



### The goals of St. Agnes Preschool are:

- To help your child become an enthusiastic learner. This means encouraging your child to be an active and creative explorer who is not afraid to try out his/her ideas and to think his/her own thoughts.
- To help your child become an independent, self-confident, inquisitive learner. We are teaching your child how to learn, not just in preschool, but also all through his/her life.
- To give your child good habits and attitudes, particularly a positive sense of self, this will make a difference throughout his/her life.

### We believe that -

- Your child is a unique individual, with talents and potential for growth and deserves our full attention.
- Each child has physical, social, emotional, cognitive, and spiritual needs that must be enhanced.
- Children develop sequentially from one stage to another. Thus, we feel that children must be provided with opportunities that will challenge them and aid in their progression from one stage to the next.
- Children construct knowledge through experience. Our program will provide your child with a large variety of activities that will allow for success and encourage advancement in all areas of development.
- For children to grow, they need to exist in a setting that meets their basic developmental needs. Our program provides a comfortable environment in a school setting that is specifically structured to meet the physical, emotional, and developmental needs of your child.
- The teacher serves as a positive role model and provides care that is supportive, nurturing, warm, and responsive to your child's individual needs.

Young children are active learners who construct their own understanding and knowledge of the world. As a result, our curriculum is an integrated approach to content, skills and attitudes to provide an effective learning environment. The St. Agnes Preschool curriculum focuses on goals in the following developmental areas:

- **Social** – Your child will gain many social skills through participating in a routine that is fun and familiar. This routine provides a variety of experiences, ranging from supervised free play to organized group games. Your child is offered large and small group activities, individual play time, snack time, sharing time, and outdoor play when weather allows. Walking field trips and car trips are scheduled to broaden your child's experience. We hope that positive interaction with other children and adults will strengthen your child's self-image. Your child's individual differences are recognized and our program is modeled to meet a variety of needs.

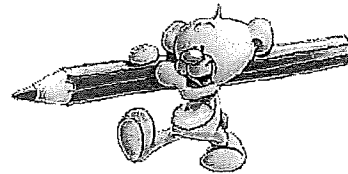
- **Emotional** – Your child will experience pride and self-confidence, develop independence and self-control, and have a positive attitude toward life.
- **Cognitive** – We will explore many new and exciting things each day through thematic units and themes that will encourage positive growth in these integrated areas:
  - \***Language Arts:** One of our sincerest hopes is to nurture a love of literature in each child's life. We attempt to do this by offering a daily story time and informal reading corner, puppet plays, and dramatizations. We also strive to broaden your child's vocabulary, experiences, concepts, interests, and opportunities for expression through sharing time, stories, flannel board activities, etc. Pre-reading skills such as sorting, classifying, sequencing, listening, discriminating, and recalling are incorporated into daily routine. In addition, the school has an extensive library with age-appropriate books.
  - \***Mathematics:** Daily experience in counting, recognizing sets, shapes, numbers, and patterns are offered in our program. We demonstrate many math concepts with concrete objects and manipulative materials through cooking activities, games, art projects, block building, daily routines, etc.
  - \***Science and Social Studies:** Your child is exposed to science and social studies topics to arouse his/her curiosity, expand his/her vocabulary, and enhances his/her understanding and enjoyment of the world. Topics (such as weather, seasons, and community helpers) are presented in art projects, dramatizations, sharing time, field trips, and other informal settings.
  - \***Art:** Our preschool offers your child many opportunities to express himself/herself through art. Your child will use a variety of methods of painting and learn about colors. Art is used to teach and reinforce many of the ideas that are emphasized in other areas.
  - \***Music:** Your child will have many opportunities in preschool to participate in singing, finger plays, dancing, creative movement, and rhythmic activities. We hope that your child will truly come to enjoy music through listening and participating.
- **Physical** - Your child will increase his/her large and small muscle skills and help him/her feel confident in what his/her body can do. Outdoor and indoor equipment is available for climbing, swinging, jumping, etc. Many manipulative games, puzzles, and art experiences are included in each day's program to develop small muscles and eye-hand coordination essential for pre-handwriting readiness. Routines are established that teach self-reliance and promote good classroom behavior.
- **Spiritual** – Your child is accepted as he/she is, respected and loved as a child of God, and nurtured with genuine warmth and affection. Daily prayers, spiritual discussions, biblical stories, with an appreciation and general awareness of God's world will be a part of your child's religious education. In addition, we will structure time to cover topics including forgiveness, sharing, feelings, simple prayers and other.

