

Huntington Catholic Preschool



Early Childhood Handbook

2017/2018

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Enrollment

Eligibility

Eligibility requirements are: Children who have reached their third or fourth birthday by August 1 of the current school year and are potty trained (no diapers, pull-ups or training pants allowed). Registration and health forms are available in the school office. Copies of birth certificate and baptismal certificates are needed at the time of registration. For more information, please call our school office during school hours at 260-356-1926 or 260-356-2320.

Order of Acceptance

Huntington Catholic Preschool does give preference for admission to students in this order:

- 1) All day four year olds, Half day four year olds, Half day three year olds
- 2) Siblings of students already enrolled at Huntington Catholic
- 3) Children of SS. Peter & Paul and St Mary's Parishioners
- 4) Catholic children from other parishes
- 5) Non-Catholic children on a first come first serve basis

Closings and Delay

Huntington Catholic Preschool follows Huntington County Community Schools in all "WEATHER RELATED SCHOOL" announcements. If there is a **two-hour-delay** the following schedule will apply:

THREE YEAR OLD PROGRAM

AM: 10:00-12:00

FOUR YEAR OLD PROGRAM

AM: 10:00-12:00 **Full Day:** 10:00- 2:45

Parents are encouraged to listen to the radio and/or TV to the public announcements regarding school information. Please do not call the school office requesting this information. Families may also register with WOWO and Indiana Newscenter to receive this information via text message.

Curriculum

Goals of the Preschool Curriculum:

If the overall purpose of education is to foster competence in all aspects of life as a Christian, then curriculum must provide opportunities for total learning. This is accomplished when the teacher considers the five areas of children's development-spiritual, emotional, social, physical, intellectual, and creative. The overall goals of the curriculum will be to meet the needs of the children in each of these areas and at the same time keep the whole child in mind.

Through the activities in the early childhood curriculum, children will:

1. Grow spiritually
 - ✚ Develop a sense of trust
 - ✚ Realize their need for God's love
 - ✚ Know Jesus as a Friend
 - ✚ Respond to God's love
 - ✚ Feel secure in God's love and care
 - ✚ See themselves as God's children
2. Grow emotionally
 - ✚ Develop a positive self-concept
 - ✚ Be free to risk failure
 - ✚ Develop a sense of security and trust
 - ✚ Show independence and self responsibility
 - ✚ Channel emotions into appropriate and acceptable outlets
3. Grow socially
 - ✚ Learn to play, work and communicate with peers and adults
 - ✚ Adjust to group situations
 - ✚ Accept others even though they may be different from self
 - ✚ Develop a sense of community
 - ✚ Accept change in environment and routines
4. Grow physically
 - ✚ Develop gross and fine motor coordination
 - ✚ Develop eye-hand and eye-foot coordination
 - ✚ Become aware of his/her own body
5. Grow intellectually
 - ✚ Continue to develop language use and understanding
 - ✚ Develop pre-reading skills such as:
 - ✚ Visual discrimination
 - ✚ Auditory discrimination
 - ✚ Understanding of symbols
 - ✚ Love of and interest in books
 - ✚ Develop an ever-increasing attention span
 - ✚ Complete tasks begun
 - ✚ Initiate his or her own activities
 - ✚ Follow two and three step directions

Discipline

Huntington Catholic Preschool promotes a Positive Approach to discipline with the intent to teach self-discipline skills appropriate to the student's development stages. The teacher will provide a discipline plan that is relevant to the class.

Lunch

The Full Day Preschool children may order school lunches or will have to bring a cold lunch. No food from fast food restaurants is permitted.

Snacks

Children are asked to bring a store bought or homemade snacks on their assigned day. Please keep snacks healthy, no candy. We welcome all flavors of juice.

Clothing

Huntington Catholic Preschool does not follow the dress code of the school. However, we do request that your children dress in appropriate clothing that allows for easy movement and are easily washable. Being comfortable is our main goal. Some days, we participate in messy activities! We make every effort to stay stain free, however; as you know, our best efforts are not always met when we are having fun!

We do visit the bathroom and practice good hygiene. Please consider this when dressing your children for school. We work very diligently on self-help skills. Pants that button are always difficult for the young children. Shoes that provide safety are necessary. No flip-flops or crocs that do not have a back strap. This footwear can be a potential hazard during play and gross motor activities.

Paint Removal: Poster paint can be removed from children's clothing easily using 1/4 cup of dishwashing detergent in a basin of hot water, soak, and then wash.

Supply List

A supply list will be sent to you in July/August.

Library

The three-year-old children will visit the school library in the form of a field trip to become familiar with the room and our librarian. The four-year-old children will visit the library on a regular basis. Books must be returned in order to check out another book. If a book is lost, please contact our librarian to acquire the fee for the lost book.

Newsletters

The oldest child will receive school newsletters. Children will receive a newsletter relative to their classroom throughout the school year.

Parent Participation

Your child will be eager to share their day with you. We encourage you to take an active interest in what is shared or in what is brought home to you. Please contact your child's teacher if you have any questions or concerns.

