

# Saint Mary School

Centralia, Illinois

(618)532-3473



Pray - Learn - Grow

## Pre-Kindergarten Parent Handbook 2015-2018

(SUPPLEMENT TO ST. MARY SCHOOL  
STUDENT / PARENT HANDBOOK)

## ~~ OUR PHILOSOPHY ~~

In conjunction with the mission of St. Mary School, it is the purpose of our pre-kindergarten program to provide a loving, caring place where the children enrolled may grow and become more aware of him/herself and the world.

We encourage the development of a positive self-image through developmentally appropriate activities. A positive self-image encompassing the physical, emotional, intellectual, social and spiritual growth is fostered and enhanced as a child creatively expresses him/herself through drama, music, art and play. We believe children learn through exploring their environment, as well as interacting socially in a group setting. We believe these activities will encourage a love of learning through play. A love of learning insures a successful journey through the world of education.

## ~~ GENERAL INFORMATION ~~

The pre-kindergarten operates as a service – offering parents an on-site quality program for children 3 and 4 years of age. It operates under the principal of St. Mary School but is expected to be financially independent.

### **ADMISSION**

Children must be 3-years of age for 3-year-PK and 4-years of age for 4-year-PK by September 1 as well as be potty-trained for admission to St. Mary Pre-kindergarten. Upon admission, application forms and a medical form must be completed. The medical form includes updated immunizations, completed physical exam (signed by a physician) and a current TB skin test. The State of Illinois also requires a lead-screening test as well as a Chicken Pox Vaccine.

### **BIRTHDAYS**

We will celebrate birthdays. For those children born in the summer months when our pre-kindergarten is not in session, you may wish to celebrate their half-birthdays during the pre-kindergarten year. In this way, every child will have a special day in which he/she can bring in a treat if he/she chooses to do so to share with the class. Parents are responsible for bringing attention to the half-birthday date if you wish to celebrate this birthday.

### **CALENDAR**

The first day for pre-kindergarten will usually be the first school day of school. Basically, the preschool calendar will follow the St. Mary School calendar.

### **CURRICULUM**

During these formative years behavior patterns, value systems, and attitudes toward mastery and knowledge take root. The curriculum will develop many areas of learning: spiritual and social, communication arts, expressive arts, physical skills and wellness, along with learning through discovery.

## **DISCIPLINE POLICY**

A copy and explanation of the discipline policy for pre-kindergarten will be sent home with each student at the beginning of the school year. Basically, Prevention, Intervention/Redirection are methods used. Parents will be updated on a child's behavior.

## **DRESS CODE**

Simple, practical play clothes with tennis shoes are most appropriate for an active day at school. However, you may choose to follow the St. Mary School Uniform code for all students grade K through grade 8. Please dress your child for the weather. We will have outside play periods as part of our program, weather permitting. Please have a change of clothes at school for accidents. See St. Mary School Student / Parent Handbook under Regular Clothes Days, Uniform / Dress Code, and Appendix D for further information.

## **DROP OFF / PICK UP**

- See St. Mary School Student / Parent Handbook. Please Note: Children in the half day session are to be picked up on Maple Street.

## **FEES / TUITION / WITHDRAWAL**

Registration / Material / Snack Fee (per child) is separate from tuition and is due at the time of registration. \$230.00 per child =

\$50.00 registration fee (non-transferable, non-refundable)  
+ \$150.00 material fee  
+ \$30.00 snack fee

Pre-kindergarten for 3 and 4-year-olds: Tuition is \$225 per month for half-day attendance while full-day attendance is \$325 per month.

Since the pre-kindergarten is self-supporting, it is important that payments are made on time. Payments are made each month using payment booklets, with the first payment due in August, and the final payment during the month of April. There are no deductions for illness or for months with free days. If for any reason, you need to withdraw your child from the pre-kindergarten program, at least **a two-week notice in writing** is required.

## **FIELD TRIPS**

When field trips are planned, a permission slip will be provided for you to sign prior to the scheduled trip. A child will not be permitted to go on any trip if the official permission slip is not returned by the date of the trip. Parents are encouraged to chaperone on field trips. Please note that any parent who chaperones will need to have a completed Volunteer Form and Driver's Insurance Form as well as attend the Child Protection Training required by the Diocese of Belleville. Information about this training is included in the weekly newsletters.

## **FUNDRAISERS**

Parents/legal guardians of Pre-K students are on a voluntary basis to help with all approved fundraisers of St. Mary School. The fundraisers are organized during the Parent-Teacher Organization Meeting.

## **HEALTH / SAFETY**

St. Mary School aims to protect the health of each child as well as the health of the entire group. Therefore, each child needs to have the following filed in the school office by the first day of school:

- Registration and Emergency Information Form
- Illinois State School Physical Form (signed and dated by both the physician and parents)
- Volunteer Form (if applicable)
- Proof of Medical Insurance Form

Parents are requested not to send their child to school if within the preceding 24 hours he/she had shown signs of illness such as rash, fever, vomiting, diarrhea, sore throat, harsh cough or a temperature above 100° F. If a child appears ill upon arrival at school, he/she will be sent home.

