

Resurrection Catholic School

Preschool/Pre-K Handbook

4900 N. Woodlawn, Bel Aire, KS 67220

(316) 744-3576

Welcome to Resurrection Catholic School Preschool/Pre-K Program. We are so excited to have your child enrolled in our early childhood program. Our program is designed to foster a love of *God*, others, and self while building a foundation for academic success through a commitment to the spiritual, social, emotional, physical, and cognitive formation of the child.

We will provide a developmental education within a *Christian* environment. Developing virtues, increasing responsibility, and learning about *God's* world and His Son, *Jesus Christ* will be at the heart of our teaching. It is a special privilege to share in the growth and excitement that will take place each day. Our program is non-discriminatory in regard to race, color, religion, national origin, ancestry, physical handicap, or sex in accordance with K.S.A. 44-1009.

Areas of Emphasis

- Nurturing children's relationships with *God*
- Enhancing language and pre-reading skills
- Developing social awareness and appropriate behaviors
- Encouraging creativity
- Promoting a positive self-esteem and self-image
- Developing self-expression and communication skills
- Actively promoting the development of fine and gross motor skills
- Introducing science methods
- Exploring mathematical concepts
- Fostering a positive attitude toward school and learning

Half Day Preschool Arrival & Dismissal

The morning class start time is 8:00 A.M. Please walk your child to the classroom. Students will be dismissed from the main school entrance; 3-year-olds, at 10:30 A.M., and 4-year-olds, at 11:00 A.M. The afternoon preschool class (3-year-olds) will begin at 12:45 P.M. and dismiss at 3:15 P.M. The afternoon pre-k class (4-year-olds) will begin at 12:15 P.M. and dismiss at 3:15 P.M. Please walk your child to the classroom when dropping off. Afternoon dismissal will be inside the main school entrance.

Full Day Arrival and Dismissal

Class start is at 8:00 A.M. Please walk your child to the classroom. Students will be dismissed from inside the main school entrance at 3:15 P.M.

It is the responsibility of each parent to ensure safe entrance into the classroom. Please encourage your child to hang up their own coat and backpack, and join his/her friends. **If your child is to be released to anyone other than his/her parents, please send a written note, or call the school office. If your child will be attending latchkey before or after school, please notify the teacher in advance.**

Discipline Policy

Each student is made in the image and likeness of *God* and will be treated as such. All teachers and staff members will comply with the state regulations on discipline and not use any of the prohibited methods of punishment as described by K.A.R.28-4-427.

Positive reinforcement is usually quite effective with young children. Preschoolers frequently display appropriate behaviors, and this provides many opportunities to reinforce good decision-making. We will go over classroom rules, and role-play to practice what following the rules looks like. Should a situation merit disciplinary action; re-direction and "time-away" are options the teacher may use. We encourage and practice problem-solving skills, and we strive to teach children to be responsible for their words and actions. Whenever possible, we will use natural or logical consequences. A natural consequence is the natural result that happens because of the child's action. For example, if a child gets upset

because he chose to be the caboose instead of the light helper, the natural consequence would be that he could sign up to be the light helper tomorrow. A logical consequence would be used if a child's actions require adult intervention because the child's safety or that of another child is at risk. The goal of a logical consequence is to help the child correct their behavior. For example, if a child is choosing to throw sand out of the sand table, the child would be asked to help clean up the sand, and then choose another center. He may be given the opportunity to try that center again the next day.

If a persistent behavior problem should arise, the teacher will contact you by note or telephone. We will work together to come up with a behavior plan. But, should a specific behavior problem persist and cause harm or injury in any way to other children, the school reserves the right to have you withdraw your child from preschool.

Classroom Rules

1. Cooperate with all teachers and classmates
2. Show respect for others by being patient and polite (Be Kind)
3. Treat personal and school property appropriately (Be Clean)
4. Follow all safety procedures (Be Safe)

Partnership with Parents

If you have questions or concerns regarding your child, please feel free to contact the teacher at any time. Also, please keep the teachers informed of any changes that your family or child are going through. The birth of a new sibling, moving to a new house, a death in the family, or a separation can affect every child differently. It is our goal to always be working with you to help your child and family in any way possible. Conferences will be held towards the end of October and February. Kindergarten Readiness Testing (PRE-K students only) will be held at the beginning of April.

School Website

The school's website, www.resurrectionwichita.com is a great way to get information about the school or our class. Each teacher has his or her own web

page under the "school" tab. The monthly newsletters and snack calendars will always be available on-line as well as other upcoming events and classroom news.

Backpack

Each child should bring a backpack or book bag to school every time they attend. Please make sure that it is **large enough for a regular-size school folder to fit easily inside**. Please put your child's name on the back of the backpack between the shoulder straps, or the inside upper edge of a book bag.

