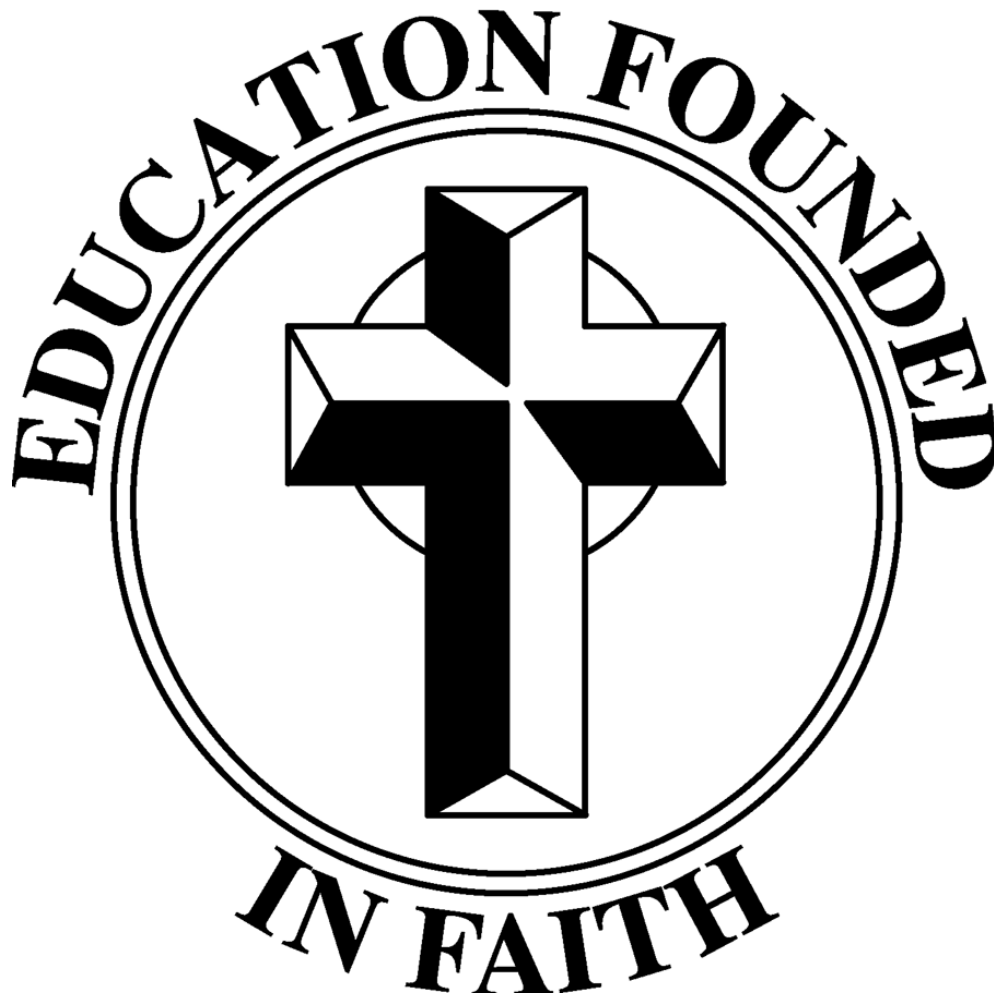


Saint Gabriel Preschool



Parent / Student Handbook
www.stgabriel.k12.in.us

Revised August, 2012

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2013 – 2014

Saint Gabriel Preschool

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OUR PHILOSOPHY

Every child is special at Saint Gabriel Preschool! We will provide fine and gross motor skills, social and emotional development, and basic learning experiences. Staff member will provide a fun-learning environment in a warm, caring, loving Christian atmosphere.

The classroom is planned to encourage curiosity, exploration, and problem-solving in an atmosphere of warmth, affection, and respect for the individual child. Children are involved in language arts, social studies, math, science, creative art, music, movement and dramatic play. The four and five year old programs encourage kindergarten readiness. All inter-related aspects of the child's growth and development are considered – intellectual, spiritual, social, emotional, physical, and creativity.

