

# **St. Thomas the Apostle School Pre Kindergarten Handbook**

**2011 – 2012**

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**PHILOSOPHY:** St. Thomas the Apostle School provides a well-rounded, academic education in a Catholic atmosphere. Each child is treated as an individual, as well as a part of the class and total school community. The physical, social, cultural, intellectual, and spiritual needs of each child are met with his/her stage of development.

**CURRICULUM:** The Pre Kindergarten program is structured to foster learning through discovery and guided activities. Our program focuses on development in the areas of: art, music, computer awareness, reading and math readiness, psychomotor skills, emotional well-being, and social interaction. Your child will have the opportunity to learn about various cultures and languages. Emphasis is also placed on character development. Grouping in our Pre Kindergarten is flexible to meet the needs of your child. Centers are utilized to teach various concepts necessary for the child's development. Large group activities (story-time, circle time, field trips, etc.) are also part of the curriculum.

**HOME/SCHOOL ASSOCIATION:** The home and school association is a vital part of the school community and helps fund school functions including field trips, office expenses, computers, and art supplies. Meetings take place the third Wednesday of each month. Parents are encouraged to attend and participate.

**KEYLESS ENTRY:** For the safety of the children and staff, all doors will be kept locked at all times except when arriving in the morning. When entering the school, come to the door on the playground side of the school. These doors will lock at 8:30 a.m. If you need to get into the school, use the buzzer to the right of the door. The office personnel will then open the door, so you may enter. When entering the school, come to the office to obtain a visitor's tag. Your cooperation ensures the children's safety and will be greatly appreciated.

**ARRIVAL AND DISMISSAL:** When arriving at school, you will need to sign your child in by bringing them into the Pre Kindergarten classroom. The sign in sheet is located inside the Pre Kindergarten room. Pre Kindergarten begins at 8:30 A.M. Children may start coming at 8:00 A.M. If you need to come any earlier, sign up with the Morning Care Program. These arrangements must be made at least 24 hours prior to the time needed. When parking to drop your child off, you may park in the front of the school where the signs state, "Drop Off Parking." When the weather is nice, the older students will be outside for morning recess.

If you choose the morning session, the day ends at 11:15 A.M. If your child is staying for the full day session, the day ends *promptly* at 2:15 P.M. All children after 2:15 will attend the After School Program. ( Please see rates under fees.) If someone different is picking up your child, you must provide written authorization for us to release your child to any person not listed on the Emergency Contact list. If something comes up during the day, you can call the office as soon as possible.

**EMERGENCY INFORMATION:** At the opening of school, you will be given three emergency cards to fill out. One will be kept in the classroom and the others will stay in the office. If your address, telephone number(s), or emergency contact information changes, please notify us immediately. It is extremely important that we can always contact you when your child is at St. Thomas.

**EMERGENCY SCHOOL CLOSINGS:** Whenever it is necessary to close school for an emergency or inclement weather, St. Thomas School will follow the BEDFORD AREA SCHOOL DISTRICT because of busing. Listen to the local radio and TV stations for information. When there is a 2 hour delay, St. Thomas will open at 10:00 A.M., and class will begin at 10:30 A.M.

**FOLDERS:**        ***Family Folders:*** You will receive a “Family Folder” at the beginning of every month. This folder will contain written communication from the office regarding school information, hot lunches, milk orders, fundraisers, etc. This folder needs to be returned to school the next day. Our goal this year is to have this information on the website.

***Daily Folders:*** Your child will have a “Daily Folder.” These folders will come to school and go home with the students each day. This folder will contain work your child has completed, homework, notes from the office, etc. Please make sure to check these folders everyday. When arriving to school, place them in the designated area. This will help them with responsibility.

**MONEY RETURNS:** Any money sent to the school office should be placed in an envelope with the following information written on it: name of the child, date, amount enclosed, and statement regarding purpose of money. Please **do not** send in one check for everything. Send in separate checks payable to ***St. Thomas School.***

**INSUFFICIENT FUNDS:** A fee of \$20.00 will be charged to you for any check returned to the school for insufficient funds.

**VOLUNTEERS:** We love and need volunteers at St. Thomas. Volunteers are a vital part of St. Thomas and are what makes our school special. There are many activities that we have volunteers for. Here are just a few: hot lunch, recess, book fairs, room helpers, fundraisers, and many more. However, in order to volunteer at the school, you must have a Criminal Record Check and Child Abuse Clearance completed. In addition to the clearances, you must attend a Diocesan training. You can get the forms and more information in the office.

**CAFETERIA:** Each child needs to carry his/her lunch. In the past years, hot lunch has been provided on specific days. Parents may choose to purchase these meals for their children. Beverages may be ordered for an additional cost. The choices of beverage are: 2 % white milk, chocolate milk, or water. Drinks are purchased monthly and will be served everyday. ALL lunch and beverage orders MUST be paid prior to the beginning of the month. You will receive a lunch menu with an order form and a beverage order form in your child's "Family Folder," at the beginning of the month. Prices will be listed on the order forms. Lunch will start at 11:20 A.M. Parents are encouraged to come and eat lunch with their child.