When your child is going to be absent for any reason, the parent / guardian must call the school office (532-3473) by 9:00 a.m. A written note explaining the absence for any reason must be submitted to the school office upon the child's return to school.

Parents should also notify the office when a child has had any exposure to contagious diseases outside the school, such as chicken pox or measles.

When a child appears to need immediate medical attention, the following steps are taken:

1. Every attempt will be made to contact the parent / guardian using the "Emergency Contact Phone Number During School Hours:" as stated on the FAMILY REGISTRATION & EMERGENCY INFORMATION form on file in the school office.
2. If the parent / guardian cannot be reached, the office will then attempt to contact one of the individuals listed on the FAMILY REGISTRATION & EMERGENCY INFORMATION form to whom you have given consent of temporary care of your child in the event that you cannot be reached.
3. If all attempts to contact a parent or guardian fail, the school will call the physician indicated on the FAMILY REGISTRATION & EMERGENCY INFORMATION form and follow his/her instructions.
4. If it is impossible to contact this physician, the school will make whatever arrangements they deem necessary.

## **INSURANCE**

Diocesan policy now requires that all students have insurance coverage, and parents must sign a statement to this effect at the start of each school year. Students whose parents refuse to sign the diocesan statement concerning proof of private coverage and release of liability, or who refuse to purchase school insurance will not be accepted at St. Mary School.

School insurance is available for all students. Applications will be available at the beginning of the school year. This insurance will provide adequate coverage if a student is not covered by the parent's insurance.

## **INTERNAL REPORTING PROCEDURE**

Every attempt should be made to solve problems at the most immediate level of concern, i.e. by the person most directly involved in the problem. Individuals with a concern should speak with the teacher first, then the principal, and finally the pastor. When this line of authority and appeal is followed and respected by all, a true spirit of cooperation will be developed. No one shall exceed the limits of the authority established for each stage of the appeal.

## **MONEY**

Whenever children are required to bring money to school, checks are preferred. Any money sent to school should be enclosed in an envelope with the amount, name of the child and what the payment is for written on the front.

**It is important that all money brought to school be enclosed in a labeled envelope.**

## **PARENT INVOLVEMENT – St. Mary School Parent - Teacher Organization**

(Pre-K parents are welcome to join and assist this school organization)

The objective of St. Mary School Parent Organization is to enhance the educational development of students by:

1. Providing a forum which the parents/legal guardians and teachers can express ideas to help direct the education of their children;
2. Promoting an atmosphere of mutual trust and confidence between parents/legal guardians, faculty, administration, the School Board, and the parish;
3. Fostering and encouraging a spirit of faith and self-esteem in the members as well as the students;
4. Providing parent education;
5. Participating in fundraising activities.

## **PARENT HELPERS / VOLUNTEERS**

Parents are very important in a successful school program. You are encouraged to help in the following ways: classroom aide, field trip chaperone, sharing a skill / talent, cutting, making games, sewing, etc. Please note that all volunteers are required to complete a Diocesan Volunteer Form and attend the Child Protection Training.

## **REPORTING PROGRESS**

Mid-Quarter Progress Reports will be given at each mid-quarter. Parent conferences to report progress are required at the time of the first report card, which will be given out after the first quarter – around the end of October. Report Cards will be sent home with the students at the end of the second, third and fourth quarters.

## **SCHEDULE**

Half-Day Session: Session will be held from 8:15 a.m. until 11:15 a.m. – Monday through Friday. A student may stay for lunch service (with prior notification) and recess and be picked up at 12:00 noon. Early pick-up is to be on Maple Street.

Full-Day Session: Session will be held from 8:15 a.m. until 3:00 p.m. – Monday through Friday.

The Pre K program will follow the St. Mary School calendar, any early dismissal days, and holidays as noted.

## **SCHOOL CLOSINGS**

You will be notified of school closing due to bad weather or any other reason through the SchoolReach telephone system. The information will also be broadcast on the following radio stations: WJBD (100.1 FM) and WRXX (95.3 FM) as well as KSDK channel 5. In case weather necessitates an early school closing, the closing will be announced in the same manner. Many times St. Mary School will follow the closing of the Centralia City Schools, but this may NOT ALWAYS be the case, especially since we do not use a busing system.

## **SNACKS**

The \$30.00 fee paid with the registration is for nutritious snacks for the class. The school will purchase these. By providing nutritious snacks at school, we set the stage for a social atmosphere in which children learn the importance of healthy food habits. If your child is on a special diet or has any food allergies, please notify the school office as well as the teacher.

