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St. Stephen's

**Preschool-PreK**

**Student Handbook**

**2021-2022**

Dear Parents,

Thank you for choosing **St. Stephen's Preschool-PreK** as your child's preschool. In preschool, your child will experience classroom routines, sharing, using manners, making friends, following instructions from teachers and much more. We do our best to make learning fun. Lots of rhymes, finger plays, and songs are included in each day's learning activities as well as hands on discoveries including making paint, making play dough, mixing colors, feeling textures, learning to write and/or recognize names, learning to write and/or recognize letters and numbers, learning about our community, learning about safety and lots of other fun learning activities. We use Starfall Curriculum for fours and Frog Street for threes as a base but can supplement or choose alternative activities to meet the needs of the children in a developmentally appropriate way.

If you have any questions or concerns during the school year, please don't hesitate to email me at [kezimmer@eoni.com](mailto:kezimmer@eoni.com) or call/text me at 541-519-4526.

[www.bakerststephens.org/preschool](http://www.bakerststephens.org/preschool)

**Karen Zimmer**

Preschool Teacher

**St. Stephen's Preschool-PreK**

#### **Preschool Dress Code:**

Children need to dress appropriately for the weather. Each child needs to carry a **backpack** provided by parents to and from school each day with a change of clothing in a larger zip lock bag as "accidents" do sometimes happen. Sturdy shoes are especially important. Don't send them in their "Sunday Best" because we do messy activities with paint and glue.

#### **School Supplies:**

The start-up set of supplies will be purchased by the teacher with your supply fee. Included will be folders, crayons, white glue, glue sticks, pencils, paints, tissues, hand sanitizer, wipes, various types of papers, stickers, scissors, etc.

#### **Preschool Assessments:**

Each preschool student will be assessed 2 times each school year. The first assessment takes place in January. The second assessment takes place in May and with a conference. These assessments are teacher-made, not standardized. However, if your child has already turned four and will be entering the school district kindergarten the next school year, the school district will notify you about DIAL testing in the spring to ask permission to do the DIAL with your child.

### **Preschool Assessment Areas:**

Preschool students at St. Stephen's Preschool-PreK are observed in the following areas:

**Social Interaction with Peers**

**Following Instructions from Teachers**

**Appropriate School Behavior**

**Classroom Participation**

**Literacy development**

**Math readiness and concepts**

**Fine Motor Skills**

**Gross Motor Skills**

### **Recess Policy:**

Our students may play outside unless it's very cold, raining, extremely windy, icy, or covered with deep snow. On warmer days, we may be outside for 15-20 minutes.\* On colder days we may be out for only a few minutes to get some fresh air and run around. Please dress them appropriately for the weather.

When it is very cold or it is just unpleasant outside, preschool students have indoor recess.

When the weather is cold, please make sure that you send your child with a winter coat, hat, and mittens that are clearly marked with child's name on them so your child can be dressed appropriately to play for a little while outside.

\*While the weather permits in September, we will try to do some of their other preschool activities outdoors in the fresh air.

## Snacks

You will be asked to send a **prepackaged**, nutritious snack about 2 days a month. The preschool will provide the snacks in September.

## Preschool Classroom Rules:

- Students are expected to use walking feet in the building.
- Students are expected to practice lining-up skills with their class for recess and other transitions.
- Students are expected to stay in their classroom area and not leave the area without a signal from the teacher.
- Students are expected to sit in a way that is not disruptive to other children at Circle and Story time.
- Students are expected to participate in the activities their class is doing each day.
- Students are expected to be respectful to teacher, helpers, and other students.
- Students are expected to follow safety instructions from their teachers.

We encourage parents to praise their children for their accomplishments each day and address concerns from their teacher if a note is sent home or a call/text is made. We believe that a strong partnership and frequent communication between teacher and parents is an important part of helping your child learn to make good choices.

## Consequences:

We believe that it is important for children to learn at an early age that when they make certain choices, they may face developmentally appropriate consequences for their choices. With that being said, we try to connect with the preschoolers in a positive way to help them develop appropriate behaviors. If a child seems as though her or she is just not ready for this type of program this year, we might suggest leaving the program at this point and trying again next year. (We rarely do this, though.)