#### SCHOOL DAY SCHEDULE\*

**\*\*Center Time**

Center activities will change frequently. They will include:

Art Activities  
Puzzles  
Books  
Blocks  
Language Activities  
Math Games  
Science Activities  
Water and Sand Play  
Dramatic Play



**\*\*Circle Time**

Prayer, Song, Story Time  
Thematic Activities  
Bible Story



**\*\*Snack**

**\*\*Continuation of Centers**

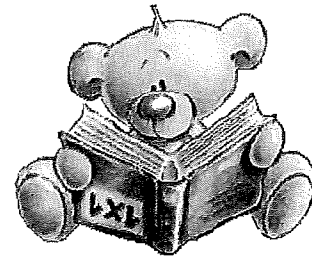
**\*\*Circle Time**

Singing, Games

**\*\*Outdoor Activities**

**\*\*Preschool News, Prayer**

**\*\*Dismissal**



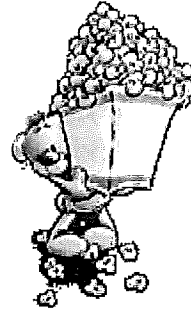
\* This is a typical schedule. Each day may vary somewhat, depending on the activities and interests of the children.

## **SNACK TIME:**

Our snack time is a very important part of the day. We will practice good manners and take turns serving. Conversation is encouraged as well as listening during this time. Nutrition is important and will be stressed. Each child will have an opportunity to bring snacks on a rotating basis. Milk will be served with the snack.

Snack suggestions:

Granola  
Crackers or celery with or without spreads  
Raisins  
Fruit pieces  
Cheese slices  
Peanut butter sandwiches  
Finger Jello  
Celery and carrot sticks  
Mixed low sugar cereals  
Popcorn



## **STUDENTS SERVED AND TIME SCHEDULE:**

St. Agnes Preschool enrolls children ages 3-5 years old in a multi-age grouping. The morning preschool runs from 8:30 a.m. to 11:00 a.m. and the afternoon runs from 12:45 p.m. to 3:15 p.m. Typically, the morning preschool consists of 3-4 year olds and the afternoon preschoolers are 4-5 years old.

## **TUITION:**

### **Parishioner:**

\$ 920 for the school year for two days.  
\$1,380 for the school year for three days.  
\$2,300 for the school year for five days.

### **Non-parishioner:**

\$1,130 for the school year for two days.  
\$1,690 for the school year for three days.  
\$2,820 for the school year for five days.

**FEE:** \$85.00 registration fee due at the time of registration and non-refundable.

**MILK FEE:** \$10.00 per year for 2 or 3 days.  
\$15.00 per year for 5 days.

## **TRANSPORTATION:**

St. Agnes Preschool is not responsible for transporting children to and from the preschool. Children either walk or are driven to school by their parents or legal guardian. Permission for another adult to pick up the child must be received by the teacher or the school office.

## **PERSONAL BELONGINGS:**

All children's personal belongings should be labeled by the parent. We strive to teach personal responsibility and respect for other's belongings. Each child will have a hook for coats and backpacks.



## **IN CASE OF EMERGENCIES:**

- A. FIRE: The children are instructed as to what to do if the fire alarm is sounded, we line up and file out to the sidewalk beside the playground.
- B. TORNADO: Children will be directed by the instructor to follow the emergency plan diagram as displayed on each classroom wall.

## **CHILD ABUSE, SERIOUS INJURY:**

We state that it is imperative for teachers to report suspected child abuse or serious injury to the principal. She/he in turn, will report to the Department of Social Services. We accept this concern. However, we realize it is mandated by law.