## **~~ GOALS AND OBJECTIVES ~~**

### **A. State of Purpose**

The St. Mary School Program has been created to provide exciting, stimulating learning experiences for your children ages 3 years or 4 years old by September 1. The developmentally designed program seeks to encourage each learner to develop emotionally, socially, physically, and academically within a Catholic school atmosphere.

### **B. Goals**

The program seeks to instill in each child a sense of personal identity, healthy self-esteem, and a growing awareness of the people in his / her world as well as helping the child to approach learning and living with an eager, spirited, creative outlook. Each child will be given opportunities and experiences which will encourage him / her to think creatively, use all of his / her senses, and become actively involved in every facet of learning. Rowland Reading's program *Happily Ever After* is the language arts/reading program St. Mary School uses to prepare students with pre-reading skills needed for Kindergarten.

C. Objectives for Three Year Olds

**General Preparatory Activities / Self-help:** will involve

- putting on shoes and tying laces
- developing manners
- cleaning up

**Math:** will involve

- counting from 0 - 30
- writing numbers 0 – 5
- shape reproduction
- sorting various items

**Language Arts:** will include

- listening skills
- encouraging the use of descriptive and rhyming words
- sequencing
- writing name making first letter capital, and the rest lower case
- writing the letters of the alphabet
- emphasis on correct grammar through modeling

**Pre-reading:** will involve such skills as

- left – right orientation
- completion of work
- follow more complex directions
- concept of book parts; such as, author and title

**Science:** will involve

- our bodies
- healthy habits; such as, brushing teeth and keeping self clean
- the seasons, names and identify differences
- natural world

**Social Studies:** will involve

- study of other cultures
- yesterday, today, and tomorrow concept
- general topics as: community helpers, family, transportation, etc.

**Creative Arts:** will include

- the use of a variety of art media
- creative development

**Motor Skills:** deals with

- gross motor skills including, but not limited to, catching and throwing balls, skipping, and organized games
- fine motor skills will include cutting on lines
- visual motor skills include using a variety of manipulatives to reproduce letters, numbers, and shapes
- puzzle activities

**Religion:** will include

- basic understanding of religious holidays
- knowledge that God made everyone special
- learning how to share, to get along with others

**Music:** will include

- a variety of songs
- more complex songs
- organized dancing
- movement activities
- differences between loud and soft and fast and slow rhythms

D. Means of Goal Achievement

Class time will include, but not be limited to

- learning centers: blocks, play-doh, small manipulatives, housekeeping, reading puzzles, farms, musical instruments, and various art media
- table time as a group or individuals
- group time: calendar, weather, stories, finger plays, and songs
- parent involvement: encouraging reading, help in locating show and tell that coincide with class activities
- field trips: park, community businesses, fine arts events, and nature walks
- guest speakers

E. Objectives for Four Year Olds (includes all the above with more complex skills and teaching)

**General Preparatory Activities / Self-help:** will involve

- putting on shoes and tying laces
- developing manners
- organizing
- cleaning up

**Math:** will involve

- counting from 0 - 100
- writing numbers 0 - 10
- general measuring skills
- shape reproduction
- sorting various items

**Language Arts:** will include

- listening skills
- encouraging the use of descriptive and rhyming words
- sequencing
- writing name making first letter capital, and the rest lower case; D'Nealian handwriting if ready
- writing the letters of the alphabet
- emphasis on correct grammar through modeling
- letters of week – sight words
- phonics – sounding words
- using complete sentences
- reading short books by end of year

**Pre-reading:** will involve such skills as

- left – right orientation
- completion of work
- follow more complex directions
- concept of book parts; such as, author and title

**Science:** will involve

- our bodies
- healthy habits; such as, brushing teeth and keeping self clean
- the seasons, names and identify differences
- natural world
- simple experiments

**Social Studies:** will involve

- study of other cultures
- yesterday, today, and tomorrow concept
- general topics as: community helpers, family, transportation, etc.

**Creative Arts:** will include

- the use of a variety of art media
- creative development

**Motor Skills:** deals with

- gross motor skills including, but not limited to, catching and throwing balls, skipping, and organized games
- fine motor skills will include cutting on lines and use of small pencils
- visual motor skills include using a variety of manipulatives to reproduce letters, numbers, and shapes
- puzzle activities

**Religion:** will include

- basic understanding of religious holidays
- knowledge that God made everyone special
- learning how to share, to get along with others

**Music:** will include

- a variety of songs
- more complex songs
- organized dancing
- movement activities
- the differences between loud and soft and fast and slow rhythms

F. Means of Goal Achievement

Class time will include, but not be limited to

- learning centers: blocks, play-doh, small manipulatives, housekeeping, reading puzzles, farms, musical instruments, and various art media
- table time as a group or individuals
- group time: calendar, weather, stories, finger plays, and songs
- parent involvement: encouraging reading, help in locating show and tell that coincide with class activities
- field trips: park, community businesses, fine arts events, and nature walks
- guest speakers