The program strives to educate the whole child by providing a balance of directed and non-directed activities thereby teaching the child to function well within a group, as well as learning to become self-directed. Kindergarten readiness, positive self-esteem, socialization, and creativity are areas of emphasis on the program.

NON-DIRECTED ACTIVITIES:

Non-structured time allows children time for social interaction and decision-making. Non-structured time involves allowing free choice from the following centers: educational toys and games, building area, reading area, dramatic play, creative art experiences, and outdoor play on the schools equipment.

DIRECTED ACTIVITIES:

Structured time develops increased student's attention span, listening and language skills, academic skills, concepts formation, and creative skills. Structured activities include circle time, comprised of art, music, fine and gross motor activities, math manipulative, alphabet and various readiness activities.

DEVELOPMENTAL PROGRAM :

Readiness activities consist of verbal exercise and discussions, fine and gross motor skills, vocabulary building, developing literacy and numeric skills, and name recognition with various games developed by the teachers.

The preschool strives to build positive self-esteem and a positive attitude towards learning, by eliminating failure and providing each child with rewarding experiences. All teaching is developmentally appropriate in order for the child to experience a maximum amount of success. Each facet of teaching employs the various channels of learning: Auditory, Kinesthetic, and Visual. The program provides experiences in each area of development, allowing children to progress at their own developmental rate.

Children participate in activities with emphasis in the following areas of development:

1. Gross motor	4. Visual perception	7. Visual memory
2. Fine motor	5. Auditory memory	8. Receiving language
3. Auditory perception	6. Visual motor	

ENROLLMENT REQUIREMENTS:

Children must be potty-trained to enter preschool; however, accidents do occasionally happen. If at any time a child causes harm to other children or staff and/or disrupts the preschool learning environment, they may be removed from the preschool.

REGISTRATION REQUIREMENTS:

At time of registration, you will need to provide: 1) a completed, signed registration form; 2) a completed and signed Family emergency form; 3) Copy of your child's birth certificate; 4) Copy of immunization record; 5) a \$40.00 non-refundable registration fee; 6) \$50.00 annual milk fee.

UPDATING REGISTRATION PAPERWORK:

Please keep the staff informed of any changes in your child's routine/environment, which may affect him/her while at preschool. Including changes in address, phone number, pick up list, and diet changes.

TUITION/ BILLING:

All tuition is divided into equal monthly payments, August through May. All payments must be made on the 25th of every month. There are two options to pay your preschool tuition: The ACH Program (Automatic Clearing House) offered through St. Gabriel Church. The payments will automatically be deducted from your savings / checking account on the 25th of each month. (August – May) Information is available in the school and parish office.

Each late payment incurs a \$30.00 fee. There is a \$25.00 service charge for any returned checks.

A two (2) week notice is required to the principal or head teacher if a child will be withdrawing from the program. This notice must be given by the 1st day of the new month of attendance or additional fees will be assessed for any time of the two (2) weeks' notice that extends into the next month.

MILK MONEY:

This is an annual fee due at registration. The fee is \$50.00 for 3 day a week classes and \$50.00 for 2 day a week classes. Our drink choices are: White 1% milk, Strawberry 1% milk and Chocolate 1% milk, 100% fruit juice and water. If your child would rather have another drink, he/she may bring it in a cup with a lid or a thermos (**soda is not permitted**).

ABSENCES/ HEALTH:

The State of Indiana requires parents to report to school regarding the immunization of their children. A copy of your child's immunization record will be kept on file. If your child has a fever or other signs of illness, please do not send him/her to school. He/she will probably be miserable and may infect other children. This does not include mild colds or discomforts. If your child has any of the symptoms listed below, he or she should not attend school.