- ❖ **PLEASE DO NOT SEND MICROWAVE FOOD. THE TEACHERS ARE NOT PERMITTED TO WARM STUDENTS' LUNCH ITEMS. ALSO, ALL PACKED LUNCHES MUST HAVE AN ICE PACK. WE ARE NOT PERMITTED TO REFRIGERATE LUNCHES DUE TO THE LACK OF SPACE.**

**SNACK:** Snack is an integral part of the school day where the child interacts socially with his or her fellow classmates. We will have a snack in the morning. We have found that many children do not like to eat breakfast and that it is too long for them to go until lunch. We will then have snack in the afternoon. The students will be given nutritious snacks, including milk or juice. Families are asked to bring "**Special Snack**" to school once a month. Parents are asked to pick a day your child will be attending. The snack calendar will be available where you sign in. Make sure to provide enough for the entire class for both snacks. In order to provide snack on the other days, there is a snack fee, in which the parents pay. The cost for the year is \$20.00. With this fee, snacks, drinks, napkins, cups, Lysol wipes, Lysol spray, Germ X, and hand soap will be purchased. We ask that the snack fee be paid by the end of September. **Make the check payable to St. Thomas School.**

During holiday parties, (Halloween, Christmas, Valentine's Day, and End of The Year Program) I will split the families up evenly to bring in something for the party such as paper supplies, special holiday snack, fruit, vegetables, etc.

**BIRTHDAYS:** Birthdays may be celebrated during snack time at St. Thomas. cupcakes, cookies, drinks, etc. may be brought to school for their special day. We have even celebrated summer birthdays during the beginning of the school year or at the end. The child's "Special Snack" will be scheduled on their birthday or close to it.

**ROOM HELPERS:** At the beginning of the year, you will have the chance to sign up to be a room helper. The room helpers help with the parties held in the classroom and school. We celebrate: Halloween, Christmas, Valentine's Day, Dr. Seuss' Birthday, and Easter.

**PRE KINDERGARTEN RATES:**

5 Days or Less.....\$75

Unless Pre Registered

You may schedule your child according to your schedule 3, 4, or 5 days. Half days can be discussed on an individual basis. There are a few weeks throughout the school year that there may only be two days available. During these weeks, Pre Kindergarten rates will be \$20.00 per day. A monthly schedule will be sent home at the beginning of the month. Return by the due date at the top of the sheet. These schedules are used to help plan lesson plans as well as billing reasons. You may change your schedule but let the office as soon as possible for billing reasons.

**BEFORE CARE:** Before care is provided at an additional charge before the start of school each day. The hours are Monday through Friday from 7 to 8 a.m. You must notify the office ahead of time (at least 24 hours in advance) for this service. The charge is \$3.00 for the hour or any part of the hour.

## **AFTER CARE**

After care is provided, at an additional charge when school is over. There will be time for the children to do homework and activities planned. Snacks will be provided. The hours are Monday through Friday from 2:15 P.M. until 6:00 P.M. If you need your child to go to extended care, you must write a note and give it to your child's teacher or mark it down on the sign in sheet. There will not be after care on scheduled days of early dismissals.

The costs are as follows:

2:15 p.m. – 3:00 p.m. - \$1.00

After 3:00 p.m. - \$3.50/hr

**TECHNOLOGY FEE:** There is a technology fee of \$40.00 per child to help school upkeep of the computer lab and technology purchases. This fee is due as soon as possible.

**AUXILIARY FEE:** In order to keep our school fiscally sound, it is necessary to have fundraisers. Currently, there is 1 Bingo scheduled the 2<sup>nd</sup> Wednesday of every month (except October). Every family is encouraged to volunteer at our school. An Auxiliary Fee of \$200 is assessed per family that you can decrease or eliminate through volunteering. Each family is asked to work 2 Bingos at \$50 each- Therefore eliminating \$100. Then \$25 is eliminated for every 4 hours of each fundraiser. This way you can “work off” the entire \$200 fee. This applies only to the fee, not to the tuition. The fundraisers are: Fall Foliage - October 1<sup>st</sup> and 2<sup>nd</sup> and October 8<sup>th</sup> and 9<sup>th</sup>, 2 fish fries during Lent (Dates To Be Announced), Pancake and Sausage Breakfast – April 1<sup>st</sup>, Spring Fling – April 14<sup>th</sup> and the Gun Raffle May 19<sup>th</sup>. Please keep these dates in mind.

**DRESS CODE:** The Pre Kindergarten children are expected to dress according to the following guidelines. These guidelines establish a learning atmosphere in the classroom.

