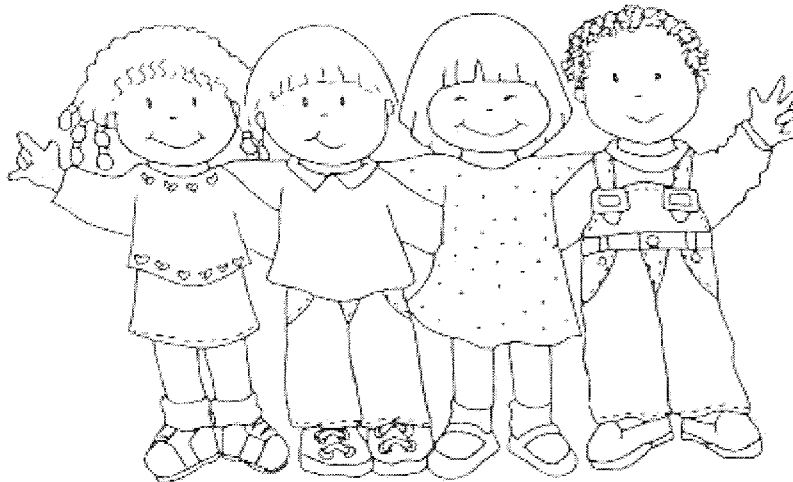


**OUR LADY OF LOURDES
PARISH SCHOOL
PRESCHOOL
&
PRE- KINDERGARTEN**



PARENT HANDBOOK

License No. 060308899

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Dear Parents,

The teaching staff and I would like to welcome you to our new school year. We feel it will be a very exciting and enriching program. We know that parents are an integral part of a successful preschool program. Through parental involvement we are better able to meet the developmental and personal needs of children. As professionals, we can serve as a valuable resource for parents and their children concerning areas of child development. Therefore, we like to think that Parents and Teachers can and should work together to provide an environment that facilitates the growth of a child into a physically and emotional healthy individual.

This handbook has been developed to help facilitate the relationship between Teacher and Parents by providing you with specific information about our Preschool. It includes descriptions of our policies and procedures, our program's philosophy, the role of the staff, goals for the children, and our expectations from parents. In addition we have included a schedule of our program day and a listing of our curricular activities.

It is hoped that this handbook will reinforce the purposes that influence the activities and procedures that you, as parents, may observe at our Preschool. We hope you will find this handbook beneficial, informative and helpful in making you more familiar with the program and thereby more comfortable in our Preschool. We feel this is essential if we wish to work closely with you in providing your child with the benefit of high quality early childhood education.

The program teaches concepts such as social behavior, listening skills, large and small motor development, eye-hand coordination, following directions, senses, colors, numbers, textures, shapes, matching, sequencing, size relationships, similarities and differences, classifying, patterning, alphabet, music, art, science, language and Bible stories. Our classroom routine encourages active involvement by the children. We treat children as individuals, working from the level each child has attained and moving forward a step at a time.

Included here is a brief outline of our schedule and monthly themes.

Susan Hodges,
Director

PRESCHOOL ADMISSIONS POLICY:

Preschool admissions will follow a similar procedure as followed with kindergarten through eighth grade admission. Preference will be given to those who intend to enroll students in Our Lady of Lourdes Kindergarten. The following order will be followed for registration.

1. Families who have children presently enrolled at Our Lady of Lourdes School in preschool through eighth grade must register their preschoolers by May 1st to guarantee placement in the preschool for the following school year. Registration will be accepted only from families who are current (up to date) in tuition and all other school, extended and parent club fees. Tuition and fees must remain current monthly and paid in full by the end of the school year to maintain registration status. Registration must be accompanied by a non refundable registration fee of \$100.00. Registration is not considered complete until the fee is paid and all necessary papers are filed in the office.

2. Children of active, supporting parishioners within Colusa County register between May 1st - May 15th and pay the non-refundable registration fee. Registration will only be taken if space is available. Parishioners will be notified in the parish bulletin at the end of April and early May of registration opportunities.

3. All other families after May 15th providing space is available according to the date of first contact for school enrollment.

ENTRANCE AGE: KINDERGARTEN and PRESCHOOL

Children who will be 5 years old on or before December 1 of the current year may be enrolled in the kindergarten program. Children who will be 6 years old on or before December 1 may be enrolled in the first grade program. Preschool children must be 3 years old by December 1st of the current school year and toilet trained. Prekindergarten children must be 4 years old by December 1st of the current school year.

****Daily Schedule:**

8:00 - 8:30	Arrival & Free Play
8:30 - 9:00	Circle Time: Includes opening prayer, flag salute, songs, finger plays, daily calendar, weather, stories & Bible stories.
9:00 - 10:00	Teacher Directed Activities (20 minutes each rotation) Math, Science, Language Arts, Writing, Art, Physical & Social Development & Cooking.
10:00 - 10:15	Hand washing - Prayer. Prepare for snack.
10:15 - 10:30	Snack is served
10:30 - 11:00	Outside Free Play - weather permitting. Student Directed Activities inside when weather is bad.
11:00 - 11:30	Group Time: Sharing, concept review, songs or stories plus information regarding the next time we meet
11:30	Preschool/Prekindergarten session ends.

