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St. Stephen's

Preschool-PreK

Student Handbook

2022-2023

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, 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 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 call or text teacher Katie Ash at _____.

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

St. Stephen's Preschool-PreK

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. 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.

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 Assessment 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 - 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.

Snacks

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

Building Safety

Teachers meet students outside at the beginning of the school day and the class enters the building together. 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.

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 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 a choice to not follow school rules, they may face developmentally appropriate consequences for their choice.

Consequences for choices are based on the severity of the behavior.

Examples of consequences that are used in preschool classes include:

- Student given a seat in a “safe, calming area” to think about his/her feelings and choices.
- Teacher speaks to parents on phone 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.

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 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 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 (held whenever necessary and at end of school year)
- Volunteer opportunities in classroom. (Please note, volunteers are required by CCD to submit to a 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. 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/Pre-K Schedule (Approximate)

8:00 Preschoolers arrive.

8:00-8:15 Morning boxes or take-it-to-your-seat activities

8:15 – 8:30 **First group time.** Attendance Activities. Weather observations.

8:30 – 8:45 **Morning Meeting.** Gathering. Warm up your brain activities. Integrated theme activities including some math and literacy skills.

8:45 - 9:15 **Learning Centers.** Teacher/volunteer helpers interact, observe and engage children. No pull-out sessions.

9:15 – 9:30 **Circle Time.** Share Center experiences. Phonemic awareness/Phonological skills practice. Early literacy/Letters-Sounds

9:30 – 10:00 Wash up. **Snack.**

10:00 - 10:15 **Recess** or Indoor Gross motor time. Ball activities. Games.

10:15- 10:30 **Story time.** Read-alouds and related concept-development activities.

10:30– 10:50 **Exploration.**

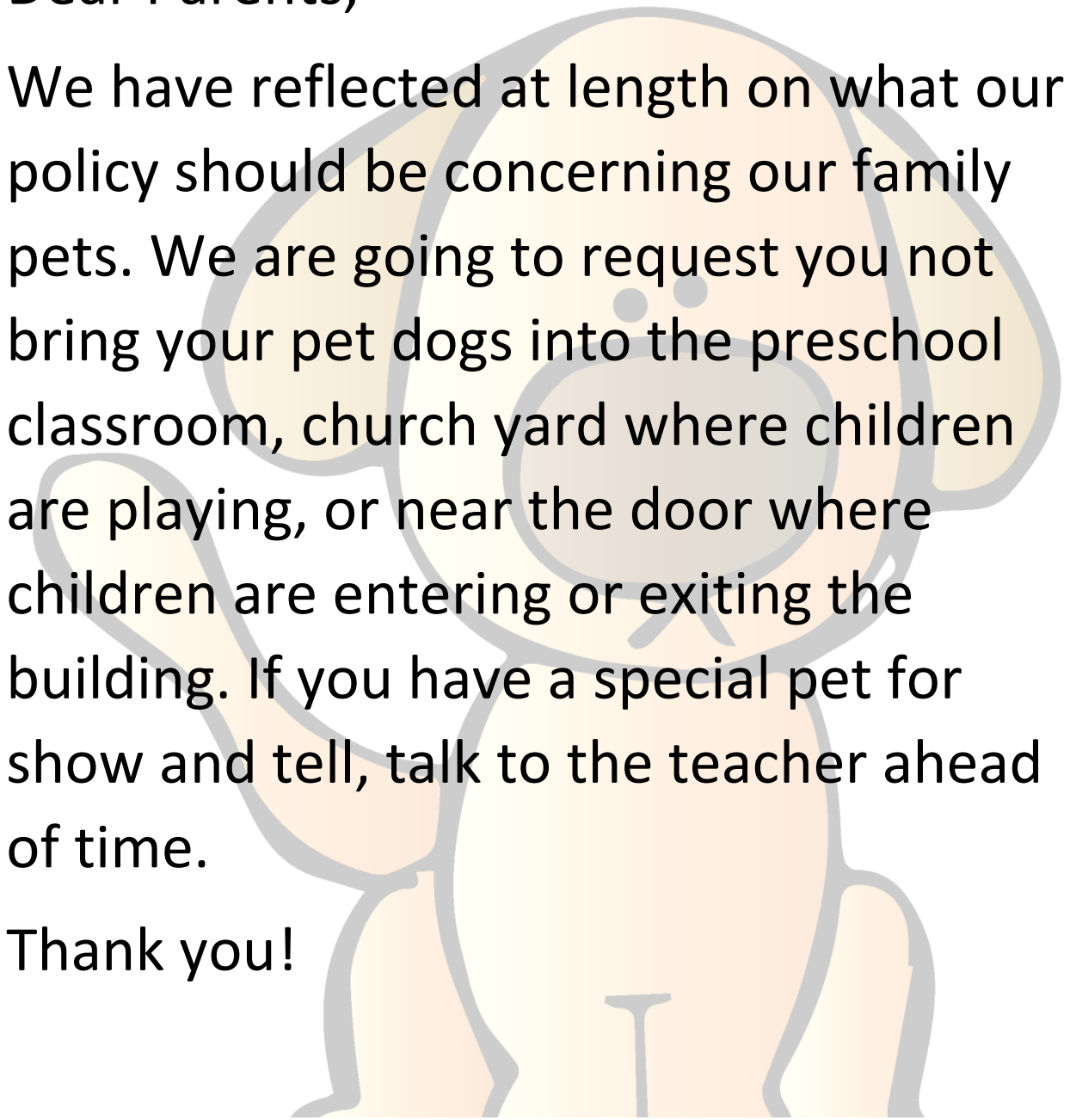
10:50 - 11:00. Recap. Gather belongings. **Dismissal**



Dear Parents,

We have reflected at length on what our policy should be concerning our family pets. We are 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 the teacher ahead of time.

Thank you!



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 1st). 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.**
- 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 them 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 \$80 supply fee. I understand tuition is due on or before the 10th of each month. Tuition is \$1350 for the year divided into 9 monthly payments of \$150 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-PreK Teacher: _____