

Nativity of Mary Preschool Handbook

2010-2011

Welcome to Nativity of Mary Preschool! Laura Linton is the Early Childhood Coordinator and your teachers are: Laurie Supplee – 3 yr. old preschool and Mary Shearhart (assisted by Emily Reynolds) – 4 yr. old preschool.

Project Construct is our preschool curriculum. Developed by the Missouri Department of Elementary and Secondary Education, Project Construct is a learner-centered curriculum and an approach to teaching preschool, primary and elementary grades. It was developed from research demonstrating that learners *construct* knowledge through interactions with their physical and social environments. In addition, Project Construct is closely linked to both state and national standards.

- All children are accepted for a trial period of adjustment. Referral for outside testing or consultation will be recommended when deemed necessary. Each child is required to be toilet trained to attend preschool. While we understand an occasional accident may occur, the child should not be having daily accidents (including during naptime). We simply do not have the facilities to handle Pull-Ups, diapering and/or toilet training.

We are looking forward to getting to know each of you and sharing the year with your child. To keep you informed about classroom activities, your child's teacher will send home a monthly newsletter/calendar as well as a daily record of your child's day. You may also check our website for classroom information at www.nativityofmary.org.

Laura Linton – 289-7089
Emily Reynolds – 373-8192

Laurie Supplee – 204-5157
Mary Shearhart – 358-6717

Class Time:

Class time is 8:10 a.m. – 11:00 a.m. and it is important to have your child to school on time. We do ask that children not be brought into the classroom before 7:50 a.m. They should be taken to the extended care room before 7:50 a.m. (if registered for that service). If a child is registered for preschool only and has not been picked up by 11:05 a.m. they will be taken to the office to be in a safe place until their ride arrives.

Pickup and Delivery of Students:

We ask that you use the North entrance of the school (entrance off 36th Terr.) if you are dropping your child off. Simply drive to the designated drop off lane in front of the school, let your child out the passenger side and an older student will escort them to class. If you are walking your child in, please use the West church parking lot and the walkway between the church and the school. **Do not park on Delridge or inside the drop off parking lot and walk your child in during the morning drop off time for safety reasons.** For 11:00 a.m. pickup, park by the front entrance to the Parish Hall (facing 40 Hwy.) Students will be brought to the door for dismissal. You will need to exit your car and escort your child to your car for safety reasons. Your child's teacher will advise you of any changes. Your child will be in the extended care room for pickup after 3:00 p.m. if you are registered for that service.

Supplies:

Two complete changes of clothing should be sent to school with the **child's name clearly marked** on each item in case of accidents or spills. If at any time your child needs a change of clothing and there are none provided you will be called to bring in clean clothes. Each child registered for our all day class needs a **small** blanket to be kept at school for naptime. These should also be clearly marked with your child's name and will be sent home at the end of each week for laundering.

Each child will also need:

- 2 – 3 pronged pocket folders – used for transporting information to and from school daily
- 1 regular sized backpack (without wheels) – large enough for folder, artwork, etc.
- 1 box of tissue
- 1 roll of paper towels
- 1 pack of wet wipes
- 1 box of gallon size storage bags

In addition, each family should provide a \$10 film developing fee. Your child's teacher may request additional items throughout the year.

Tardy Policy:

In order to keep disruptions to a minimum, please bring your child to school on time. Class begins promptly at 8:10 a.m. After 5 tardies there will be a conference with the teacher to discuss the possibility of an alternate drop off procedure.

School Office Hours:

Monday through Friday 8:00 a.m. – 4:00 p.m. The office will be closed on school vacation days and snow days. There is a recorder should you need to leave a message. (816-353-0284)

Illness:

For the good of your child and the school community, it is school policy that your child should not return to school for **24 hours after a fever of 99 degrees or more, rash, vomiting, diarrhea or severe cough**. If your child becomes ill at school we will call you to pick them up. If you cannot be reached, we will use the names on your Emergency Data Sheet you submitted to us at the beginning of the school year. If your child contracts a communicable disease, please inform the school as soon as possible so parents of exposed children can be alerted (with confidentiality).

Snow Days:

We will be closed when it is announced (via television or radio) that “Nativity of Mary School” is closed. This includes extended care. In addition, **extended care will be closed any day that school is not in session**, with the exception of “First Fridays” in which case you must sign your child up in advance. Sign-up sheets will always be located on the sign-in table with full instructions.

