

Saint Gilbert Catholic School

Preschool Handbook



Dear Parents/Guardians:

Welcome to Saint Gilbert's Preschool. Below you will find helpful information about our preschool program. This handbook is in addition to the Saint Gilbert School Handbook. We are excited to begin a wonderful school year with your child and work together to help your child grow spiritually, intellectually, physically, and emotionally.

Sincerely,
Preschool Teachers

Preschool Hours:

7:15 - 7:45 - Morning Drop-Off

After 7:45 please park, walk your child in, and sign him/her in at the school office.

10:45 - Dismissal for $\frac{1}{2}$ day students

1:55 - Dismissal (at 2:00 your child will be brought to the school office and will need to be picked up there.)

DAILY SCHEDULE

The preschool classrooms follow the Illinois Early Standards within their classrooms. The standards will be incorporated within the daily routines of each room. Project work or themes will vary between all the preschool classrooms. The teachers will use SeeSaw for individual children's portfolios.

Our schedule is listed in alphabetical order, and consists of the following:

ART: We use a variety of materials so the children may experience cutting, gluing, coloring and painting. Art may also be used for instructive purposes such as identification of shapes, learning to follow oral directions, sequencing steps and learning various skills such as cutting and gluing. Activities are geared to the child's level, and are focused on the process of creating rather than the final project.

TECHNOLOGY: We will use technology to enhance our classroom curriculum that include Apple TV, iPad, hexbugs, BluBots, Circuit Boards. Weekly technology enrichment classes will take place in the Tech Lab.

GROUP TIME: This is a period of 15 - 25 minutes which serves as a vehicle for teaching a wide variety of curriculum which includes; finger play, nursery rhymes, stories, games, calendar, counting, weather, songs, oral language, and discussions focused on the current topic/theme. Topics will be posted in the newsletters.

INDIVIDUAL ACTIVITIES: During centers, the children may choose their own activities working individually or in small groups. This time is vital for social growth and for the development of skills that encourage independent learners. Centers include areas

that address; math, letter recognition, science exploration, skills of dexterity, problem solving, reading, art, and simulated life experiences.

LIBRARY: Each full day preschool classroom will have a scheduled time, when they will visit the library to check out books. The half day preschool classroom will have the library aide bring the library cart for the children to check out a book each week. Children need to return their book before any additional books can be checked out.

LUNCH/RECESS: The full day preschool program will have a minimum of a 20 minute recess followed by a 30 minute lunch time in the classroom. Half day students will have recess time within the daily class. Preschool children will have an additional outdoor recess time when weather permits.

MATH: Preschool Math curriculum uses games, hands-on activities, songs, and exploration to teach counting, number recognition, shapes, patterns, sorting, comparing quantities and size, non-standard measurement, and developing a sense of time.

MUSIC: Music is used to express emotions, reinforce subject material, and as a source of joy. We use tapes, CD'S, rhythm instruments, scarves, ribbon sticks, singing, clapping, and creative movement. In addition to the music experiences that occur within the classroom, each preschool class will have a scheduled day/time with the music teacher each week. Families can also elect to participate in the MusicKids program, learning the instrument of violin, guitar, or piano with lesson times that occur during the school day.

NAP: Each full day preschool student will need a tri-fold nap mat to be kept at school for nap time. The preschool students can bring a small blanket (infant blankets work best) and a small pillow. Due to limited storage please do not send any large, bulky items for nap time. The classroom teacher will send home these items on a regular basis to be washed and returned to school. We wash their nap mats on a regular basis each week.

PHYSICAL EDUCATION: Each preschool classroom will have 1 scheduled P.E. class each week.

READING: The teachers use a variety of group time activities, games, and songs to teach early literacy.

Songs, fingerplays, games and other materials are part of the daily preschool program. Each classroom has a class "library" where students can look at books, pretend to read to each other, and work with story formation manipulatives.

RELIGION: Religion is integrated into our everyday activities. The children are taught prayers for the beginning of the day, snack time, lunchtime and at the end of the day. The classroom teachers take the children to church to teach the Gospel through our preschool religion program called "God Made Me or God Made the World." Our religious education program aims to help children know God and learn Christian values through bible stories, prayer, and role modeling. Our preschool classroom is a faith community - one that shares, loves, cares, helps, and prays.