## **PARKING OF VEHICLES:**

The driveway is a one-way driveway - enter on the northeast side, off of Lewis St., and exit on the southwest side of the campus, onto Walker St. Preschoolers may be picked up by the main entrance at 11:00 and 3:15. Please drive with caution around the school parking lot.

## **BIRTHDAYS:**

If you would like to provide a birthday treat on your child's birthday you are welcome to do this. Treats do not have to be food. Other items might include birthday cups, napkins, trinkets or anything your child chooses to make his/her day a special one. Arrangements may be made with the teacher in advance of the day celebrated.



## **PARENT NOTES:**

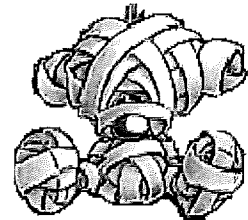
Please take time to read the parent letters/notes which will be sent home frequently. It also happens occasionally that a child mistakenly brings home an item that belongs at school or to another child. Please help out by returning these items.

## **PARENT INVOLVEMENT:**

Parents are encouraged but not required to participate at school in some way. It will be an enjoyable time for you and the children. The parents of our children provide a valuable service to St. Agnes Preschool. Your involvement in providing nutritious snacks, driving on field trips, reading a story, participating in school events, providing materials, and other ways has helped established a well rounded educational program with a family like environment. We are most grateful for the invaluable resource we have in you!

## **TOILET ACCIDENTS:**

**STUDENTS MUST BE TOILET TRAINED TO ENROLL IN THE ST. AGNES PRESCHOOL.**



It is not uncommon for a child to have a bathroom accident sometime during the school year. This can be an extremely embarrassing situation for the child. Therefore, care in protecting the child's feelings will be taken. A simple acknowledgment of the accident will be made and the child will change to dry clothing. Please keep an extra pair of pants and underwear in your child's backpack.

## **BEHAVIOR CHANGE:**

There may be a time during the year when there is a dramatic behavior change in your child. It may be caused by a change at home, a traumatic experience, or another event. If there is a noticeable change in your child at home or school it is important that the teacher be made aware of the reason. This will help in determining the needs of the child during a rough period for him/her and the family. The home situation will be regarded with the utmost of confidentiality.

## **FIELD TRIPS:**

The preschool will be taking educational field trips during the school year. Parents will be notified of trips. Volunteer drivers will be arranged.

## **RESOURCE PEOPLE:**

A valuable part of our educational program at St. Agnes Preschool is the resource people within our community. These individuals are invited to come and share their special hobby, job, culture, or talent. Through them, we will learn more about the world around us.

## GENERAL PROCEDURES:

1. The teacher will greet the children in the preschool as they arrive. Parents are encouraged to bring their child promptly at 8:30 a.m. for morning preschool and 12:45 p.m. for the afternoon session. Children are NOT to be in the room before 8:25 a.m. or 12:40 p.m. This allows the teacher the time necessary to prepare the classroom. Children may be picked up at 11:00 for morning preschool and 3:15 p.m. for the afternoon session.
2. Please send a backpack or school bag to school each day. Check for parent notes at the end of the day. The child's backpack should be big enough to fit a two-pocket folder and a library book.
3. Dress your child in suitable clothing for school. Some of our projects can be extremely messy. Although shirts will be worn for messy projects we don't want a child to be concerned about getting his/her clothing dirty and not participate.
4. Weather permitting, we will be going outdoors for activities each day. If the weather is unsuitable for outside play, we will have large motor activities in the gym. In snowy weather each child should be dressed with boots, mittens, scarves or hats, and a warm coat. (ALL CLOTHING LABELED PLEASE)
5. ABSENCES: Please call to notify the school if your child will be absent. This assures the school personnel that the child is in the safety of home and not in a problematic situation on their way to school. Children are expected to remain on school premises during the entire school time. If a child needs to leave, arrangements must be made with the teacher.
6. St. Agnes Preschool will typically follow the same calendar year as the Vermillion Public School calendar year. Parents are notified of conference days for the preschool.
7. If you need to visit with the teacher, please be courteous of the children and wait until school is over. The school secretary will take phone messages during school hours. If you need to talk to the teacher over the phone, the best time to call is after school. Please feel free to call the teacher over any concern you have no matter how small.
8. Parents are responsible for providing the snack. On occasion the teacher may request that you bring a specific item (vegetable, fruit, canned goods, etc.) to be used for a cooking experience. Please avoid non-nutritious snacks. We will be learning about healthy foods and nutrition during our snack time. A snack schedule will be sent home.

