



ST. FRANCIS – ST. HEDWIG SCHOOL
Growing Together in Faith and Knowledge

2011 - 2012 Pre-Kindergarten HANDBOOK

PLEASE NOTE: ALL INFORMATION IN THIS PACKET WILL BE HELD STRICTLY CONFIDENTIAL

Welcome to St. Francis – St. Hedwig School's Pre-Kindergarten Program

Philosophy

As Catholic early childhood educators, we minister to the whole child-**MIND, HEART, AND HANDS**. In a trusting environment, we:

- enable the child to grow spiritually, emotionally, socially, physically, and cognitively.
- awaken the child's innate desire to learn.
- foster creativity and excitement about learning by facilitating a stimulating environment.
- understand the uniqueness of each child's personality.
- provide a positive learning environment that enables the child freedom of choice.
- create a setting that nurtures each child's spiritual relationship with God and self and develops a caring attitude for others.

Goals

- Facilitate opportunities in spiritual, physical, social, cognitive, and language development that are age appropriate.
- Create an atmosphere where children appreciate a quiet time preparing them to begin a friendship with God.
- Initiate in the early learner the value of life.
- Nurture a safe, warm caring environment that develops self-esteem and a positive attitude toward learning.
- Create an environment that fosters independence, problem solving, and exploration.
- Make first school experience a happy one!



General Information

Backpacks

Your child should come to school each day with a backpack, large enough to hold a folder and with his/her name written on the outside. Any forms, notes from home, etc., should be sent in via your child's folder. Likewise, information from school will be sent home in the folder. Be sure to check it daily. **Backpacks with wheels are not allowed.** They are too cumbersome and impractical for Pre-K students to handle.

Please place a spare shirt, pants, underwear, and socks in a Ziploc bag at the bottom of the backpack in case of accidents or spills (these items do not have to be the gym uniform). Please label all items.

Arrival and Dismissal

Please have your child at the outside doors (YMCA side) by 8:30 A.M. We will meet the class and bring them to the classroom. Please be prompt. We understand that there may be instances when it is not possible to be here on time. However, being late causes anxiety for some children. Tardies will be noted and habitual tardiness may affect your child's progress in Pre-K. Children must come through the office after 8:30.

Please notify the office if your child will be absent.

Dismissal is 2:30 for Pre-K students. We will bring them to the door (YMCA side). Please be patient with us as we learn all the new faces and who belongs to whom.

*If someone other than you is to pick up your child on a particular day, be sure to send a note in and let us know. This name **must** be listed on your form as a person designated to pick up your child. We will ask for a license as a form of identification. It is for the safety of your child that this **rule will be strictly enforced.** All persons picking up Pre-K students will be required to sign out.*

Snack

Children bring in their own snack each day. This should be a small snack! Time is limited. Suggestions: pretzels, fruit, animal crackers, graham crackers, cheez-its, goldfish, vegetables. If your child is staying for lunch, please label snack as such in a brown paper lunch bag inside your child's lunch box, to avoid confusion.

Lunch

Please supply a small hand towel to cover the table he/she is sitting at. They catch unwanted spills, prevent germs and **most importantly give your child a designated that is their own.** The towel will go home daily in the lunchbox. Please put your child's name on the outside of the lunchbox. No candy is allowed. We cannot heat lunches, but you may send hot food in a thermos. Information regarding the school's hot lunch and milk orders will be sent home soon.

IMPORTANT NOTE ON FOOD

Today children have all kinds of allergies, food allergies being one of them. Small children are easily persuaded by friends to share or exchange food. I encourage you to talk to your child about food allergies and **how important it is not to exchange food.**

Monthly Newsletter

This is distributed the first full week of the month, stating themes, monthly goals and listing special activities. It will give you an idea of what we will be doing during the month.



Birthdays

If you would like to send in a special snack for the group to celebrate your child's birthday, please send in a note with the date you would like to do so, in advance. Cakes are not allowed, but cupcakes are fine. Summer birthdays can be celebrated next June if you would like. I will post more information in a spring newsletter.

Book Club Orders

We will be taking orders for Scholastic books. It is a great way to earn points to get new books and materials for the classroom. Please note the due date on the back of the forms. It is important because my goal is to get the books ordered and back to you as soon as possible (before a holiday). It usually takes about 2 weeks for delivery. *This is very important: Please make checks payable to the book company: Scholastic Books. DO NOT MAKE CHECKS OUT TO ME OR ST. FRANCIS-ST. HEDWIG SCHOOL.* They will be returned to you. If you request on your order form, I can send the books home in an enclosed bag if they are to be gifts. This is often requested around the holidays.

