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St. Stephen's

**Preschool**

**Student Handbook**

**2023-2024**

Dear Parents,

Thank you for choosing **St. Stephen's Preschool-PreK** as your child's preschool! At St. Stephen's your child will experience classroom routines, build social skills, learn, grow, and make friends. We provide a safe, caring, engaging environment and recognize the value of play in early childhood learning. Songs, stories, centers, early math and literacy skills, and movement are integrated into our daily schedule. You'll also find us regularly engaging in art, science, making hands on discoveries, and having fun! We use Starfall curriculum as a base as well as components of Conscious Discipline, while also incorporating supplementary or 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 call or text the teacher.

<http://www.bakerststephens.org/preschool.html>

## St. Stephen's Preschool-PreK

### Schedule

Preschool is held Monday through Thursday from 8:00am to 11:00am. With a few exceptions, we follow the Baker 5J district calendar for breaks and holidays. Occasionally during the school year, when we are off for a school holiday on a Monday, we will have a makeup day on Friday of the same week (see detailed calendar in Welcome Packet).

### Clothing

Children need to dress appropriately for the weather. Sturdy shoes are especially important. Coats, hats, and gloves are needed for winter months. Clothing that is easy for children to manage by themselves when using the restroom is very helpful.

Please send to be kept at school:

- Change of clothes in a gallon size Ziploc to be kept at school in case of accidents and replenish clothes as needed.
- Oversize t-shirt to be used as an art smock.

### 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. Supplies will be available in the classroom for all of the students in the class to use. In the event we use up all of these supplies during the year, a list will be posted if you wish to contribute items later on.

Each child needs to carry a **backpack** provided by parents to and from school each day .

### 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. These assessments are teacher-made, not standardized. If your child will be entering public kindergarten the next school year, Baker 5J will request an assessment form from the teacher. (Preschool teacher assessments have recently replaced the previous DIAL Assessment procedure.)

## **Snacks**

You will be asked to send a prepackaged, nutritious snack about once or twice a month depending on the number of students.

## **Preschool Learning and Development Goals**

Curriculum and activities are designed with Oregon Early Guidelines in mind in order to support students in learning critical language, cognitive, social, and motor skills that will give them a foundation for success in school and life. We recognize the importance of developmentally appropriate practice and that children grow and develop at their own pace. Oregon Early Learning Guidelines include a continuum of learning and development in five areas: approaches to learning, social-emotional development, language and communication, literacy, and mathematics. At St. Stephen's we also make sure to build in science, art, physical activities, and play which are critical in addressing the needs of the whole child and building a positive first school experience.

## **Recess Policy - Weather**

Our students may play outside when it is above 20° Fahrenheit (taking wind chill into consideration) as long as it's not raining, very 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 children appropriately for the weather. When it is below 20° Fahrenheit 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 their name so your child can be dressed appropriately to play for a little while outside.

## **Building Safety**

Teachers meet students outside at the beginning of the school day. For safety, the outside door to the preschool classroom remains locked while school is in session. Teachers escort students out of the building at the end of the school day to meet families outside. The lead teacher will keep their cell phone on during school hours so parents may call when the need arises. Texts may not be answered promptly as our focus is on the students. Please call if you need to contact us right away.

## **Pets / Dogs**

Please do 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 the teacher ahead of time.

## **Potty Trained?**

**Yes, we expect the students to be potty trained (especially bowel movements) by the time they come to preschool.** *Talk to the teacher 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 make sure the extra change of clothing kept at school is complete.

## **Preschool Classroom Rules**

- **Be Kind**
- **Be Safe**
- **Be Helpful**
- **Do Your Best**

Everything we do at school falls into one or more of these categories. Examples, modeling, and lots of good practice help us make behavior choices that enable us to take care of ourselves, our school and one another. Specific examples include using walking feet, gentle hands, kind words and listening ears. Expectations also include staying in the classroom area, following safety instructions, cleaning up after ourselves, taking turns, and participating in class activities.

We encourage parents to recognize their children for their growth and efforts each day and address concerns from their teacher if needed. 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.

## **Classroom Management**

We work to provide a foundation of safety and caring, a predictable classroom routine, and clear consistent boundaries. In this way, children are set up for success to learn and practice following school rules, managing emotions and interacting appropriately with teachers and peers.

## Behavior

Safety and kindness are paramount in the classroom and we are constantly helping children understand and make choices that are safe and kind for themselves and others. It is also important that students are able to regulate their bodies, actions, and emotions in such a way that they are able to follow classroom routines and guidelines and not disrupt the learning of others. If students are not able to be safe, kind, or self-regulate, some of the following consequences may occur:

- Student given a seat in an area removed from the group to calm down.
- Temporary and age-appropriate loss of privilege.
- Teacher speaks to parents about behavior.
- Student sent home for the rest of the day (session) after teacher speaks to parents depending on severity of behavior. (This rarely happens,)
- Student dismissed from St. Stephen's Preschool-PreK if behavior issues continue that seem to be indicating the child is **not quite ready** for this preschool experience this year.

## 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 or text is great since sometimes it's too busy at start up and dismissal time.)
- Snack Calendars and Parent Helper Sign Up Forms
- Newsletters sent home with updates, pictures and school information.
- Parent / teacher conferences
- Volunteer opportunities in classroom. Please note: we are a "Recorded Program" and require background checks for classroom volunteers. Beginning September 1<sup>st</sup>, volunteers will need to enroll in the Oregon Department of Education Central Background Registry (CBR) and provide us with proof of their approval.
- Helping with a field trip or class party.

