August 1** of the current school year. All children must be potty trained (see restroom guidelines)! This means no pull-ups will be allowed. If accidents become an issue a conference will be scheduled. If the problem persists the child will be asked to leave preschool or pre-kindergarten and return when they are potty trained.

Immunization Requirements/Physical Examination Record

All students **MUST** have up-to-date immunizations, by the first day of school. Please provide the school with this information along with general health information. You will need to return your Physical Examination Record signed by your Physician as soon as possible. This information is required by the State of Indiana. All paperwork goes to the main office.

Goals and Objectives of Our Curriculum

Our goal will be to prepare each child to be successful and ready to learn. Realizing the importance of developing the whole child throughout this process we will offer opportunities for social, emotional, spiritual, cognitive, physical, and creative growth.

Research shows that young children learn through play and active exploration of their environment. Our classrooms are arranged in learning centers or interest areas, allowing children to explore and connect with the world around them. This allows for individual as well as group play.

Our early learning curriculum for Preschool and Pre-K provides instruction in all 10 learning domains; social-emotional development, oral language and vocabulary, emergent reading, emergent writing, math, science, social studies, fine arts and physical development.

Prayer and Religion

We will start each day in prayer as a class. Our children also pray before they eat. We will have special activities throughout the year that emphasize our religious beliefs and values.

Program Sessions

Preschool & Pre-K Class Options: 3-Day (M-W-F) or 5-Day (M-F) 7:30 - 11:00 a.m.

7:30 - 2:30 p.m.

7:30 - 6:00 p.m.

We do offer early morning drop off at 6:45 a.m. until 7:00 a.m. The early morning drop off fee is \$20.00 per month per family.

Attendance Information

If your child will be absent from school please notify the school office before 8:00 a.m. to report absences, symptoms will be required to report, please call 812-963-3958.

Arrival

All Preschool/Pre-K students will need to enter the Preschool/Pre-K entrance for morning drop off. Doors open at 7:00 a.m. Please arrive by 7:30 a.m. so that your child does not miss any of their school day. Punctual arrival also allows for the least amount of disruption to the class. If a child arrives at school after 7:30 a.m. please bring them to the main office.

Dismissal

Students being picked up at 11:00 a.m. will be dismissed from the Preschool/Pre-K entrance. Please park and walk up to the doors. It is important for our staff to properly supervise all of our children. Please pick your child up promptly at 11:00. Children who are signed up for the School Day Option will be dismissed from the Preschool/PreK entrance at 2:30 p.m.

Separation

The staff is trained in this area and will guide you if your child has difficulty transitioning from you to the classroom. To ease the transition when you drop off your child, it is best to give them a big kiss and a big hug, tell them you love them, and that you will be back to pick them up...then leave. We know it is heartbreaking, but separation anxiety is normal. The longer you stay, the longer it is drawn out. We always have an extra person on hand to help the child and lovingly calm them down. Usually, after the first couple of weeks, the children are accustomed to their new surroundings and the issue subsides. Please feel free to call the school anytime you have concerns or just want to check on your child.

Security Procedures/Visitors

In the interest of school security, ALL visitors MUST sign in at the main office.

Illness Policy

If your child has a temperature (100 degrees or more), diarrhea, vomiting, or rash, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free and symptom free for 72 hours before returning to school. If a child becomes ill during the school day, the parents will be contacted. The school may request a note from a child's doctor if special accommodations or a medical action plan is needed to meet a child's needs.

Weather Conditions and School Closings/Delays

Saint Wendel Preschool/PreK will follow both EVSC and Posey County Schools regarding closings and delays due to weather conditions. Inclement weather closings are conveyed through the School Messenger Communication System. Make-up snow days are planned on the school calendar.

Communication Between Home and School

Progress Reporting

The teachers will send home progress reports quarterly. Conferences will be scheduled upon request.

Newsletters

A newsletter will be sent home each week. Activities, special events, curriculum areas of focus, and other important information will be included.

Tote Bag/Communication Folder

Children will receive a Saint Wendel School Tote Bag and Communication Folder which will travel with them daily to and from school. School notes, tuition invoices, and children's work are all placed in your child's folder/tote bag. Please check on a daily basis.

Lunch Guidelines

Hot lunches are **not** included in your child's tuition. Children may purchase a hot lunch provided by the school cafeteria at the current student rate of \$3.10. Hot lunches include milk. Monthly lunch menus may be found on the school website. Parents may purchase milk rate \$0.50, for any child a la carte. Parents may add money to their child's lunch account by sending a check to the child's teacher or through setting up a transfer through online giving.. Please put the payment in an envelope and mark clearly with your child's name and what payment is for.

Some children will also choose to bring a lunch from home.