**Potty Trained? Yes, I expect the students to be potty trained (especially bowel movements) by the time they come to preschool.** Potty-training is **not** a part of what we do. *Talk to me ahead of time if your child is in a pull-up for occasional wetting.* Since even potty-trained children will sometimes have “accidents”, please remember to keep an extra change of clothing in the backpack.

## **Parental Involvement:**

At St. Stephen's Preschool-PreK, we realize the great responsibility that is given to each parent. We realize that our role is to support and partner with parents to provide the best experience that we can for each child during school hours.

Opportunities for us to partner, support and communicate with parents include but are not limited to:

- Frequent communication. (Email is great since sometimes it's too busy at start up and dismissal time.)
- Snack Calendars and Helper Sign Up Forms
- Weekly newsletters sent home with updates, pictures and school information.
- Parent / teacher conferences (held whenever necessary and at end of school year)
- Volunteer opportunities in classroom. However, volunteers are required by CCD/ELD to submit to some form of background check which may require a fee to the agency doing the check.
- Helping with a fundraiser.
- Helping with a field trip.

*We are a recorded program (with CCD) and require background checks for classroom volunteers.*

## St. Stephen's Preschool/Pre-K Schedule (Approximate)

8:00 Door unlocked. Preschoolers may start arriving. Take-It-To-Your Seat Activities while others arrive. \* *See note below.*

8:15– 8:30 **Morning Meeting.** Gathering. Warm up your brain activities. Integrated theme activities including some math and literacy skills.

8:30 – 8:45 **Routine.** Attendance Activities. Weather observations.

8:45 - 9:30 **Learning Centers.** Teacher/ helper interact, observe and engage children.

9:30 – 9:45 **Circle Time.** Share Center experiences. Phonemic awareness/ Phonological Warm Up. Early literacy/Letters-Sounds

9:45 - 9:55 Wash up. **Snack. Show and Tell.**

9:55 - 10:10 **Recess** or Indoor ball activities, movement, games, etc.

10:10 - 10:20 **Story time.** Read-alouds and related concept-development activities.

10:20 – 10:50 **Exploration.**

10:55 - 11:00. Recap. Gather belongings. **Dismissal\*\*** *See note below.*

*\*At the present time, we will do a quick health check (four or five questions) and a temperature scan by the entrance. Parents will need to tell their children good-bye at the entrance.*