SCIENCE: A variety of science materials will be used for exploration by the child at center/stations. Science study increases vocabulary and general knowledge, encourages curiosity, helps the child discover the laws of nature, and helps him become more aware of his/her surrounding world.

SNACK: Preschool students will have a morning snack time together. Please send a nutritious snack every day. Cheese, vegetables, fruit, crackers, granola bars, and yogurt are a few suggestions. Your child will not be allowed to have chips, cookies, candy, pudding, or other non-nutritious food for morning snack. We ask that you limit the snack to **ONE** item and please send in any items needed to eat the snack such as a spoon or fork. Please remember our classrooms are peanut/tree nut free. Children will not be permitted to eat food containing peanuts/tree nuts or made in a factory that produces nut-containing items.

STATIONS/CENTERS: During station/centers, the children will work in small groups on an activity or task that is teacher directed. The children will rotate through all the stations/centers.

STORYTIME: Literature is a large component of our program and is used throughout the day. We have a scheduled story time each day. We will expose the children to different cultural based stories as well as different genres. Exploring the components of the story (conflict, character and resolution), predicting what may happen next, retelling the story, exploring feelings and other emotions, identifying the author and illustrator will be some of the skills introduced to the children.

UNIT LESSONS: We incorporate all curriculum areas - math, language arts, art, science, social studies, religion, and life skills such as cooking into our units.

**** ONLY 5 DAY STUDENTS WILL PARTICIPATE IN ALL THE SPECIAL CLASSES (Library, Art, Music, STEM, and P.E.)

GENERAL INFORMATION

ARRIVAL/DISMISSAL:

Drop-Off Procedures:

Drive to the front entrance door #24 (Facing Rt. 120). If you are the first car, please pull all the way up to the Church entrance to avoid blocking the main school driveway. Teacher aides will be there to welcome your child and walk him/her to the school doors. Please remember to have a quick and happy good-bye routine. If your child is sad, please remain happy and positive and let the aide help your child to his/her classroom.

Pick-Up Procedures:

Car riders: Drive up to the front entrance doors (facing Rt. 120). Remember to pull up to the church doors and leave minimal space between each car. The classroom teachers will

bring the children outside at 10:45 and 1:55 for dismissals. You may wait by your vehicle and your child will be brought to you.

**** In the event of a funeral we will have the teacher's aides or office personnel outside to help you line up in the main driveway and your child will be brought out to you.

SGS After-School Care: Pick your child up through entrance #2 and sign your child out with the after-school care staff.

If there is a change in the regular pick-up plan, please send a note to school. New adults picking up will be asked to present identification prior to the child being released to them.

BATHROOM: All preschool students must be potty trained and be able to attend to all bathroom needs on his/her own. **Pull-ups may not be worn.** Child friendly clothes are required to help your child become more independent and avoid accidents. Our classroom takes frequent scheduled bathroom breaks. Additionally, our classroom has a "system" for allowing the child to go to the washroom on their own. Children are taught proper bathroom procedures at the beginning of the year that focus on hand washing, bathroom etiquette and flushing after toileting. We ask parents to reinforce proper procedures such as wiping, flushing and hand washing. Please note that teachers/aides can not assist your child in the bathroom. If your child should have an accident, we will have them change into their extra clothes; if needed, we will assist them with prompts of the steps to change and wipe. The soiled clothes will be sent home. Please send another set of extra clothes the following day. If frequent accidents happen, we may need to conference to work together to avoid continued accidents.

BIRTHDAYS: We will celebrate your child's birthday. If your child has a summer birthday, We will discuss your child's birthday celebration for the end of the school year. Edible treats and goodie bags are **not** allowed as part of the celebration. WeI will send you information about birthday celebrations prior to their birthday.

BUS SERVICE: Preschool students are not offered bus service. Bus service begins in kindergarten.