Illness

Per the school nurse, parents will be called to take their child home if he/she has a fever, eye infection, green mucous discharge from the nose, or a rash. Please do not send your child back to school unless he/she has been free from fever, vomiting or diarrhea for at least 24 to 48 hours. Your cooperation is essential to ensure the health of the other children and the teachers.

I Am Special Religion Program

Pre-K 3s & 4s will participate in a weekly religious program that consists of 32 lessons that are age appropriate and offer varied activities for hands on learning about the catholic faith.

School Parties

A couple of times a year, parents will be invited in to participate and enjoy seasonal celebrations. The room parent will help organize these. (Halloween, Christmas, Mother's Day Tea, End of the Year Ceremony). The children will sing songs, recite finger plays and enjoy a snack.

Invitations

No invitations to birthday parties can be distributed through our classroom unless the whole class has been invited.

Nick Names

Please let me know if your child has a name they prefer to be called.

Clothing

Uniforms are OPTIONAL for Pre-K students. They may wear regular play clothes or the uniform which is available thru Rosenblatt's Department Store. We will often be on the floor and may get paint on your clothes. Sneakers with Velcro straps are to be worn every day. Please send in two (2) complete changes of clothing to keep at school. Be sure to label all clothing; including uniforms, coats, hats, mittens, etc.

Potty Training

All students must be fully potty trained without diapers, or pull-ups. This includes pulling pants up and down and wiping. While the occasional accident may happen (especially in the beginning) frequent/repeated accidents should not.

Smock/Old Shirt

Please provide an old button-down shirt or art smock to be used when painting or doing other art projects. Label it with your child's name.



Cubbies

Each child will have a personal cubby. We will begin the first day to teach your child to hang up his/her coat or sweater. Please show your child the chain or tab on the collar of the clothing to help the coat or sweater stay on the hook. **PUT YOUR CHILD'S NAME** on all coats, sweaters, scarves, hats, and mittens. (At this age, children tend to have similar tastes – i.e. Blues Clues, Princess, Strawberry Shortcake, Thomas the Tank, etc.) This will eliminate questions of ownership and the items will never be in Lost and Found.

Apples

Please take one of the shapes home to adorn with pictures of your child and your family (pets, too!) When this is completed have your child bring it back to school to go on our bulletin board. Sometimes it is reassuring for a child to see these photos if he/she is having a bad day or is especially feeling sad about missing you. Please remember to put the name on the back.

Snow Delays/Early Dismissals

We will follow the Naugatuck School System. On a 2-hour delay, half-day students will attend class from 10:30AM to 1:00PM. Full day students will attend class from 10:30am – 2:30pm; on these days, all students need to have a lunch.

Conferences

Parent-Teacher conferences will be scheduled at a later date. If you need to talk to me, you may call the school office and leave a message. I will return your call as soon as possible. I ask that you refrain from discussing your child in his or her presence. I will gladly make time to talk to you alone if you would like to set up an appointment. Should a problem arise at home (death, illness, unemployment, divorce) it may be helpful to notify me so we can help your child together.

Money/Notes

Any notes sent in to school must be sealed and labeled with my name and your child's name. This assures that the notes will reach me and will remain confidential. All money and checks likewise must be placed in a sealed envelope and should be clearly labeled with my name, your child's name and purpose of payment.

Special Visitors, Speakers, and Activities

We welcome parent/guardian involvement. If you or someone you know would like to come in to share a story, special skill or hobby with us, let us know. **All adults volunteering their time or talent within the school must complete the child safety program: Virtus training.** Please contact the school office for more information.

Discipline

A classroom must be a place where your child feels safe and secure in order for him/her to learn the most. It should also be a place where they learn to discipline themselves. For this reason, we have class rules and consequences. The rules include: keep our hands and other body parts to ourselves. We use an inside voice, we listen when others are speaking, and we walk when we are indoors. We try our best to teach children that we treat others how we want to be treated.

Wish List

Occasionally I need supplies for class projects (salt, plaster of Paris, oil, egg cartons, etc.). If you would like to help, please see the list in my monthly newsletter. Often, the items may be something you have in your home already.

Rest Time

Mats can be purchased at Good Ideas Parent-Teacher Store in Watertown. All full-time students need a mat for resting. Blankets will be sent home every Friday to be washed. Please note that only vinyl mats are used for resting. These are cleaned regularly. No cloth sleeping bags.

Toys from Home

We ask that no toys from home be brought to school. This will avoid the inevitable problems of sharing, broken or lost items.



I am confident that we can help each other make this a wonderful and exciting year for your child. If, at any time, you feel a need to speak to me about your child, please call the school office and leave a message. I will return your call as soon as possible. – Mrs. Rappi

What is Our Day Like?