Visitation

We encourage parents to be active partners in their child's education. If you would like to visit the classroom, please schedule a time for your visit with your child's teacher. Volunteer information will be available upon request in the main office.

School Adjustment

All children in the preschool program are accepted on a trial basis. There are times when a child or parent does not adjust to our program. If there is an adjustment problem, each situation will be reviewed and necessary actions will be taken.

Drop-off and Pick-up Procedures

Preschool students are dropped off at the auditorium Door #6. Please keep the drop off line moving. The Poplar Street door is locked at all times. The students will enter school with the other students and be instructed on where to go by a teacher. The following procedures must be followed:

1. Children must be let out at the auditorium door #6.
2. If a parent or grandparent wants to accompany the child into the building, the car must be parked in the parking lot and the Cherry Street entrance (Door #1) must be used.
3. Preschool children will not be allowed to cross any street.

If you are running late and door #6 is locked, you will need to park your car and escort your child into the Cherry Street entrance (Door #1).

It is very important that if you need to leave your car, you park it in the parking lot. Vehicles cannot be left in the pick-up or drop-off line to prevent any backups

Half Day Parents:

A teacher will dismiss the children out the Poplar Street door for **half day** students only. Please line up along the curb and a teacher will let the students out two at a time for loading into cars. After those two cars pull away, the next two pull forward and so on until all students are loaded into their cars. **It is very important to keep the line moving.** If you need to talk to your child's teacher or you need to help your child into the car, please park (in the parking lot) and walk up to the school.

P.M. Pick-up:

Preschoolers will be dismissed out the door to the side parking lot, between the school and S.S Peter & Paul. The rest of the school will be dismissing out the same doors. It is important that you wait to leave the parking lot until the teacher with the STOP sign at the end of the lot signals for you to go.

We have a good system for dropping off and picking up if everyone cooperates and follows these procedures. We must have your strict adherence to them for the safety of your children. Thank you.

Field Trips

Field trips are excellent learning opportunities, and we try to take advantage of the resources around Huntington County. Permission slips will be sent home and must be signed and returned before a child may go. If for some reason, a child cannot go on a trip, they should be kept home that day.

A parent/guardian signature on a standard school field trip form is required before a student will be allowed to go. Verbal permission by phone is never permitted.

Parents volunteering to drive for a trip must have adequate liability insurance and a valid driver's license. Seat belts must be provided for all student passengers. All drivers must be at least 21 years of age and complete a mandatory background check. As of July 1, 2005, booster seats are required for each child in a car.

The three-year-old children will not partake in outside field trips.

Health Requirements

State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. Children are prohibited from being enrolled without a health form from the Huntington County Board of Health or an equivalent from your family physician. This form is to be filled out by the family physician and filed in the school office. Vision and Dental examines are recommended. Please see the attached form that lists all required immunizations.

Photographs and Videos of Students:

Occasionally, photographs of students are used for promotional purposes and the yearbook. If a parent does not want his/her student's photograph to be made public in ways such as these, a written statement must be sent to the office by the end of the first week of school.

Student Assessments

At preschool, your child will constantly be observed for growth in all developmental areas. Teachers will be looking for continuous growth in all areas. Your child will receive two progress reports throughout the school year. If any parent has concerns, a conference may be arranged at any time during the school year by contacting your child's teacher.

Illness/Injury Guidelines

It is not always an easy task to decide when your child is ill enough to be kept at home. This guideline will help you make that decision.

Colds: This is probably the hardest illness to decide. A mild cough or occasional runny nose is not cause to withhold a child from school, unless it is obvious that the child is not feeling up to attending. (A child with a non-stop runny nose or constant cough should be kept at home. The child would probably feel uncomfortable and very tired in a group of children and may pass along germs.)

Fever: The child should be free from fever for 24 hours before returning to school.

Medications: After taking antibiotics for 48 hours, providing that your child feels fine and the doctor agrees, your child may return to school. State law forbids a school from dispensing any medication. Since some children must receive medicine during the school day, the following conditions are to be obeyed:

1. Diocesan medication forms must be filled out for prescription and over the counter medicine.
2. The form and medication are brought to the office **by the parent/guardian** immediately upon arrival of the student to school.
3. Medications must be in original prescribed containers

Chickenpox: All pox must be scabbed over before returning to school.

In-School Illness: If a child becomes ill while at school, is feverish, vomiting or experiencing discomfort, we will phone you to take your child home. If we are unable to reach anyone at home and the child is vomiting, the emergency contact will be called.

Accidents: Accidents of any nature, which may require completion of insurance forms, must be reported to the school as soon as possible.

Emergency Forms: An emergency form for each student is kept on file with each preschool teacher. In case of an address or phone number change, please notify your child's teacher promptly. Parents should make provisions to have children picked up in case of illness.

Should a serious accident occur during school hours, we shall attempt to contact the parents. If they are not available, the emergency number on the emergency form will be called. If there is no answer, we will take the child to the Parkview Huntington Hospital Emergency Room and contact the child's doctor.