Each classroom has a weekly lunch count sheet where parents can indicate their child's lunch needs. Regardless of whether your child is bringing a lunchbox from home or buying a hot lunch from our school cafeteria, you must mark on the lunch count sheet what your child is having each day.

Restroom Guidelines

All children must be potty trained and able to independently take care of their own bathroom needs. We will take the class at designated times during the school day, but children are expected to be able to alert a staff member when they need to use the restroom outside of those designated times. Pull-ups are not allowed.

Nap/Quiet Time

Preschool/Pre-K students attending the School day or Full day program will take naps/rest in the classroom. Mats are labeled and assigned individually for each child. For comfort, children may bring a small blanket from home to use during nap-time. This blanket should be small enough to fit in a 6qt. plastic shoe box. Every Friday, or the last day your child is in school during the week, blankets are sent home to be laundered.

Clothing

Your child should wear comfortable clothing and tennis shoes appropriate for active learning and play. Children need to feel free to participate in all activities, no matter how messy or active! Please provide an extra change of clothing in a bag labeled with the child's name, in case of accidents.

Belts, overalls, and pants that use buttons at the waist can be difficult for young children to manage independently and can make it challenging for some children to use the bathroom in a timely manner. If girls choose to wear dresses or skirts, they need to wear shorts or playground pals underneath, which helps support modesty for them.

Please note: any type of shoe that does not completely fasten on your child's foot can be dangerous and inhibit gross motor play activities. The best footwear for your child at preschool is **tennis shoes**.

Snacks

Your child's teacher will send home a snack schedule each month. On your designated day, your child will bring home the snack bag. We ask that you provide a snack for all the children in the class. A list of how many children and any food allergies for the class will be sent home at the beginning of the year. We appreciate you offering a healthy snack and drink to share with the class when it is your turn. Our school participates in a Wellness Program. A list of healthy snack suggestions will be sent home for you to choose from.

Parties and Special Events

Saint Wendel Preschool/PreK will have parties to celebrate special occasions such as: Halloween, Christmas and Valentine's Day. Your child's teacher will be sending home more information regarding the parties in their newsletters. We will celebrate our accomplishments at the end of the year as well.

Allergy and Medication

Please notify your child's teacher if he/she has an allergy that requires special medical attention. An Allergy Action Plan must be filled out by a child's physician, if he/she has an allergy that requires special attention during the school day. An Allergy Action Plan must be kept on file at school.

Parents may be asked to provide approved snacks for their child, if special dietary needs/concerns are required.

The Preschool/Pre-K program adheres to the policy on storing and administering medication set forth in the Medication policy located in the Saint Wendel Catholic School Handbook.

Guidance and Discipline

Guidance is an important part of learning and we feel that it is a big part of our job. In our preschool and pre-k classes, we work to provide a safe learning environment for ALL students. We will work to help the students develop responsibility and self-regulation behaviors. Self-control is very important and we will provide the children with the tools to work through problems and adapt to their surroundings. By doing this, we will work to create a caring and Christlike community of learners.

Both the preschool and pre-k class use a Positive Behavior reinforcement system (see further explanation designated for each individual class). If a child is having difficulty following the daily routine, rules of the classroom, or expectations set forth, the teacher will respond with positive reinforcement, redirection, frequent reminders, and/or encouraging words.

If a non-desired behavior continues, a child may be removed from the situation that is stimulating the behavior. After a short time, the teacher will sit down and talk with the child about the behavior and alternative solutions. The teachers will communicate these challenges with parents through phone, email, or face-to-face conversations.

If a child's behavior requires ongoing daily attention from our staff and the child's behavior is unable to be directed in a positive and productive direction, the school will request a parent-teacher conference to seek additional input.

If after a period of time of using the methods listed above, a child is not responding to the interventions, the school will reserve the right to determine in its discretion when conduct is of a nature to warrant a child's withdrawal from the program. Students must be able to behave in a manner that is consistent with Christian principles of the school and the Diocese of Evansville.

Program Dismissal Policy

Dismissal from the program may result at the school's request when:

- *The teachers and administrators determine that Saint Wendel Catholic School is not able to meet a child's emotional or developmental needs
- *The child is not potty trained and able to take care of restroom needs
- *The child is not able to follow basic classroom rules
- *The child runs away from staff members
- *The child uses inappropriate language in conversation with staff or peers

*Physical aggression towards other students or staff (ie- punching, spitting, biting, kicking, pinching)

*Destruction of property on purpose

*Habitual lateness with tuition payment.

This policy can be modified at the discretion of the Saint Wendel Catholic School administration based on the severity of the behavior and situation.

Extended Care Services

Extended Care services will be provided from 2:30 p.m. until 6:00 p.m for students signed up for the full day option. All children must be picked up before 6:00 p.m.

Children participating in our After Care program will be expected to adhere to the same guidelines outlined in the Guidance and Discipline policy.

Children who attend Extended Care will receive 1 snack.