Dress Code:

Children should dress in comfortable clothing suitable for the weather since we will be outdoors as often as possible. For safety reasons sturdy close-toed and heel shoes with soft soles such as sneakers are required. (No flip-flops, cowboy boots, crocs, etc. Also no tank tops or spaghetti strap tops.) Please remember to watch the weather and send jackets, coats, hats and gloves (**clearly marked**) when appropriate. **Shorts are to be worn under skirts and dresses**. We are an extension of the K-8 program. Please refer to the School Handbook regarding hairstyles, lengths and all other attire and grooming policies.

Tuition Payment:

Preschool (8:10 a.m. – 11:00 a.m. only) tuition is due the 1st of the month. Tuition becomes delinquent 10 days after the due date for monthly tuition (preschool only) and after two weeks for weekly pays (preschool and extended care). Children are not to return to school until after the delinquent tuition has been paid or arrangements have been made with the Business Manager, David Townley (816-353-2184).

Field Trips and Parties:

*Each child **must be accompanied by a responsible adult (at least 18 yrs. old) on each field trip.** Each adult must also fill out a Volunteer Driver form in the office (once for the year) before attending a field trip.*

September – Apple orchard Trip

October – Firefighters visit, Pumpkin Patch, Halloween Party (in class)

November – Thanksgiving Feast (in class)

December – Christmas Field Trip, Jesus' Birthday Party (in class)

February – St. Valentine's Day Party (in class)

April – Kindergarten Pajama Party (4's only), Burr Oaks Trip

May – Spring Program and Picnic at Rotary Park (last day of preschool)

The 3 and 4 yr. old classes will usually take the same field trips and they are taken during regular class periods. Your child's teacher will confirm the dates and times well in advance. Watch your child's folder and newsletter for any additions or changes in field trips.

Special Snacks/Treats:

A mid-morning snack will be provided daily. If your child has a birthday, the date will be reserved for celebration. It is not necessary to send a special treat but if you choose to do so please follow these guidelines: Missouri's Health and Safety regulations for preschool states that all snacks must be pre-wrapped. This may be individually wrapped or a quantity (such as crackers, cookies, etc.) wrapped in a box. We ask that no juice boxes be sent. Your child's class size is _____. We have prepared a list of acceptable and unacceptable snacks as a guideline. Please consult your child's teacher with any questions.

Acceptable

Fruit snacks

Fruit/dip

Fruit roll-ups

Kudo's/cereal bars

Veggies/dip

Crackers/cheese

Unacceptable

any cake-type treat

any homemade cake item

anything with excessive sugar

candy/ hard candy

Please read labels:

PEANUT PRODUCTS ARE STRICTLY PROHIBITED

Work-Time Areas (skills acquired):

Block Area – beginning math concepts, observations, problem solving, develop logical thinking, gross motor development for personally meaningful purposes, increased knowledge of the physical world, spacial awareness, cooperation, cause and effect, communication skills

Art Area – creativity, self-esteem, organizational skills, color and design recognition, eye-hand coordination, persistence, inventiveness, represent ideas through a variety of sources, patterning, compare and contrast, science discovery

Quiet Activity Area – persistence, eye-hand coordination, beginning math and literacy concepts, fine motor development, developing geometric, spatial and temporal reasoning, fine motor development

Nature/Sensory/Science Area – beginning math and science concepts, observation, inquisitiveness, prediction, analyze data, scientific reasoning and ideas, gather and comprehend information from a variety of sources, literacy, patterning, cause and effect, comprehension and memory

Home Area – language development, cooperation and collaboration, self-esteem, respect for others, mutual trust with peers and adults, recognize that symbolic expression has social, cultural and historical context, communication skills

Writing Area – creativity, language development, communication skills, letter/number recognition, fine motor development, development as a reader and writer, reflection

Display:

When your little one brings their work home, we'd like to encourage you to display it. The children spend time and take pride in their work and even though it may not look like an adult's idea of "art", they need to know that we are proud of what they have done. They are constructing knowledge each day by working in each area of the classroom.

Read to your child:

We also encourage you to read to your child daily – it only takes 20 minutes a day! Reading is a great way to end a long day. Reading increases their vocabulary and most of all is a great way to spend some quality time with your child.

Have a Blessed 2009-2010 at Nativity of Mary Preschool!