Home and School Association

The Home and School Association (HASA) exists to promote good communications between administration, teacher, and parents and to assist the school through fund raising activities each year. All parents and guardians are automatic members of the Home and School Association (HASA). Watch for meeting times and volunteer opportunities throughout the school year.

Noncustodial Parent

This school abides by the Buckley amendment with respects to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and other school related information regarding the child. If there is court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is required that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

Registration Fee

There is a \$50.00 nonrefundable registration fee per family that will be paid each year your child or children are in attendance.

Tuition

Tuition is due the first day of every month. You will receive an envelope to put your payment into and your child's teacher will forward it to the office for credit. Tuition must be paid in full for the child to participate in the pre-school graduation ceremony and to be considered for future enrollment. If you encounter financial difficulties, please contact the school principal to make alternate arrangements. Any questions please contact our school office.

What We Do In Three and Four Year Old Preschool?

- **Circle time** is group gatherings designed to enhance preschoolers' social skills, expand their attention spans, and stimulate their thinking. New academic skills are introduced during this time.
- **Story time** is designed to help preschoolers develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills and expand their knowledge base. We read at least one book each day.
- **Art activities** help children express their thoughts and feelings. They reinforce fine-motor skills and concept development in areas such as following directions, shapes, colors, and size relationships. Art activities always support additional comprehension of our story for the day.
- **Fine-motor activities** help improve small-muscle development and eye-hand coordination. Fine-motor activities include puzzles, stringing beads, pegboards, cutting strips of paper, and coloring, using tweezers to pick up objects, and putting stickers on paper.
- **Gross-motor activities** give children the opportunity to use their large muscles as they participate in fun, healthy exercises such as running, jumping, climbing, throwing and catching balls, bouncing balls, and playing group games.
- **Dramatic play activities** help children express themselves, practice life skills such as sharing and taking turns, increase self-esteem, build vocabulary, solve problems, and just have fun getting dressed up!
- **Music activities** allow children to explore sound, volume, tempo, and rhythm and promote listening skills, social skills, and creative expression. Music activities include songs, playing instruments, and finger plays.
- **Science activities** offer children many opportunities for hands-on observation, investigation, experimentation, exploration, and making predictions.
- **Sand and water activities** allow children to experiment with textures and properties of different substances including sand, water, rice, oatmeal, styrofoam, etc. These activities also promote the development of math, science, and language skills.
- **Block play** gives children experience with concepts such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted.
- **Religion** a new value will be introduced each month. Role-playing, stories, and other various activities will enhance the enrichment of this special time.
- **Other Activities:**

*Calendar
*Painting

*Patterning
*Music

*Play-doh
*Sharing Time

* Gym
*Various Manipulatives

*Library

WHAT DO WE DO IN PRESCHOOL?

4 - 5 year olds

- **Circle time** is group gatherings designed to enhance preschoolers' social skills, expand their attention spans, and stimulate their thinking. New academic skills are introduced during this time.
- **Story time** is designed to help preschoolers develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills and expand their knowledge base. We read at least one book each day.
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- **Sand and water activities** allow children to experiment with textures and properties of different substances including sand, water, rice, oatmeal, styrofoam, etc. These activities also promote the development of math, science, and language skills.
- **Block play** gives children experience with concepts such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect, and classification. Cooperative play skills, problem solving, and creativity are also promoted.
- **Bible Story** introduces the children to some of the more well known stories from the Bible. After listening to the story, the children create their own booklet to help them remember what they have learned.
- **Other Activities:**

*Calendar

*Painting

*Gym Class

*Monthly Field Trips

*Patterning

*Singing

*Library

* Accelerated Reading

*Listening Center

*Show & Tell

*Grade Sharing Days

* Music Class

*Christmas Program

*Graduation Program

Preschool Questionnaire

Child's Name _____

What name do you want your child to use at school?

What is your child's birth date? _____

With whom does your child live?

Please circle: both parents mother father

What is your home address? _____

Please list phone numbers where you can be contacted if we need to call you during preschool hours.

Are there siblings or others in your home? Please list names and ages.

Has your child been involved in any group experiences with other children or has he/she attended another preschool program prior to this one?

What experiences do you want your child to have in preschool this year?

Does your child have any allergies? If so, to what? _____

Does your child have any fears? _____

How do you deal with misbehavior in the home? _____

What comforts your child if he/she is upset? _____

Is your child right or left handed? _____

What play materials or equipment seems to hold your child's attention the longest?

Do you have any concerns/questions about our preschool program?

Please tell me any other information about your child that you think would be relevant. (Any emotional trauma or incidents of which we should be aware.)

Thank you for providing this information. It will help me to know your child better and be able to give him/her a wonderful year in preschool. ☺

Mrs. Amber Nevius

Disclaimer

Huntington Catholic School and Early Childhood Department reserves the right to add, or change any of the information stated in this handbook. The early childhood handbook is coordinated with and does not conflict with the Huntington Catholic School Handbook.

Signature _____

Printed Name _____

Date _____

Please return pages 13, 14, 15, and 16 to your child's teacher.