**Schedule may change as needed..

THEMES AND CONCEPTS

MONTH & THEME

MAIN CONCEPTS

(Plus letters, numbers, colors, and shapes taught daily.)

SEPTEMBER

Our classroom family -

How we grow-

When I grow up-

Learn how children are members of a classroom family that work, play, and learn together.

Explore how our bodies change over time.

Explore the world of grown ups and the jobs they do.

OCTOBER

Let's meet a Fireman-

Fall sights, smells, and sounds-

What's made from apples?-

What shape is this?-

Learn fire safety and see the equipment used by the fireman.

Learn about fall and harvest through our senses.

Introduce apples and the variety of ways they are used.

Rhyming verse will introduce basic shapes.

NOVEMBER

Manners -

Native Americans & Pilgrims-

Thanksgiving-

What good manners are and why we use them.

Learn about the native Americans - why the Pilgrims came to America and how the Indians helped them.

Explore this special holiday.

DECEMBER

Caring and Sharing-
The gift of Jesus - Christmas-

Why helping others is so important.
The story of the first Christmas and what it continues to mean to us today.

JANUARY

Types of weather-
Animals that live in the Zoo-
Animals that live in the Wild-

Explore the four seasons and the changing weather.
Once wild animals now need people to care for them.
How animals live in the wild and take care of themselves.
Explore how animals change for winter.

FEBRUARY

Ground hogs-
Strong teeth and bones-

Valentines Days-
What is a pair?-

Celebrate Groundhog Day.
Learn how proper nutrition keeps our body parts healthy. How do you feel? Discuss a variety of emotions with children.
Decorate and prepare for Valentine exchange.
Introduce the concept of a pair.

MARCH

Water animals-
Now they're gone-

Animals that make their home in the water.
Dinosaurs - they use to live here and now they are extinct.

APRIL

Burst into spring-
Caterpillars-
What's in the garden-

Learn how plants change and grow in the springtime.
Investigate the characteristics of this animal.
Discover the animals, bugs, and plants found in the garden.

MAY

Sounds on the farm-
We need water-

Exploring the farm and animals that live at the farm.
Learn how important water is to all living things.

Special Events and Visitors:

Sept.	Police Officer visits and talks about safety, Grandparent's Day.
Oct.	Fireman comes for Fire Safety, Fall Festival.
Nov.	All Saint's Day, Thanksgiving celebration
Dec.	Winter Begins, Jesus' Birth.
Jan.	Martin Luther King
Feb.	Valentine Exchange, President's Birthday - Lincoln and Washington,
March	St. Patrick's Day, Easter.
April	Earth Day, Arbor Day, Bug Hunt.
May	Visit Pet and Plant Nursery, Graduation

Please note that any of these items are subject to change.

Snack:

1/2 cup per child is all that is necessary of fruits, fresh vegetable, juice or milk. Any leftovers will be returned to you. This is only snack not a main meal. For some children this is their first meal of the day - We encourage you to keep it healthy.

FRESH OR DRIED FRUIT: Bananas, apples, oranges, apricots, peaches, watermelon, pears, cantaloupe, pineapple, grapes, raisins, figs, dates, mangoes, papayas, etc.

FRESH VEGETABLES: Broccoli, bell peppers, cucumbers, carrots, corn on the cob, celery, string beans, tomatoes, etc. Add ranch dressing, peanut butter or cheese to spice them up

CRACKERS OR BREAD: Saltines, graham crackers, pretzels, whole wheat bread, bran muffins, etc.

Most crackers hold little nutritional value so when using crackers as part of snack make sure they are accompanied with a protein like milk, cheese, peanut butter or yogurt.

EGGS: Stuffed or whole.

MEATS: Salami and hot dogs are not recommended because of the very high sodium and fat content.

OTHERS: Pretzels, popcorn, finger jello, etc. These need to be accompanied with another source of nutrition - fruit, veggies, etc.

JUICES: **Only 100% fruit juice can be served.** Pineapple, grapefruit, cherry, apple, orange, grape, tomato, V8, etc.

MILK: 2% cows milk, goats milk, etc.

Please remember these are only suggestions. If you have a favorite dish in mind feel free to bring it or better yet make it with the children. Just remember most children this age prefer eating things they know and can recognize. Try different ideas, use your imagination.

IMPORTANT ITEMS TO REMEMBER

ENROLLMENT PACKETS - All children's enrollment packets must be completed and turned in **before** the first day of school. This includes shots and tuberculin test along with physicians physical.

HEALTH REQUIREMENTS - Upon enrollment, a physical is required. We must have a copy of your child's immunization record as well as a tuberculin clearance. State law requires all of the above.

HOURS FOR BOTH PROGRAMS - 8:30 to 11:30 - Students arriving before 8:15 will be charged extra. Students staying after 11:40 will also be charged according to school policy. Care is available from 7:30 to 8:15 and from 11:30 to 5:30 pm. on the day the child attends class. See the rate schedule in the Appendix.