- Temperature of 99.8 or higher
 - Purulent or discolored nasal fluid.
 - Vomiting or has had diarrhea within the past 24 hours
 - Has and unusual rash or head lice (County health nurse must check the hair and release the child to return to school.)
 - Extreme tiredness that is not relieved by a normal night's sleep
 - Severe coughing or sore throat.
- A teacher, trained in CPR and First Aid is always available.
 - If a child becomes ill at school, the teacher will notify the parents.

In the event that your child is ill and unable to attend preschool on a given day, PLEASE CALL THE SCHOOL OFFICE TO REPORT THIS ABSENCE. (825-7951).

CLASS SIZE:

Our goal is to have, but not exceed, fifteen (15) three and four year old students in each class. The four and five year old students will have no more than eighteen (18) students in each class. One teacher and one aide will be in each class. Classes are based on children's birthdates; August 1st is the cut off date.

HOURS:

The hours for the four and five year old classes on Monday, Wednesday, and Friday are 8:15 to 11:15 a .m. for the morning class and 12:00 to 3:00 p.m. for the afternoon class. On Tuesday and Thursday the hours for the three and four year old classes are 8:15 to 11:00 a.m. for the morning class and 12:30 to 3:00 p.m. for the afternoon class.

ARRIVAL AND DEPARTURE:

WE ASK THAT PARENTS ARRIVE NO EARLIER THAN 15 MINUTES PRIOR TO CLASS.

ALL A.M. PRESCHOOL STUDENTS, will be arriving at the same time as the Saint Gabriel School students. Please follow the line of traffic entering off Western Avenue. Cars enter by the Western Avenue Driveway and follow along the back of the old school building. Upon morning arrival, cars can unload in front of the barricades, where the students can enter through the main entrance of school. Please, have all children exit the car through the doors closest to the school building. Cars then proceed around the lot or exit to Grand Avenue. The teacher and teacher's aide will be at the doors or inside the entrance of the new addition to collect all the children. Please have all children exit the car from the passenger's side so they are closest to the school building. Cars then proceed around the parish office and exit onto Western Avenue.

ALL P.M. PRESCHOOL STUDENTS, may park on 9th street, and drop your preschool child off in back of the school at the breezeway where the teacher and the teacher's aide will be standing to collect all preschool students. We will escort the children to the classroom. If you arrive late, you must sign in at the school office and bring your child to the classroom.

FOR DEPARTURE OF ALL CLASSES, we will escort the children inside the black fence around to Grand Avenue. Parents or guardians should park on the west side of Grand Avenue closest to the school. Children will only be released from school to those individuals authorized by the parents or guardians.

SCHOOL CALENDAR / EMERGENCY CLOSING:

The Preschool calendar begins one week after regular school starts and ends two weeks before regular school ends. St. Gabriel Preschool operates on approximately the same calendar year as Fayette County Schools and observes the same weather related closings.

Saint Gabriel School operates on the same calendar (copies are distributed at the May registration) as the Fayette County School and observes the same weather related closings or delays. Listen to radio station 1580 AM or 101.3 FM for school closing and delays. ***If the schools are on a morning delay, then there will be NO morning preschool.***

LOCATION AND PARKING:

The preschool class is located on the second floor in the east building of St. Gabriel School. The designated parking spots are off of Grand Avenue, and you may also park on the opposite side of the school on Ninth Street. Please respect the ½ hr. parking space. No Parking in the Bed & Breakfast Parking Lot.

St. Gabriel School

Supply List 2012 - 2013

3 & 4 Year Old Preschool	
1	Regular sized backpack
1	Can of tennis balls
4	Large glue sticks
2	Boxes of 8 large crayons (Primary Colors)
1	School box No larger than 8"x5"x2"
1	Package of napkins
2	Folders
1	Boxes of tissues
2	Rolls of paper towel
1	Large container of disinfectant wipes
1	Snack to share with the class

