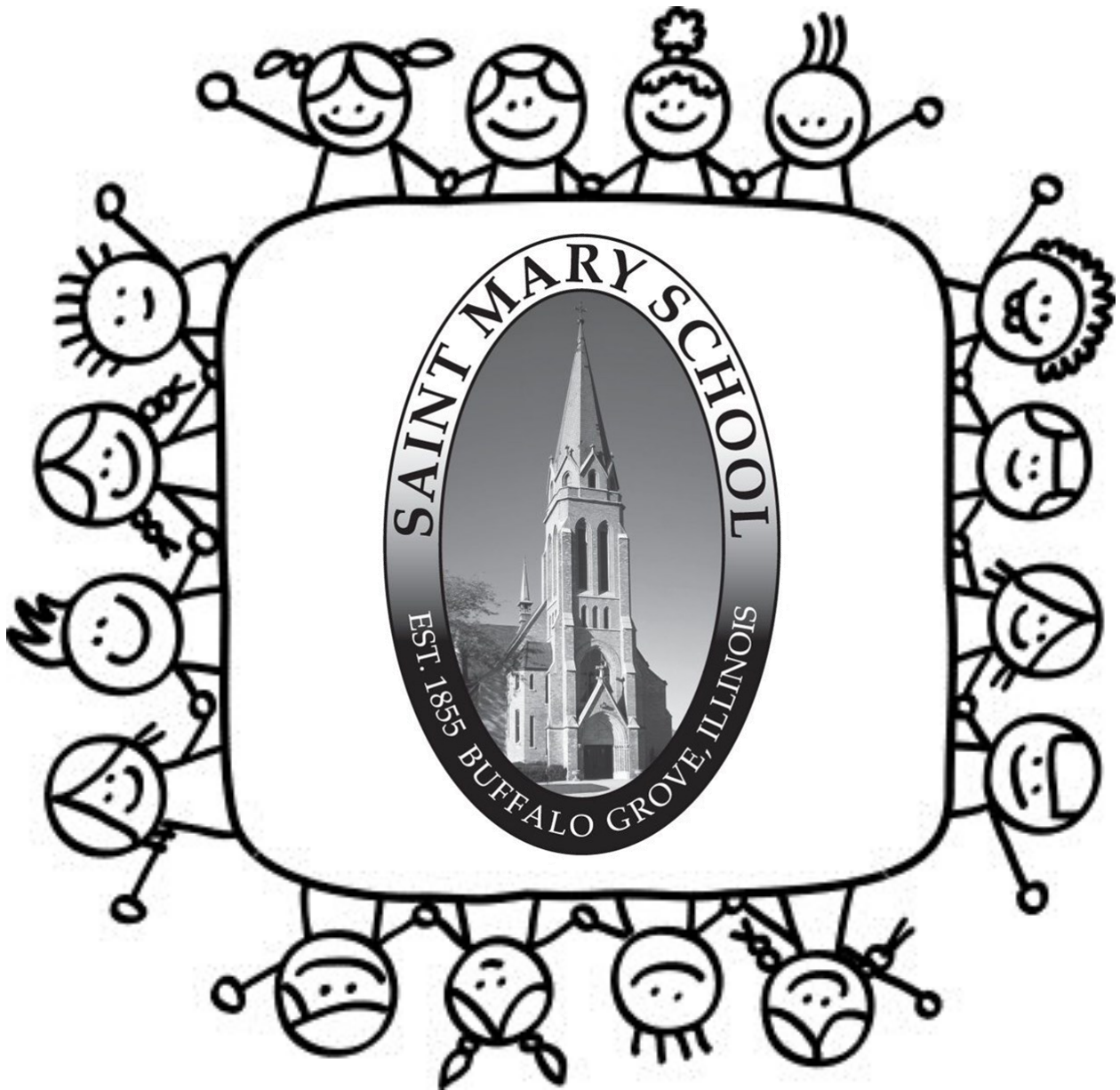


**Saint Mary School
Early Childhood Handbook
Preschool
2016-2017**



Dear Parents,

Early Childhood Education (ECE) is an important first step in your child's educational career. These first school experiences shape how children feel about school and should empower them to develop confidence in themselves as learners. The purpose of ECE is three-fold: to provide an opportunity for socialization, to lay the foundation for grade school learning, and to foster the natural curiosity of children by encouraging thinking, questioning and wondering.