**Girls** may wear dresses, skirts, tailored pants, dress blouses, jeans (not torn or sloppy), sport shirts, sweaters, sweat suits, shorts (weather permitting), t-shirts, sweatshirts, good sneakers, and dress shoes.

**Boys** may wear dress slacks, dress shirts, jeans (not torn or sloppy), sport shirts, sweat suits, sweaters, shorts (weather permitting), t-shirts, sweatshirts, good sneakers and dress shoes.

- Grades K through 5 are required to dress to the uniform code. Pre Kindergarten is not required to participate, but may do so if they choose to. If you would like to participate, stop in the office for a packet of information.
- PLEASE take into consideration when dressing your children for school that they will be participating in Physical Education class and Gross Motor Activities everyday. We do not encourage children to wear flip flops or sandals without straps in the back.
- The children will be attending Mass later in the year. The children wear dress clothes to these services. NO jeans, shorts or sneakers are permitted. They may bring clothes to change into after Mass.

**BEHAVIOR AND DISCIPLINE:**At St. Thomas, we believe that a quality program will keep the children active and occupied and thereby attempt to prevent boredom, which is the best preventative measure for discipline problems. All children have instances when their behavior is not appropriate for the classroom setting. Although inappropriate behavior is undesirable, it will happen from time to time and is very normal. Teachers attempt to deal with problems utilizing conflict resolution procedures. The teacher will contact you if there is a problem. Please see a list of classroom rules in the classroom.

**HEALTH ISSUES:** All children enrolled at St. Thomas must be up to date on their immunizations. A copy of your child's immunization record is adequate. St. Thomas cannot provide care for sick children. With your help, we can reduce the illnesses our children pass along to each other by following these guidelines:

**PLEASE KEEP YOUR CHILD AT HOME IF HE/SHE**

- Has a fever over 99 degrees
- Has been on an antibiotic for **less than 24 hours**
- Has a heavy/yellow nasal discharge, is sneezing and/or coughing frequently
- Has recurring diarrhea or vomiting
- Has signs of contagious childhood ailments, such as pink eye, or chicken pox

We will ask you to take your child home, if in our opinion, his/her attendance might endanger the health of other children. The child will be made comfortable in the office until someone arrives.

**MEDICATION:** St. Thomas prefers that any medication, both prescription and over-the-counter, be dispensed at home. We do understand that from time to time it may be necessary for your child to receive medication while at school. In order for the staff to administer medicine, please follow these steps:

- Medication must be in its original container with directions.
- A written consent form must be signed by the parent.

**SECURITY ITEMS/TOYS:** Your child may want to bring a security item (blanket, stuffed animal, etc.) with them to school for rest time. That is fine but ALL toys will remain in their book bag or on a shelf. If toys become a distraction from our busy learning environment, they will be taken away. Show and Tell will be held throughout the school year.

**The children may bring something special to school on the day they have snack.**

**NOTE:** Sometimes children will want to bring books, games, songs, etc. that relate to our theme. That's GREAT – we'll include the items – please label them with your child's name.

**BOOK FAIR AND BOOK ORDERS:** Making excellent books available for your purchase has always been an “extra” feature at St. Thomas. Our fall book fair is scheduled in September. We hope that you will take this opportunity to provide your child with good books, and at the same time, enable us to add books to our class library. Book orders will also be sent home throughout the school year. Please make checks payable to the certain book club..

**PARENT TEACHER CONFERENCES:** St. Thomas School has conferences in November and January. The purpose of these conferences is to inform parents on student progress, parent awareness of student's capabilities and abilities, discuss ways parents and teachers can work together to help the student, and to foster a positive relationship between teacher and parent. The Pre Kindergarten students will receive a progress report and various evaluations throughout the school year. The children will be given goals for each nine weeks and the progress reports will revolve around the goals.

**RETENTION:** If the Pre Kindergarten teacher and principal feel it would be best if a child repeats Pre Kindergarten, the parents will be notified at least two months prior to the end of the school year. A careful study of the child's work

and a conference involving the parents, teacher, and principal will be necessary when making this decision.

**PRE KINDERGARTEN DAILY SCHEDULE:**

8:00 A.M. – 8:50 A.M.	Arrival/Free Choice
8:50 A.M. – 9:05 A.M.	Clean Up, Pledge, No Bullying Promise, Morning Prayers, Bathroom
9:05 A.M. – 9:35 A.M.	Morning Meeting – Letter of the Week, Calendar, Weather, Seasons, Songs, Story, etc. Transition activity
9:35 A.M. – 9:50 A.M.	Light Snack
9:50 A.M. – 10:50 A.M.	Teacher Directed Table Activities – Math, Art, Writing, Science, etc.
10:50 A.M. – 11:00 A.M.	Transition Activity
11:00 A.M. – 11:15 A.M.	Gross Motor Activity
11:15 A.M. – 11:15 A.M.	Bathroom/Pack up
11:15 A.M.	Morning Dismissal
11:20 A.M. – 12:25 P.M.	Lunch and Recess
12:25 P.M. – 12:35 P.M.	Bathroom and Story
12:35 P.M. – 1:35 P.M.	Rest Time –soft music
1:35 P.M. – 1:50 P.M.	Afternoon Snack
1:50 P.M. – 2:15 P.M.	Free Choice
2:15 P.M.	Pack Up/ Dismissal
2:15 P.M. – 6:00 P.M.	After Care

Please note the schedule may change!