8:30 – 8:40am	Arrival
8:40 – 9:00am	Opening: Prayer, Pledge, Attendance, Calendar
9:00 – 9:20am	Religion/Language Development – Large Group Instruction
9:20 – 9:40am	Bathroom, Snack
9:40 – 10:00am	Story, Songs, Fingerplays
10:00 – 10:50am	Learning Centers, Small Group Instruction
10:50 – 11:00am	Clean Up
11:00 – 11:20am	Playground, Gym
11:20 – 11:30am	Closing Circle Time
11:30am	Dismissal of AM Students
11:30 – 12:15pm	Bathroom, Lunch for Full – Time Students
12:15 – 12:30pm	Story
12:30 – 1:30pm	Rest Time
1:30 – 2:15pm	Bathroom, Quiet Activity, Story
2:15 – 2:30pm	Prepare for Dismissal

Pre-K Supply List

Please bring in the following on or before the first day of school (all students):

- 1 box of tissue
- 1 package of baby wipes
- 1 package of disinfecting wipes (used for cleaning)
- 1 roll paper towels
- Small photo of child to be used on cubby (please put name on back)

Full day students only:

- *Vinyl mat
- Small pillow
- Blanket
- (label all with name)

*Mats may be purchased at Good Ideas Parent-Teacher store in Watertown. They offer the best quality mats which last all year. In our experience other kinds of mats do not last.



The following items should be brought to school every day and labeled with your child's name (all students):

Backpack (no wheels)
Plastic folder
Lunchbox with lunch and/or snacks, plus drinks
Hand towel (to be used as a placemat)

CLEANING AT HOME? DONATIONS GLADLY ACCEPTED.

The first day of preschool can be a scary time for some children (and some parents, too!). Starting school is something that kids have probably been thinking about all summer. Now, they walk into a new room with all these new kids, new grown ups, and new "stuff" and maybe mom looks a little teary eyed that her "baby" is growing up so fast..well, it's no wonder some kids suddenly cling to parents and cry! Here are a few tips for getting through those first few days...

*Try to act confident yourself. If you seem anxious and unsure about leaving your child, he/she will pick up on that and start wondering if there really is something to worry about! Smile; show your child that you feel good about leaving him/her.

*When it is time for you to leave, make sure you say goodbye. Trying to "sneak away" when the child is busy and not looking sometimes makes kids panic a few minutes later and may make separation even more difficult the next day.

*Ask your child where he/she wants their goodbye kiss—on their nose, elbows, and eyelashes? Plant it with quick goodbye kiss, making it silly, so that you leave while both are laughing.

*Separation problems sometimes show up on the second or third day, just when you think you're getting off easy. It is also common for children to have problems when there are major changes at home. Let me know if there is anything happening at your house that you think is important for us to know.

*Remember that the staff and I are parents and we have been through this ourselves! Very rarely have I seen a child continue crying for very long. Rest assured that by the time you get to your car, your child will probably be busy and happy. If your child is having an especially hard time, please be assured that I will give you a call at home or at work.

I am looking forward to a great year!

– Mrs. Rappi



ST. FRANCIS – ST. HEDWIG SCHOOL
Background Information Form

Child's Name: _____ Birthdate: _____
Address: _____ City/State: _____ Zip Code: _____
Telephone: _____ Place of Birth: _____ Sex: _____

Name of Mother or Guardian: _____
Employer: _____ Work Phone: _____ Cell: _____

Name of Father or Guardian: _____
Employer: _____ Work Phone: _____ Cell: _____

Is child living with both parents? _____
If not, what re Custody-Visiting Arrangements? _____

List siblings and their ages: _____

Are there other members of the household? If so, list name and relationship.

Does your child nap? _____ When? _____
What time does your child go to bed at night? _____ Wake up? _____
Does your child have any special fears? _____
Does your child have any problems with vision or hearing? If so, please explain.

Does your child have any allergies? _____
If so, please describe: _____

Are there any foods or drinks that your child should not have? _____ Why not? _____

What does your child usually have for breakfast? _____

Do you have any concerns about any aspect of your child's development?

Is any language other than English spoken at home? _____
How did you hear of our Pre-Kindergarten program? _____

Does your child take any regular medication? If so, please describe: _____



ST. FRANCIS – ST. HEDWIG SCHOOL
Pick Up Authorization Form

CHILD'S NAME: _____

PERSONS AUTHORIZED TO PICK UP YOUR CHILD:
(INCLUDING PARENTS)

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Name: _____ Phone #: _____
Relationship: _____ Phone #: _____

Please note that we will only dismiss your child to the people on this list. They will need a license or other phone ID as proof of identification. All persons picking up students will be required to sign out.