Monthly Newsletter and Calendar/Take Home Folder

A newsletter and calendar will be sent home toward the end of each month. It will contain general information and a brief outline of the up-coming month's activities. They will be kept in their take-home folder. This folder will be a form of two-way communication for parents and teachers. **Please check their folder every night as it will be checked every morning.**

Snacks & Lunch

Please make sure the teacher knows if your child has food allergies of any kind. Parents are asked to provide snacks for the entire class on a rotating basis. Please make sure that it is healthy. **White milk will be served with snack, and a one-time fee will be collected to cover milk for the entire year.** A calendar will be sent home toward the end of each month showing the schedule for the upcoming month. The schedule is as alphabetized as possible, with exceptions for birthdays. If your snack day is inconvenient, feel free to exchange days with another parent. If you forget the snack on your assigned day, then we ask that you send in a non-perishable snack to replenish the "emergency supply".

For children who are enrolled in the Full-Day Pre-K program, lunch will be at about 11:15 every day. You may choose to purchase a hot lunch or send in a sack lunch from home. Lunches brought in from home should not need to be heated. You must also make sure that it is healthy and meets the state's nutrition requirements. **You must send in a protein, bread, fruit, and vegetable (or two fruits or two vegetables).** They must also have milk; soda and candy are not

allowed in cold lunches. Hot lunches will be provided by Resurrection Lunch Program. **Each lunch is \$3.25 and includes milk.**

Appropriate Dress

Please send your child to school in comfortable play clothes. Make sure the clothes are easy to get on and off since they must be independent in the restroom. Please mark your child's name on any clothing accessories, such as coats and hats. Girls are required to wear shorts under their dresses or skirts. Tennis shoes or dress shoes with socks are required; **No sandals/flip flops may be worn.**

Toilet Training

All children **must** be fully potty trained before coming to preschool. If your child is wearing "Pull-Ups", we must assume that he/she is **not** toilet trained, and we will ask that you wait to enroll. Likewise, any child that has three "accidents" in a two-month period will be asked to wait to enroll. We know that accidents happens so please keep a change of clothes (pants, socks, underwear, ect.) in their backpacks at all time.

Rest Time (Full Day Pre-K children only)

Children who participate in the Full Day program shall be encouraged to nap or rest according to their individual needs. Children who do not sleep shall be permitted to have quiet time. Please send a small blanket labeled with your child's name that can be used during rest time and kept at school. You will also need to send a fitted crib sheet to use on the nap mat. The blanket and fitted sheet will be sent home weekly to be washed.

Illness

Children with fevers, vomiting, diarrhea, etc. within the last 24 hours should **NOT** be sent to school. Any child who becomes ill, or is injured during school hours will be taken to the school office. The parents, or emergency contact person, will be notified as soon as possible.

Health Records

The KCI (Kansas Certificate of Immunization) is required and all immunizations must be current according to Kansas Health requirements. Yearly physicals will be required. A health history must be completed on each student.

Birthdays/Holidays

Birthdays provide a wonderful opportunity for your child to be recognized. Your child's snack day will be scheduled as close to their real birthday as possible. If you notice an accidental failure to schedule your child's birthday, please let us know as soon as possible. **No cupcakes or cake** for snack will be allowed, they are just too messy! This is a quick celebration, please do not bring extra activities or party favor/treat bags. **Birthday invitations may not be passed out at school; please mail them.** Holidays will be celebrated in the classroom with the help of donations and volunteers. Sign-up sheets will be posted in advance. We will observe all holidays and vacations as noted on the monthly calendar. Any parent wanting to help with a classroom party **must be VISTUS trained.**

Book Orders

Most months a order from Scholastic Book Club will be sent home. The books are very reasonably priced, and any purchases help our classroom earn bonus books and materials!!! You are under no obligations to order anything. If you do choose to purchase something, return the order form and a check (made out to the book club), in a sealed envelope marked **BOOK ORDER**, with your child's name and teacher's name on the outside. Or you can order directly on-line.

Field Trips (Pre-K classes only)

When field trips are planned, parent volunteers will be needed in order to provide transportation and supervision. **Virtus training is required before a parent may become a volunteer or drive for a field trip.** You may call the school office for details. All parents must sign and return a permission slip even if they are accompanying the class. Information regarding field trips will be sent home in advance. All children will be required to provide their own booster seat for each field trip. Please mark your child's seat and leave it outside the classroom door on the day of the trip.

School Cancellations

School cancellations, due to inclement weather, will follow the decision of the Wichita Diocese. All local television and radio stations will report any school closings.

Absences

If your child is going to be absent, please notify the office (744-3576). If you know in advance, a note to the teacher would be helpful.

Preschool Sessions and Tuition

Tues. & Thurs. 3-year-old class	8:00-10:30 A.M. (Preschool)	\$110 per month
Tues. & Thurs. 3-year-old class	12:45-3:15 P.M. (Preschool)	\$110 per month
Mon-Wed-Fri 4-year-old class	8:00-11:00 A.M. (PRE-K)	\$135 per month
Mon-Wed-Fri 4-year-old class	12:15-3:15 P.M. (PRE-K)	\$135 per month
Full-Day M-F 4-year-old class (Resurrection Parishioners)	8:00-3:15 P.M. (PRE-K)	\$450 per month
Full-Day M-F 4-year-old class (Non-Parishioners)	8:00-3:15 P.M. (PRE-K)	\$550 per month

Tuition is due to the school office on or before the **1st of each month (August-May)**. August tuition will be due on the first day of class. A **\$10 late fee** will be assessed for payments not received by that time. Please put your child's name on your payment so that proper credit is given to the intended account. Monthly tuition must be paid in full every month even if your child is absent due to vacation, illness, ect. **If your account is not current by the end of the month, your child will not be permitted to attend class until the account is current and payment for the next month has been received.**

Class Withdrawal

In the event that it is necessary to withdraw your child from preschool, please notify the principal in writing as soon as possible. If the principal is informed prior to the 1st of the upcoming month, sessions will be pro-rated; otherwise, you will be expected to pay for the entire month.