4 & 5 Year Old Preschool	
1	Regular sized backpack
1	Can of tennis balls
4	Glue sticks
2	Boxes of 8 crayons (Primary Colors)
1	School box No larger than 8"x5"x2"
1	Package of napkins
2	Folders
1	Large fat eraser
1	Boxes of tissues
2	Rolls of paper towel
1	Large container of disinfectant wipes
1	Snack to share with the class

DRESS:

You will want to dress your child in comfortable clothes appropriate for physical activities. Care will be taken with paint and other materials. Please make sure the children are dressed so that they can attend to their own bathroom needs. If your child wears a sweater or sweatshirt, please have them wear a short-sleeved shirt underneath in case he/she gets too warm. Preschool children will only be allowed to wear sandals with a strap on the back. Socks must be worn at all times. Crocs, flip-flops, slick-soled shoes and snow boots are not appropriate. Please make sure your child's clothing is marked with initials. Too many preschool children, a coat is a coat and a mitten is a mitten. Thank you for understanding.

DISCIPLINE POLICY:

St. Gabriel Preschool uses positive reinforcement to bring about positive changes in a child's behavior. The children are given choices and provided with logical and natural consequences to their actions, rather than punishment. When a problem occurs, the teacher closest to the situation deals it with right away.

On dealing with inappropriate or unacceptable behavior, the Preschool Staff will use a variety of techniques for children to gain self-control. Harmful behavior, such as biting, could result in the child being dropped from the program. Interactive communication is the best way in dealing with children. Children pay close attention to words, tone of voice, and body language. Positive interaction with the children and staff is very important.

Limits and rules will be set for the child and explanations and choices will be given to the child whenever possible. All decisions will be made with the child's safety and well being in mind. Teachers will listen openly to the child's feeling and offer understanding and guidance.

Discipline will be arranged so the child experiences the natural consequences of his or her behavior. For example, crashing cars during non-directed play would result in his or her losing the cars for an acceptable period of time. Food or non-directed inside or outside play will not be withheld as punishment, nor will food or toys be used as bribery.

When emotions get in the way of effective problem solving, a "separation from the group" period is suggested for the child. The child may need to work on another activity, and later work on a solution with mutual respect. If use of a "separation from the group" period is necessary, the "separation from the group" period customarily is about one minute for every year of the child's age. The child will NEVER be left for an unknown amount of time. Children who need to be placed in a "separation from the group" will be set away from the main classroom area, in the same room. Child/children may sit in the "thinking chair" to think about what happened. The teacher always talks to the child before he/she sits and when he/she gets up. We do not subject the child/children to harsh or physical punishment nor shall any method be used that is humiliating, shaming or frightening.

It is important to view the child's individual accomplishments, and never compare one child with another. Teachers will help encourage your child to feel a sense of belonging to the Preschool be stimulating his/her imagination, creativity and discovering new interests.

SNACK AND PARTIES

SNACKS:

Children seem to enjoy having a snack at school. It's a good time to teach and reinforce skills such as sharing, taking turns, practicing good manners, and getting along with one another. We ask you to provide a snack to share at the beginning of the school year. These will be carefully stored and used for your child's class. There are 8 children in the 3 / 4 year old classes and 18 in the 4/5 year old classes, please have enough to possibly serve seconds of the snack. Low sugar foods are recommended. Some suggestions are graham crackers, saltines, or other kinds of crackers, teddy grahams, or dry cereal. We will let you know when the snacks need to be replenished.

If you would like to bring a special treat such as jello, pudding, fruit, celery, or carrots on a particular day that would be fine too.

BIRTHDAYS:

If your child has a birthday during the school year and you wish to have him/her celebrate with the class, you may do so. We will have a small celebration by singing and wishing them "Happy Birthday" and playing a birthday game. The children who have summer birthdays will be given a "Half Birthday." We will celebrate these birthdays during the months of January and February. A notation of this will be placed on the monthly calendar to remind those parents.

OUTSIDE OF SCHOOL PARTIES:

Invitations may NOT be distributed at school if all members of the class are not included.