We appreciate this exciting opportunity to partner with you in this important time in your child's school life! We look forward to celebrating your child's growth, development and accomplishments alongside of you.

Welcome to Saint Mary School!

Sincerely,

Mrs. Nikki Raftery, M.Ed.

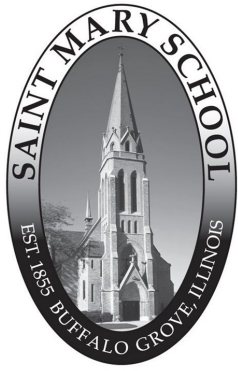
Principal



Early Childhood Education PreK 3s and PreK 4s

Our Saint Mary PreK programs use an integrated and spiraling curriculum to deliver instruction to our youngest learners. This allows us to account for the developmental nature of children and still challenge students to grow and be their personal best!

Because preschool aged children vary developmentally from one another, we use a spiraling curriculum model. This means that skills are presented multiple times throughout the year, in order to meet students where they are developmentally. An integrated approach allows teachers to present children with information and support learning with activities and experiences throughout the day.



Early Childhood Education Schedule and Age Eligibility

PreK3 consists of three options:

Monday, Wednesday, Friday - Half Day
8:00 AM - 11:00 AM

Monday - Friday Half Day
8:00 AM - 11:00 AM

Monday - Friday Full Day
11:30 AM—2:00 PM

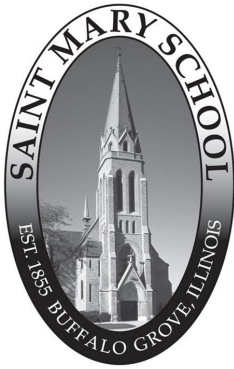
Students who are 3 years old on or before
September 1st are eligible for PK3.

PreK4 consists of two options:

Monday - Friday Half Day
8:00 AM - 11:00 AM

Monday - Friday Full Day
11:30 AM—2:00 PM

Students who are 4 years old on or before
September 1st are eligible for PK4.



Early Childhood Education Parent Nights and Student Preview Days

**PreK Parent Preview Night is scheduled for
Thursday, August 18th.**

PreK 3 and PreK 4 parents should meet at
Saint Mary School at **6:00 PM.**

This session is informational in nature
and is for **parents only.**

Our Visit Day is an “Open House” opportunity for
parents and students to meet teachers, see their new
classrooms and start to meet friends. Classrooms will be
open from **8:00 AM - 10:00 AM.** Families are welcome
to stay as briefly or as long as they like!

Visit Day is Friday, August 19th



Early Childhood Education PreK 3s and PreK 4s Information

The first day of school for Preschool is **Monday, August 22nd**. Students should wear comfortable clothes for playing and working. Shoes should be safe for school (no flip flops or clogs). PreK students do not wear uniforms at Saint Mary School.

It is required that a complete set of extra clothing, including underwear and socks, be brought to school for emergencies. Please place these clothes in a ziplock bag and clearly write your child's name on the bag.



Early Childhood Education PreK 3s and PreK 4s Information

Supply List for PreK 3s and 4s

These supplies are necessary on the first day of school. Please bring them on your child's Visit Day.

- Paint smock with name clearly printed on it (Mom or Dad's old t-shirt makes a good smock!)
- School bag large enough to hold art projects
- 2 rolls of paper towels
- 2 boxes of Kleenex
- 3 containers of baby wipes
- 1 Clorox Disinfecting Wipes (75 count)
- 1 bottle of hand sanitizer 8 oz.
- 1 folder, plastic, two pocket
- Headphones (over the ear, not earbuds)
- Nap Roll or Nap Mat (FULL DAY ONLY)

Please do not send crayons, pencils, scissors, glue sticks or erasers. These will be provided to the children. Additional items may be requested as needed.

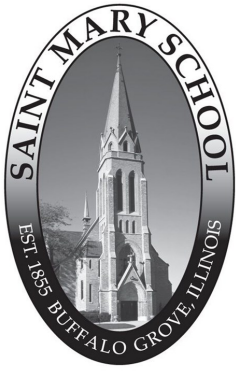
Print your child's name on clothing and supplies.