After reading carefully, please sign and date. Please return this section to verify that you understand and agree to follow the terms stated in the handbook.

I have fully read, understand, and agree to the terms in the 2016-2017
Resurrection Catholic Preschool Handbook.

Signature: _____ Date: _____

It looks like I'm playing, but. . .

In the **Dramatic Play Center**, I am learning social skills, emotional skills, independence, oral language, imagination, responsibility, and life skills.

In the **Block Center**, I am learning motor skills, math concepts (number, size, shape, and space), oral language, social skills, eye-hand coordination, self control, and imagination.

In the **Art Center**, I am learning creativity, small motor skills, problem solving, sharing, cooperation, independence, and responsibility.

In the **Math Center**, I am learning oral language, social skills, small motor skills, concepts about quantity, shape, size, pattern, and interest in math tools.

In the **Library Center**, I am learning alphabet knowledge, oral language, print knowledge, listening skills, eye-hand coordination, concepts about the world, phonological awareness, visual skills, tracking left-to-right, phonics and motivation to read.

In the **Science Center**, I am learning curiosity about the world, sensory skills, problem solving, language skills, and the scientific process (observing, predicting, experimenting, recording, and reporting).

In the **Table Toys Center**, I am learning small muscle skills, eye-hand coordination, social skills, concepts about size, shape, color, and patterns, and increasing my attention span.

In the **Writing Center**, I am learning about eye-hand coordination, small motor skills, alphabet knowledge, self-confidence, vocabulary, and interest in print.

In the **Music and Movement Center**, I am learning about listening skills, creative expression, social skills, and concepts about sound, volume, tempo, and rhythm.

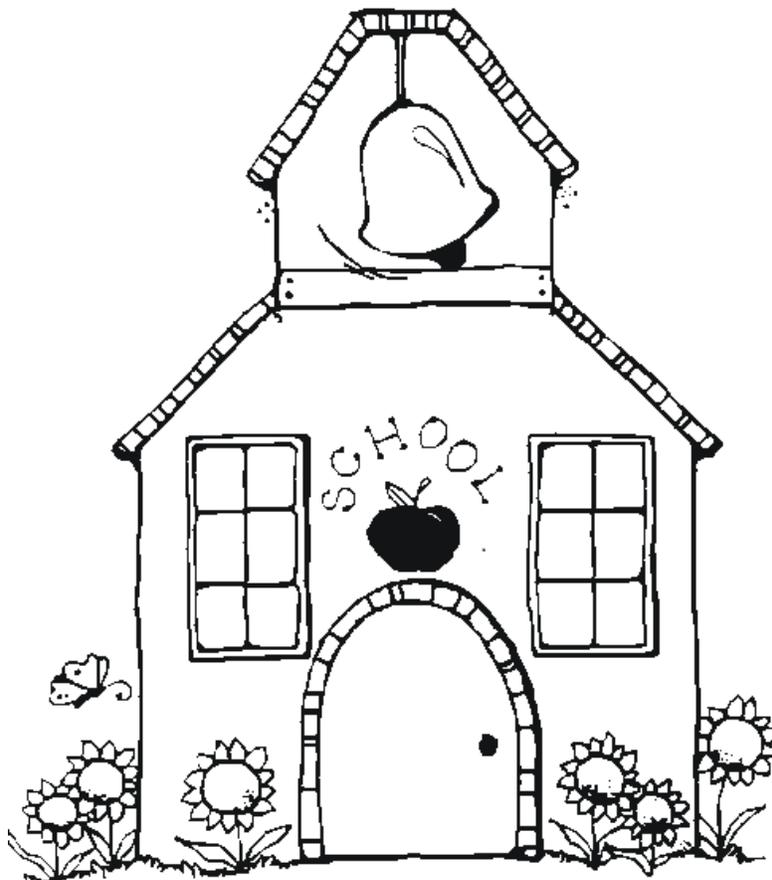
In the **Sand & Water Center**, I am learning about textures and properties of different substances, cause and effect, sharing, and concepts that involve weighing, measuring, and sorting.

In the **Computer Center**, I am learning about eye-hand coordination, problem solving, sharing, cooperation, independence, and many different concepts about letters and numbers.

I am Learning Through Play!

(From Dr. Jean Feldman's "Tips, Tricks, and Terrific Ideas")

Resurrection Catholic School
Preschool Handbook
2017-2018



Welcome To School