INFORMATION - The state requires that all information is current and accurate for each student. If you change your address, phone number, etc. please notify the school.

SIGNING IN AND OUT - Parents must sign in their children and sign them out. Please do not send people that the staff does not know to pick up your children if they are not on your emergency list. Make sure you notify the office if it is to be another person.

OUR LADY OF LOURDES PRESCHOOL AND PRE- KINDERGARTEN has a nondiscrimination policy.
We accept any child regardless of race or religion.

MATS FOR NAPPING - All children not yet 5 years old will need mats, sheets, and a small blanket for napping if they stay between 1:00 and 2:30 p.m. This is a state requirement. Sheets need to fit snug. Mats must be the size specified - fold into fourths (Davison's has these). Blankets must be in a small plastic bag. Everything must be labeled with child's name.

EXTRA CLOTHES - A large zip lock baggy with labeled children's clothes inside are to be left at school for any emergency.

CLOTHING - Children should wear play clothing they can zip, button, snap and buckle. We paint, do water play - so dress ready for play. All clothing should be labeled, especially coats, sweater, jackets, etc.

SNACK - Parents are required to provide snack for class. A snack calendar will be posted monthly. Please sign up for two weeks on the days your child attends. Snack calendars go home with the students at the beginning of each month. Your child's snack days will be highlighted.

ABSENCE - please contact the school or teacher when your child will be absent. If we do not hear from a parent after 4 consecutive absences we will drop your child from the program.

NEWSLETTER/REVIEW/PREVIEW - A monthly Preschool calendar will go home the 1st of each month. Every Friday a Review/Preview of what is happening will be sent home with all children.

BULLETIN BOARD - for parents will be located on the door. Please look here for monthly themes, announcements, days we are closed, etc.

SHARING - Children are encouraged to bring toys or other items to share that correlate with our monthly theme. Please make sure that toys are not of a violent nature. Action figures like power rangers or super heroes are not allowed.

SEPTEMBER SHARING - Ideas could include: children photos, special or unique experience, book correlating with weekly concepts, or other items.

BIRTHDAYS - Children always enjoy birthday parties. If you want to celebrate your child's birthday, let the teacher know. Parents can provide cupcakes, punch, etc. for the class.

FIELD TRIPS. Field Trips will be posted on the calendar and in the newsletters. Individual notification about field trips will be sent home prior to each scheduled trip. If you do not wish to have your child participate in a trip, please keep him/her home on the that day, and notify the Teacher that you are doing so.

PARENT VOLUNTEERS - are needed for special events, field trips or a classroom helper.

CHILD ABUSE - We are mandated reporters of any suspected case of child abuse or neglect. We report to the child protective services or the police.

SCHOOL CALENDAR - Will be the same as Our Lady of Lourdes School. Preschool/Prekindergarten will remain open during K-8 Inservice days.

Discipline Policy

At Our Lady of Lourdes School we try to imitate Jesus in the way we treat others. To many people, discipline means punishment. But, actually, to discipline means to teach. Rather than punishment, discipline should be a positive way of helping and guiding children to achieve self-control.

Our school and each classroom houses a small society. Each student is a citizen who acts in accordance with expected standards of behavior.

Students who are observed displaying inappropriate behavior in the classroom or on the play yard, will be taken aside and spoken to. The teacher will explain to the students why their behavior is inappropriate and help them to find alternate ways of dealing with their situation.

It is the policy of our school and the Sacramento Diocese that physical force will not be used in disciplining a child. The only time any physical restraint is allowed is to prevent harm to a student or to others threatened by the student. Teachers are mandated by law to protect students from harming themselves and others. Physical contact by school personnel may also be used to remove disruptive students from a classroom.

CHECK OFF SHEETS OF ALL ITEMS THAT NEED TO BE COMPLETED AND TURNED IN BEFORE THE FIRST DAY OF CLASS:

- | | |
|---------------------------------------------------------|------------------------------------------------------------------|
| _____ 1. <u>Registration contract</u> | _____ 6. Copy of Child's Immunization Record (if not up to date) |
| _____ 2. Photo Release | _____ 7. Birth Certificate |
| _____ 3. ID and Emergency Information | _____ 8. Parent's Rights |
| _____ 4. Health History | _____ 9. Consent for Emergency Treatment |
| _____ 5. <u>Yearly TB test; done on or after May 31</u> | _____ 10. Child's Rights |

* Items underlined must be completed each year. Other items must be completed the first year and kept current thereafter by the parent.

We want to thank you for considering our school. We are looking forward to sharing your child's preschool and prekindergarten years with you. Any suggestions or questions should be taken care of immediately. We are interested in your thoughts. Please bring your concerns to the Director of the preschool/prekindergarten first, and if your concern is not resolved, then we ask that you meet with the school Principal.

Thank You for choosing Our Lady of Lourdes Preschool/Prekindergarten. We hope that you will continue at Our Lady of Lourdes School for Kindergarten.

Sincerely,
Susan Hodges - Director