Early Childhood Education PreK 3s and PreK 4s Objectives

The Saint Mary School PreK programs strive to:

- Help children realize the special people that they are, through participation in activities centered around love for God and others.
- Teach children prayers and ways that they can talk to God
- Develop self-expression through language skills (speaking, listening, reading and writing)
- Develop math concepts based on experiences
- Build social skills through group interaction with emphasis on thoughtful, courteous behavior
- Develop fine and gross motor skills
- Provide opportunities for children to think, ask questions and wonder about their world
- Develop independent, problem solving skills



Early Childhood Education Preschool Policies and Procedures

Absence:

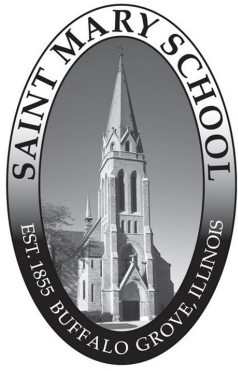
If your child will be absent from school, please call the school office in the morning (847)459-6270. You may leave a message if you call outside of school hours.

Birthday Celebrations:

Your child may bring a special treat for the class on his/her birthday. No peanuts, due to allergies. Please make sure the treats or snacks are small. Birthday invitations should not be passed out in class.

Communication:

A weekly newsletter will keep parents informed of classroom activities. A monthly newsletter from the principal is available online with updated school information.



Early Childhood Education Preschool Policies and Procedures

Conferences:

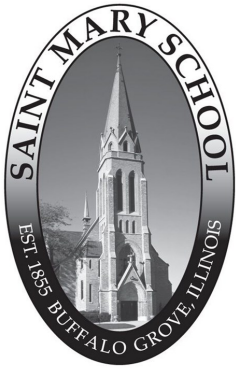
Parent/Teacher Conferences are held in November. Teachers are available throughout the year by appointment.

Lunch and Snacks:

All Full Day PreKs will eat lunch at 11:00 AM. Our hot lunch program is available through Quest via an online ordering system. Families can sign up to be a lunch helper for 2nd semester through the classroom teachers. Full Day PreKs will have a morning snack and an afternoon snack; please send something quick and healthy.

Half Day PreK does not eat lunch at school. Half Day PreK will have a morning snack each day; Please send something quick and healthy.

Families can opt to purchase snack milk for their children through Quest via their online ordering system.



Early Childhood Education Preschool Policies and Procedures

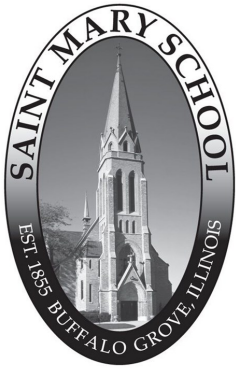
Medical Records:

Each incoming new student is required to have a completed medical exam prior to the first day of school. These can be mailed or dropped off at school over the summer.

Medical and Dental forms can be found on our school website.

Morning Drop-Off:

Please park in the lot south of our school and bring your child to entry #5. The teachers will accept students from 7:55 a.m. - 8:05 a.m. If you arrive after 8:05 a.m. please bring your student to the main office/entry #1.



Early Childhood Education Preschool Policies and Procedures

Pick-Up After School:

Half Day PreK3 and PreK4 students are picked up at 11:00 AM. Students will be dismissed to parents from entry #5. Full Day PreK pick up is at 2:30 PM at entry #5.

Report Cards:

PreK Progress Reports are issued in February and June.

Vacation:

Please notify the school office and the teacher prior to vacation. Important mail and communication will be saved for your return.



Early Childhood Education PreK Milk Program

Please tear out this form and send to school with payment, if you choose to participate in the morning snacktime milk program for your child.

Milk is available through Quest Food Service. 1% white milk is served. The orders for milk are taken by semester; because of this, no refunds can be given if your child is absent. Once the milk count is given, orders can not be canceled for any individual.

Make check payable to: **Quest**

Milk Fee: 3 days = \$20 each semester
5 days = \$40 each semester

Milk service will begin Monday, August 22nd.