## Immunizations

We comply with Baker County Health Department immunization requirements. We need to have copies of your child's immunization record at registration time or at the very beginning of preschool.

## ST. STEPHEN'S PRESCHOOL LESSON PLAN / DAILY SCHEDULE OVERVIEW

TIME	ACTIVITY	SPECIFIC PLANS
8:00	<b>Arrival &amp; Morning Routine</b>	Students do the morning routine when they come downstairs. The routine is to put belongings in cubbies, move name on pocket chart from home to school, question of the day, and table activity.
	<b>Table Time</b> <i>Independent Literacy, Math, Fine Motor practice</i>	Fine motor activities that can be done without peer or teacher help. Students pick a table and do the activity at the table. Visit and connect with teachers and one another. "Good Morning" song when it's time to clean up.
8:15	<b>Morning Meeting</b>	Welcome Chant Weather / Pledge / Affirmation / Practice C.D. calming strategies - Helper of the Day Songs, books, group activities related to theme or social skills
8:45	<b>Learning Centers</b> <i>Learning through play at free choice centers</i>	Students pick a center and work independently or with friends. They may change centers as they wish (basic clean-up before moving if no one else is playing there). Center materials may change periodically and open centers may rotate. Skills & concepts addressed include literacy, math, science, art, fine motor, and SEL.
9:15	<b>Circle Time</b>	Debrief centers / Early Literacy Practice
9:30	<b>Wash-Up Snack</b>	Practice good hygiene / healthy habits, thankfulness, and social interaction. Group poem before snack
9:50	<b>Journals</b>	After an informal modeling lesson, children "draw a story" and tell a teacher about it. Teacher dictates. Some children may "write" about their own story.
10:05	<b>Recess</b>	Outdoors if possible. Gross motor focus.
10:20	<b>Songs or Mini-Lesson</b>	Can include intro to the small/group exploration. Sometimes counting songs or resting songs.
10:30	<b>Exploration / Small Group activities</b>	Teacher directed small group activities using skills that may be difficult to master independently but can be done with assistance. May include projects or small group centers. Different focus each day of the week: literacy, math, art, science/STEAM.
10:50	<b>Goodbye and Closing Routine</b>	Recap our day. Put on our backpacks, coats, etc. Meet at rug to sing our good bye song. Students go upstairs as a group. Dismiss to parents.

## St. Stephen's Preschool Parent Agreement

**St. Stephen's Preschool** 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 and make sure they have a good breakfast to start the day. Dismissal is at 11:00. I will pick my child up on time.
- Preschool students work on learning social and early math and literacy skills (readiness) during school hours. I agree to read the communications from school and help with special projects that are sent home. Teachers will work to make sure parents are informed of children's successes and struggles at preschool. I will address concerns as needed and help recognize positive growth and events in my child's school life.
- 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 read with my child; encourage them to look at books and make discoveries; support their imaginative play; and help them as they develop social, emotional, and self-regulation skills.
- I agree to work with the teacher on behavior issues should they arise.
- The tuition is \$250 a month with a one-time \$80 supply fee. I understand tuition is due on or before the 10<sup>th</sup> of each month. Tuition is \$2250 for the year divided into 9 monthly payments of \$250 with holidays and break days already figured in. The supply fee is a separate additional fee and should be paid at the time of registration if possible.

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

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

St. Stephen's Preschool Teacher: \_\_\_\_\_



Three-year-olds must be  
three on or before Sept.  
1, 2022 and potty trained.

## Saint Stephen's Preschool and PreK Application for Threes and Fours



Child's name: \_\_\_\_\_

Name child is to be called at school if different from above: \_\_\_\_\_

Birth Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Age as of Sept. 1st \_\_\_\_\_

Address \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Home # \_\_\_\_\_ Work/Cell# \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Home # \_\_\_\_\_ Work/Cell# \_\_\_\_\_

Names/ages of siblings: \_\_\_\_\_

EMERGENCY CONTACT (Please list additional contacts on the back of this form.)

Name \_\_\_\_\_ Home # \_\_\_\_\_ Work/Cell# \_\_\_\_\_

List anyone else besides yourself who may be picking up your child:

\_\_\_\_\_

Does your child have any allergies (please include food, animal, or other allergies)? List:

\_\_\_\_\_

\_\_\_\_\_

Are there any other health conditions we need to be aware of? Please explain:

\_\_\_\_\_

\_\_\_\_\_

What are some of your child's interests and what are some things your child likes to do?

\_\_\_\_\_

\_\_\_\_\_

Anything else you would like us to know about your child? Please explain on the back of this form.

Are you interested in volunteering in the classroom? (background check required) \_\_\_\_\_

**Tuition is due on or before the 10<sup>th</sup> of each month. We meet Monday, Tuesday, Wednesday, Thursday from 8:00-11:00 a.m. and generally follow the Baker 5J calendar for breaks and holidays. If possible, please submit one-time \$80 supply fee with your registration.**

One time supply fee \$80. Tuition \$250 per month

Parent/Guardian signature: \_\_\_\_\_

Updated 6.23

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