9. For safety reasons, please do not allow your child to bring any toys, candy, or food to school. Toys can easily become broken, lost, or stolen, and they are difficult to share.

## **POLICIES:**

### **IMMUNIZATION POLICY:**

All children must follow state immunization requirements. Any exemption to this requires a letter of explanation from the doctor certifying the medical need for the exemption. St. Agnes Catholic School does not grant religious exemptions.

(Adopted: February 17, 1998)

### **HEALTH/MEDICAL PROCEDURES:**

In the event that your child becomes ill or seriously injured during school, an immediate effort will be made to call the parent or person indicated on the emergency file. In the event of a serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service. Consistent efforts will be made during this time to contact the parents.

When your child is ill, or sent home ill, with a fever, vomiting, or other contagious forms of illness (excluding colds), please make sure that they are **symptom free (without medication) for 24 hours before they may return to school**. This assures the safety and well-being of everyone and prevents unnecessary outbreaks.

Parents are asked not to request that teachers keep a child indoors at recess or noon. Supervision is limited for these children. If a child is not well enough to play outside, he/she should be kept home. In special cases, permission will be granted, with written request from a physician.

### **Medication**

A parent or guardian must complete the AUTHORIZATION AND RELEASE FOR MEDICATION form and sign it for dispensing of medicine by a St. Agnes School employee. This procedure must be followed for each individual illness for dispensing of medicine to take place. Whenever possible prescription drugs and over-the counter medications should be dispensed by a parent or guardian. School personnel has limited or no knowledge of dispensing medication to students. Medication must be in a container provided by a pharmacy. Label must contain the name of the medication, the date pre-scribed, the student's name, the dosage, and the Doctor's name.



## Communicable Diseases

Children occasionally contract communicable diseases or conditions, which require that they be excluded from school. In the event a child contracts a communicable disease or condition (chicken pox, impetigo, head lice, scabies, strep infections, pink eye, ring worm, flu, etc.), please inform the school personnel so they can take preventative measures at school. If a "pandemic" situation arises, school officials will work closely with health and state authorities to keep parents updated, advised and informed.

## **WEAPONS (DANGEROUS/ILLEGAL) IN THE SCHOOL**

In order to preserve the safety and well being of all students and staff at St. Agnes School, the possession or use of dangerous and/or illegal weapons on school grounds or facilities or at any school sponsored activity or on any school transportation vehicles is prohibited. An exception would be weapons under the immediate control of law enforcement personnel or starting guns for athletic events.

A dangerous weapon is defined as any firearm, knife, device, or instrument, which is calculated or designed or could be used to inflict death or bodily harm. An illegal weapon is one which is prohibited by law or which is prohibited by law upon school grounds.

Any violation of this policy by a student will result in suspension from school for the remainder of the school day if violation occurs in the morning, and for the next full day if the violation occurs in the afternoon. A second violation in the same school year would result in a longer suspension to be determined by the St. Agnes School Board.

Any violation of this policy by St. Agnes School employees may subject the violator to termination, non-renewal or dismissal for cause proceedings or other disciplinary action.

(Adopted: March 4, 1998)

## **LATE TUITION POLICY:**

The business office will call or email families on late tuition, if it is 15 days or more past due. If the tuition is not received within 10 days after the call or email, a letter from the school is sent. If the past due tuition is not received within 10 days of the letter being sent, the principal will put late tuition on the next school board's agenda.