During the school week, the students will have the chance to attend Physical Education Class, Music Class, Library, and Computer Class. Each activity is divided into increments of time.

## **PRE KINDERGARTEN THEMES: Please note that these may change!**

**September -** Letters – O, C, Q  
Numbers – 1, 2  
Color: *Red and Yellow* Shape: *Circle*  
Holiday Themes: *Back To School, Friends, Apples*

**October –** Letters – F, E, L  
Numbers – 3, 4  
Color: *Orange and Black* Shape: *Rectangle*  
Holiday Themes – *Halloween, Fall, Fire Prevention,*

**November –** **Assessment**  
Letters – A, T, N  
Numbers – 5  
Color – *Brown* Shape – *Square*  
Holiday Themes – *Thanksgiving, Turkeys, Family, Voting,*

**December –** Letters – B, D, P  
Numbers – 6  
Color – *Purple* Shape – *Triangle*  
*Holiday Themes – Christmas, Snow*

**January –** **Assessment**  
Letters – J, I, U  
Numbers – 7, 8  
Color – *White* Shape – *Oval*  
Holiday Themes – *Martin Luther King Day, Winter Animals, Community Helpers*

**February** Letters – V, W, Y  
Numbers – 9, 10  
Color – *Pink* Shape – *Heart*  
Holiday Themes – *Jungle, Groundhog Day, Valentine's Day, Teeth and Health*

**March –** **Assessment**  
Letters – K, M, H  
Numbers – 11, 12  
Color: *Green* Shape: *Shamrock*  
Holiday Themes – *Dr. Seuss' Birthday, St. Patrick's Day, Spring, Farm*

**April –** Letters – R, X, G  
Numbers – *Money, Telling Time and Adding Numbers*  
Color – *Blue* Shape: *Diamond*  
Holiday Themes – *Easter, Rain/Rainbows, Fish*

**May -** Letters – S, Z  
Numbers – *Review Numbers*  
Color – *Rainbow* Shapes – *Crescent*  
Holiday Themes – *Planting, Flowers, Butterflies, Trees*  
**Assessment**

## PRE KINDERGARTEN CHECKLIST

- \_\_\_\_\_ Book bag
- \_\_\_\_\_ Pencil Box
- \_\_\_\_\_ Pencils Sharpened with Erasers
- \_\_\_\_\_ Thin markers
- \_\_\_\_\_ Small Box of Thin Crayons
- \_\_\_\_\_ Pair of scissors
- \_\_\_\_\_ 2 Glue Sticks
- \_\_\_\_\_ Box of Tissues
- \_\_\_\_\_ Button Up Paint Shirt
- \_\_\_\_\_ Rest Materials –blanket, small pillow, stuffed animal. These items will be kept in a garbage bag by their coat hangers. These items will be sent home on a monthly basis to be washed.
- \_\_\_\_\_ Extra Set of Clothing including underwear in a Gallon Freezer Bag to keep in your bookbag. One is provided for you. If possible, send clothing in a little bigger. It's amazing how fast they grow.

**PLEASE MAKE SURE EVERYTHING IS LABELED  
BEFORE COMING TO SCHOOL!**

## St. Thomas Pre Kindergarten Class Emergency Form

Child's Full Name - \_\_\_\_\_

Birthdate - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

Mother's Name - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone - \_\_\_\_\_

Place of Employment - \_\_\_\_\_

Phone Number - \_\_\_\_\_

Father's Name - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Home Phone - \_\_\_\_\_ Cell Phone - \_\_\_\_\_

Place Employment - \_\_\_\_\_

Phone Number - \_\_\_\_\_

Food Allergies: \_\_\_\_\_

\_\_\_\_\_

Medications Yes \_\_\_\_\_ or No \_\_\_\_\_

List if any : \_\_\_\_\_

Can Tylenol be given? Yes \_\_\_\_\_ or No \_\_\_\_\_

#1 Emergency Contact- \_\_\_\_\_

Phone Number- \_\_\_\_\_

#2 Emergency Contact - \_\_\_\_\_

Phone Number - \_\_\_\_\_

Family Doctor - \_\_\_\_\_

Phone Number - \_\_\_\_\_