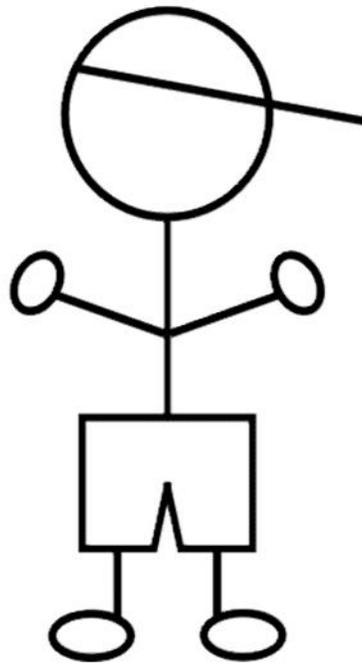
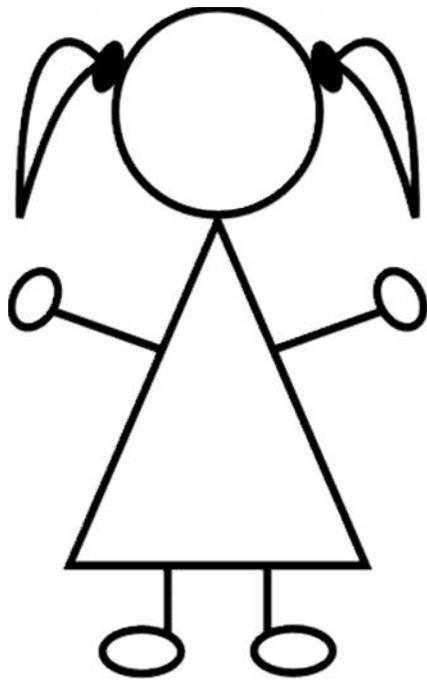


ST. PAUL PRESCHOOL HANDBOOK



Welcome to the St. Paul Preschool Program! Within this handbook, you will find information that can hopefully answer any questions you may have regarding our program.

SCHOOL HOURS

Our hours depend on your child's status of part time or full time. All students will begin at 7:50 with part time students dismissing at 11:30, and full time students dismissing at 2:45. The doors of school open at 7:00. Students are to proceed to the cafeteria where a teacher will be monitoring them until 7:30. When the first bell rings, the students then proceed to the classroom. You may also walk students to the classroom anytime after 7:30. After school care is available for a cost of \$50.00 per child per week and is available everyday that school is in session.

SNACKS/LUNCH

We will have a daily snack around 9:00 each morning. You may send in a sack or students may purchase a snack from the cafeteria for \$0.50-\$1.00, milk may also be purchased for \$0.45. Money for this may be sent in on Monday for the week or brought in daily. Please put money in an envelope marked SNACK, as well as the student's name. It is customary (while not mandatory) on birthdays to send in a special snack for the class to share. This snack can be homemade or store bought. Please make me aware in advance if you will be bringing something in and remember to keep it simple!

For those full time students, lunch is served at 12:00. A hot, nutritious lunch is included in your fee. Each day in your child's folder there will be a ticket stating if your child would like the main entrée, an alternate or if they brought their lunch from home. It is extremely important that you fill this out each day, as it makes it easier in the morning when taking attendance.

UNIFORMS

We do wear uniforms to conform to the rest of the school. The children can wear either black or khaki shorts or slacks. With the shorts/slacks they are to wear either a white blouse/shirt or a white or red polo. The girls can also wear the St. Paul plaid jumper or the St. Paul plaid skort. We suggest that when wearing a jumper, girls wear shorts underneath. Belts are optional for the preschool class. Sandals, backless shoes and party shoes should not be for safety reasons.

On Fridays we have Spirit Day. On these days students may dress out of uniform. They may wear any spirit wear item or a red, black, white, or gray shirt along with either jeans or school shorts/slacks.

PLEASE! Label all jackets, hats, sweatshirts and anything else your child might "shed" during the day. Majority of the time, children don't even recognize their own clothing!

RESTROOMS

Each child is required to be INDEPENDENTLY toilet trained. The children may use the restroom as needed accompanied by an adult. We will also go as a group throughout the day. Please show your child how to use the stall, the soap dispenser, and if you have a son, teach him

how to use the urinal. Stress the importance of washing their hands after using the restroom.

With that being said, we will work to fall into a routine that will hopefully help students with the transition of their new adventure. REMEMBER to send in a change of clothes (including underwear and socks) in the event of any accidents.

REST TIME

Students who are full time will take a nap daily. Please send in a small blanket for your child. They will be sent home periodically to be washed. If your child needs a security for rest time it must remain in their backpack until rest time. Please do not send in any sleeping bags, large pillows or pillow pets.

BACKPACK/COMMUNICATION

Backpacks should be large enough to hold a regular folder. You should check the folder each night. This is your primary means of receiving school information such as calendars, newsletters, etc. I will check folders each morning for any notes you may send in. It is also highly encouraged that you sign up for Engrade as it is a great way for you to stay up to date on what is happening in our school!

DISCIPLINE

Discipline will be handled in a nurturing manner that will allow students to take responsibility for their action and correct the problem.

- Teacher will discuss the behavior problem with the student and give them a chance to correct the problem.

- Whenever possible, natural consequences will be given for repeated action. Teacher and student will discuss why behavior is incorrect.
- When needed, time out may be used to let a child regroup, but will not exceed five (5) minutes. Teacher and student will discuss why behavior is wrong.
- Notes to parents will be written when behavior becomes serious or a reoccurring problem.
- If behavior continues, parents will be contacted and a conference will be set up to help correct the student's behavior.

HEALTH AND ILLNESS POLICY

No child will be admitted to class who has any signs of illness/contagious symptoms such as: fever, vomiting, diarrhea, unexplained rash, etc.

If your child should become ill throughout the school day, you will be notified. If parents cannot be reached, we will contact the persons on the provided list.

Children **MUST** be free of fever for 24 hours before we can admit them back into class.

NATURAL DISASTER

We will follow the rules set forth by the state for all Natural Disasters. The procedure will be as follows: in the event of a Natural Disaster, we will go to the assigned places we have practiced in our monthly drills; the Department of Human Resources will be informed in the event of an actual disaster. This will be done in a written report within 24 hours of the disaster.

CURRICULUM

Class is curriculum based, and designed for Pre-Kindergarten preparation. Attached to the back of this handbook is the daily schedule. You will also receive our curriculum for you to follow along with each week in our weekly newsletter. If you have any questions, please feel free to call me between 7:30am and 2:30pm @ 935-5511, or feel free to email me anytime:

Kayla.schum@saintpaulschool.net

Preschool Daily Schedule



7:30-7:50: Arrival- collect folders, attendance, lunch count

7:50-8:00: Prayer, pledge, announcements

8:00-8:20: Morning meeting- greeting, weather cart, calendar, classroom jobs

8:20-8:40: Centers

8:40-8:50: Story time

8:50-9:00: Restroom break

9:00-9:20: Snack

9:20-10:00: Curriculum- alphabet, numbers, shapes, colors, religion, etc.

10:00-10:30: Art/crafts

10:30-10:40: Restroom break

10:40-11:00- Team building

11:00-11:15: Music/movement

11:15-11:30: Ready to dismiss/dismissal