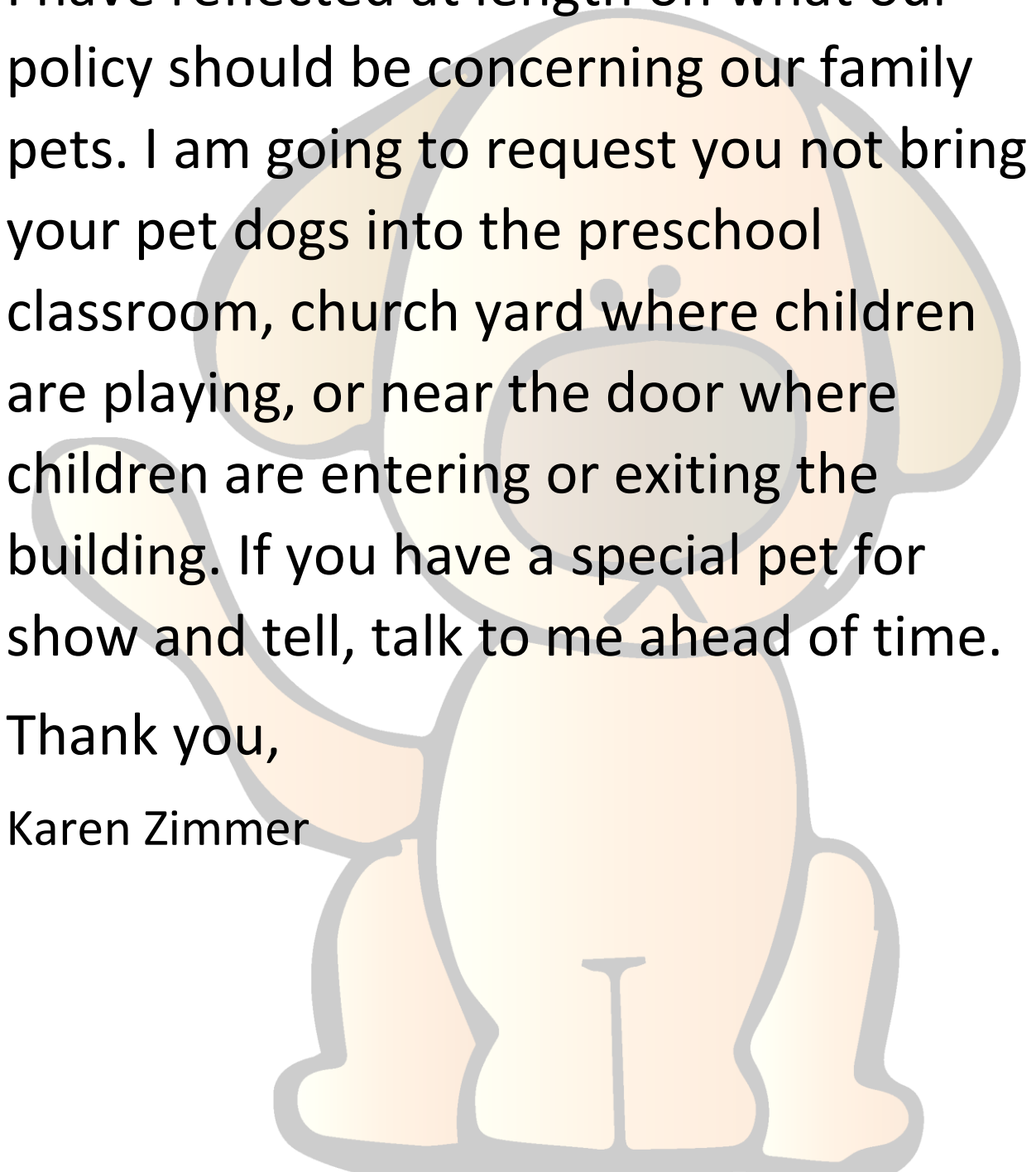
*\*\* At the present time, we will bring the children outside for dismissal. Parents will pick their children up by entrance.*

Dear Parents,

I have reflected at length on what our policy should be concerning our family pets. I am going to request you not bring your pet dogs into the preschool classroom, church yard where children are playing, or near the door where children are entering or exiting the building. If you have a special pet for show and tell, talk to me ahead of time.

Thank you,

Karen Zimmer



**Read, sign, and return to teacher.**

## **St. Stephen's Preschool-PreK Parent Agreement**

**St. Stephen's Preschool –PreK** offers developmentally appropriate readiness and enrichment activities for 3 and 4 year olds (and young 5 year olds who did not turn 5 by September 1<sup>st</sup>). We realize that our role is to support and partner with the parents to provide the best education we can to each student during school hours. In order for this partnership to be effective, we (the parents) agree to the following guidelines:

- **School begins at 8:00 a.m. I agree to do my part to get my child to school on time each morning. Dismissal is at 11:00. I will pick up promptly.**
- Preschool students work on learning social and early math and literacy skills (readiness) during school hours. I agree to read the newsletters and help with special projects that are sent home to help my preschooler realize that learning is not just something that happens at school; it is a part of our everyday life.
- **Frequent communication will be sent home to parents regarding their child's academic and social progress. I realize that it's important for me to read these notes; praise my child for their accomplishments and address any concerns with my child.**
- Meetings are scheduled in May for parents and teachers to discuss their child's progress in academic and social skills. I agree to attend this meeting.
- **I agree to take an active role in my child's education by providing learning opportunities for them at home. I will help them go to bed on time so they can get a good night's rest and be ready to learn. I will help them dress appropriately for school. I will encourage them to look at books.**
- I agree to work with the teacher on behavior issues should they arise.
- **The tuition is \$150 a month with a one-time only \$80 supply fee. I know tuition is due on or before the 10<sup>th</sup> of each month.**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

St. Stephen's Preschool-PreK Teacher: Karen Zimmer



