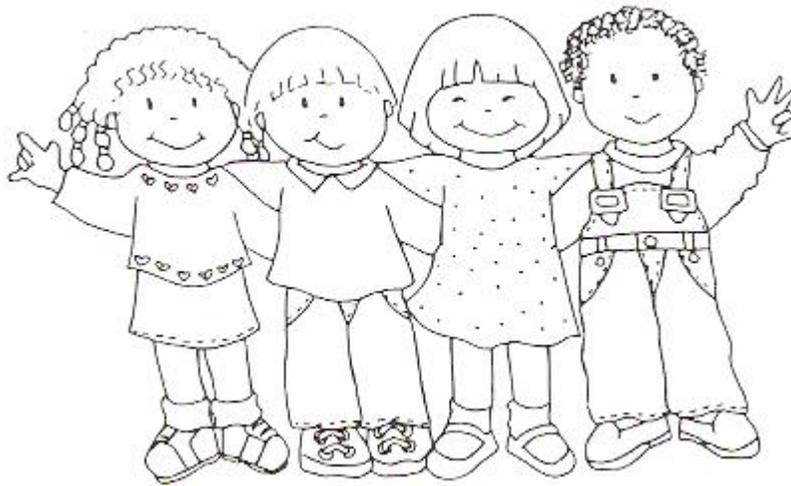


**OUR LADY OF LOURDES
PRESCHOOL
PRE- KINDERGARTEN**



PARENT HANDBOOK

License No. 060308899

Revised July 2019

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Please carefully read the Parent/Student Handbook for grades PS – 8th. All items in the handbook apply to the Preschool.

Dear Parents,

The teaching staff and I would like to welcome you to our program. 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 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/PREKINDERGARTEN DAYCARE ADMISSIONS POLICY:

We accept children into our preschool/prekindergarten program beginning at age 3. Children must be ambulatory and autonomous and must be able to take care of all their own needs. We do not have the facilities for children with special needs.

****Daily Schedule:**

7:30 - 8:30	Arrival & Free Play
8:30 - 9:00	Circle Time: Includes flag salute, songs, finger plays, daily calendar, weather, and 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 - 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 session ends
12:00	Hand washing and Lunch
1:00 - 2:30	Nap time

2:30	Hand washing and snacks (Lunch and afternoon snacks provided by parent. Morning snack provided by the program.)
3:00- 5:30	Organized activities and free play

**Schedule may change as needed.

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THEMES AND CONCEPTS

MONTH & THEME

MAIN CONCEPTS

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

AUGUST

Jungle Animals
Desert Animals

Learn about animals that live in the humid jungle and the dry desert. Learn about animal habitats and how animals adapt to their surroundings

SEPTEMBER

Our classroom family -

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

How we grow-
When I grow up-

Explore how our bodies change over time.
Explore the world of grown ups and the jobs they do.

OCTOBER

Let's meet a Fireman-

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

Fall sights, smells, and sounds-
What's made from apples?-
What shape is this?-

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-

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.

Thanksgiving-

DECEMBER

Caring and Sharing-
Christmas-

Why helping others is so important.
Christmas traditions

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-

Celebrate Groundhog Day.
Learn how proper nutrition keeps our body parts healthy. How do you feel? Discuss a variety of emotions with children.

Valentines Days-
What is a pair? -

Decorate and prepare for Valentine exchange.
Introduce the concept of a pair.

MARCH

Water pond animals-
Now they're gone-

Animals that make their home in or near a pond
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.

2

Snacks/Lunch:

Parents will take turn providing snack for the preschool/prekindergarten program. A calendar will be provided, as well as a student count, so parents will have their snack days in advance. Snacks should be of a healthy nature. Please provide ½ cup of snack (crackers, cheese, fruit, yogurt, etc) and a drink such as milk, 100% fruit juice or water.

Snacks will be provided mid-morning by the program. Afternoon snack if applicable must be provided by the parent. If your child has allergies to any food you must let us know upon enrolling. You may have to provide for your child's own snacks.

Lunch will be at 11:40 am each day. Students may order lunch from the schools hot lunch menu - price to be determined at the beginning of each school year. Parents must provide for the child's lunch.

IMPORTANT ITEMS TO REMEMBER

ENROLLMENT PACKETS - All children's enrollment packets must be completed and turned in before the first day. 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.

PROGRAMS HOURS - 7:30 to 5:30 - Student may leave at 11:30 am, 3 pm, or 5:30 pm depending on age. See the hours and rates at the end of the handbook.

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 us if it is to be another person.

MATS FOR NAPPING - All children 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. 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.

LUNCH - Parents are required to provide lunch for their child.

ABSENCE - Please contact the program director or the school when your child will be absent.

SICK CHILDREN- Please do not send your child to day care when sick. Please find alternative care for sick days. It is important for you to find alternative care for your child when they are sick. Please be considerate of other families and their children. Sick children are those with deep coughing discharge from eyes, nose, ears or mouth, fevers, vomiting, diarrhea, etc.

FIRST AID PROCEDURES – All superficial injuries will be washed with soap and water and a bandage will be applied if necessary. You will receive an incident report for injuries that are more than superficial. A copy is attached.

MEDICAL EMERGENCIES – In the event of a medical emergency 911 will be called first and then the parents will be contacted directly.

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MANAGEMENT OF MEDICATION – All medication that the child must take while in the program must be in its original container with the child's name and dosage. All medication must be given to the staff to be kept in a high cabinet out of reach of children.

COMMUNICABLE DISEASE/SICKNESS – Please inform the director immediately if your child contacts any type of contagious disease or sickness so that we can inform other families. The same would apply to head lice. Children with head lice may not return to the program until they are nit free.

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.

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 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.

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> | _____ 7. New Student Information Form |
| _____ 2. Photo Release | _____ 8. Birth Certificate |
| _____ 3. ID and Emergency Information | _____ 9. Parent's Rights |
| _____ 4. Health History (Parent & Doctor) | _____ 10. Consent for Emergency Treatment |
| _____ 5. Yearly TB test_ | _____ 11. Child's Rights |
| _____ 6. Copy of Child's Immunization Record | |

* The item underlined must be completed upon enrollment. Other items must be completed upon enrollment and kept current thereafter by the parent.

We want to thank you for considering our program. 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 program 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 Program. We hope that you will continue at Our Lady of Lourdes School for Kindergarten.

Sincerely,

Susan Hodges – Director