HOLIDAY PARTIES:

We celebrate Halloween, Christmas, Valentine's Day, and the end of the year. If a party is canceled due to weather we will celebrate on the next scheduled school day. A sign-up sheet is always be available at least one week prior to a holiday party. We usually suggest a snack and drink to bring, but you are welcome to let us know if you would like to bring something special. Other holidays will be celebrated; with a classroom snack only.

FIELD TRIPS:

Saint Gabriel Preschool will be taking some off-site field trips throughout the year. Parents, grandparents, aunts or uncles, etc may accompany all field trips. Children need to have a release form signed by their parents prior to each field trip. Field trips are a special time for you to spend with your preschooler.

- Fayette County Library: **(4 & 5 year old children only)** after the children are adjusted to the preschool setting, we will walk to the library every other week. Each child checks out a book for our classroom set. Our first trip is usually the first week of October. *** **A unit on pedestrian safety for crossing streets is taught before the first trip.**

FUND RAISERS:

The preschool class may participate in fundraisers organized by the Parents and Teachers of ST. GABRIEL SCHOOL (PTSG). The success of these fundraisers is dependent upon parental involvement. The proceeds from these fundraisers are for particular project or goes into the PTSG Account and this allows us the opportunity to request funds from PTSG for special purchases and /or unexpected needs.

- Organized fundraisers are usually, in the fall and/or springtime, and will be announced prior to sale.
- Monthly, the PTSG offers Market Day. **Market Day** is a food cooperative fundraiser. A monthly program through schools, where customers purchase quality products, serves the grocery needs and schools profit.
- The preschool utilizes the Scholastic book Club in two ways. It allows parents to purchase good quality books at a discount rate and your purchase benefits the classroom enabling us to acquire books for the preschool. To take advantage of this opportunity you will find order forms in your child's folder once a month. All you need to do is; fill out the order form with your child's name on it and return it with a check (no cash) made payable to SCHOLASTIC BOOKS. Book order need to be turned in by the due date posted on the order form and in the newsletters.

PARENTAL CONCERNS:

It is natural for parents to have questions or concerns regarding their child's welfare. We at St. Gabriel preschool welcome the opportunity to discuss any matter, important to the parent. Communication can do wonders to relieve anxieties. Only through communication can we work together for the optimum good of our children.

PARENT INVOLVEMENT:

How involved can the parents be? We want you to be as involved as your time permits. We welcome volunteers to help with parties and field trips. Any parent who would like to share a hobby or craft will be a welcome guest.

You are always welcome to visit the class whenever you have time. Our door is always OPEN but we do ask that you let us know in advance when you would like to visit. Also, at the beginning of the year we will need a "little private time" to facilitate your child's separation-from-mom. It takes a mature child to "share" his/her mother with other children. If one child in the class is having serious separation-from-mom problems, seeing another child's mom in the class could be very traumatic. Usually, after three or four weeks all children have adjusted and all scheduled visits are welcome. The more you are involved, the more you and your child will obtain from your preschool experience. We enjoy and appreciate the extra assistance; however, please remember any person entering the school building needs to sign-in at the school office.

OUR HOPE FOR YOUR CHILD

We must help a child develop a good self-concept and learn that self-discipline is knowing how to treat and control one's body. As educators working with your preschool child, we will constantly ask ourselves, "What should we be doing today that will aid tomorrow's development?"

While we know children need such knowledge, i.e., where he/she lives, we also know a child must be encouraged to develop curiosity, generosity, cooperativeness, and resourcefulness. We want to help them develop skills that will enable them to go from confidence in doing a small unit of action to knowing how to do a larger one. These skills are developed and learned by fostering observation skills, through imitation, by trial and error, through instruction, by following directions, and through drill and practice.

We know that young children's learning is enhanced when they do it together. We want our children to learn to trust, work with groups, increase their ability to form a community, and handle their emotions in a positive and constructive way. We want to get them READY for that bigger educational opportunity ahead of them, kindergarten. Please help us to help you do that well.