COMMUNICATION: We will send home a daily "Ask About" email, and weekly newsletters. All information will be sent via email unless otherwise set up between the parent and teacher. Our school website has a dedicated web page that includes additional classroom/school information. We will work very hard to keep you informed of school and classroom news. Your child will also have a folder that will be a way to communicate daily by sending it back and forth every day. Office papers, school news, and your child's finished projects will be sent home in the folder as well. Please check the folder every day and take out all papers before sending it back to school.

CLOTHES: Each preschool student will need a full set of clothes (Shirt, pants, underwear, and socks) to be able to change into in case of a spill or accident. Please send this clothing in a gallon size zip-loc bag labeled with your child's name. All additional clothing such as coats, jackets, sweaters, boots, mittens, hats, etc. must be labeled with your child's name.

DISCIPLINE: Keeping the children involved and engaging in appropriate activities is the most important part of maintaining a nurturing, calm, and safe preschool environment. Discipline is viewed as part of the process of learning self-control, respect for others, and responsibility. To help children learn this process, the following guidelines will be followed:

1. Children are taught the expectations, rules and limits, and are reminded of them as needed.
2. Our classroom staff anticipates and redirects inappropriate behaviors
3. Our classroom staff will help children use words to express emotions, resolve conflict and express needs and desires.
4. We will assist children in the conflict resolution process.
5. Children will be spoken to in a friendly, calm but firm voice when necessary.
6. There may be times when a child may be removed from an activity if inappropriate behaviors persist and help redirect the child to find an appropriate activity to engage in.
7. If a child physically hurts another child, he/she will be removed from the activity, the hurt child will be comforted, the children will be assisted with the conflict resolution process, and the parents will be notified.
8. A conference will be held with parents if serious inappropriate behaviors continue.

Our classroom's discipline procedure will be explained to you at Parent Night and again through the classroom newsletter.

DRESS CODE: Preschool students do not wear a school uniform. Students should wear comfortable clothes and shoes to be able to play outside and during P.E. class. Shoes must cover the entire foot and we would prefer Velcro, if possible. Sandals, flip flops, and crocs are not permitted in the preschool classroom. We ask that your daughter always have on shorts under skirts and dresses. Your child's day will frequently include messy projects and play; we suggest that you dress your child appropriately for this type of preschool work. It is important that you and your child feel comfortable about his/her clothing knowing that spills or stains may happen.

FAMILY/COMMUNITY EVENTS: Family Events will be scheduled throughout the school year, information will come from the principal in weekly newsletters regarding these events.

HEALTH/ILLNESS: All communicable diseases should be reported to the school office. If a child is kept home due to illness it is the school's policy that a parent or legal guardian notifies the school office through a written note or a phone call to the office by 8:00am. If a child is absent and notification is not received, the school office will contact you to check on the reason for your child's absence.

If your child is ill with a fever, diarrhea, or vomiting, you will need to keep your child home until he/she is symptom free for at least 24 hours.

Please refer to the school handbook for additional regulations about health and illnesses.

LUNCH/MILK: Full day preschool students need to bring in a complete lunch every day. The school offers a special "hot" lunch each month. You will receive more information at a later date explaining the procedure for ordering hot lunch for your child. You can also order milk (chocolate or white) for your child.

All lunch money, milk money, and any other cash/checks should come to school in an envelope labeled with your child's name and what the money's for.

PROGRESS REPORTING: In October parent's will receive a "check-in" phone call. This call will be a brief overview of your child's adjustment to the preschool program. Preschool students will receive their progress reports in December and April. Parent-teacher conferences will be scheduled for both the winter and spring progress reports. Please feel free to contact us at any time if you have questions or concerns about your child's progress at school. You may send a note in your child's folder, send an email, or call the school office and leave a message.

FORMAL CONFERENCES: In December and April, parents will have the opportunity to participate in a formal conference with their child's teacher. The April conference is an optional time for families to meet to discuss their child's development.

SPECIAL EVENTS: Preschool students will have 4 events for you to attend during the school year.

October: Dad's Day

December: K/PreK Christmas Program (Gym/Parish Center)

May: Mother's Day Tea

You will receive dates and more information through the classroom newsletter about these events.

TOYS: We ask that all children's toys be kept at home unless otherwise indicated by your child's teacher.