Little Doves

Preschool @ OLHS Handbook

2019-2020

Welcome to Our Lady of the Holy Spirit PreSchool

We here at Our Lady of the Holy Spirit are looking forward to this 2019-2020 school year! We are especially looking forward to working with your child and family to making this experience a positive, faith-filled and educational year. Our Lady of the Holy Spirit strives to take advantage of the teachable moments that happen on a daily basis by nurturing the creative, social, emotional, physical growth and faith based lifelong commitment to learning. We will assist in your child's educational journey by providing fun, engaging and hands on approach to their developmental growth. We are looking forward to working closely with your child and family this year.

Your child's day will include a positive and fun approach to learning. We will have centers set up in the classroom; writing, art, dramatic play, small manipulatives, block area, smart-board/computer and reading. There will be group discussions and involvement with the calendar and weather. There will be plenty of time for children to learn to play and interact socially with others.

**What will my child learn in Preschool?** OLHS Preschool aligns their curriculum with Illinois Early Learning and Development Standards for ages 3-5. The program is geared towards getting your child ready for Kindergarten. There are multiple goals that your child will be working towards accomplishing before entering kindergarten:

**Reading Goals:**

* Knows first and last name
* Recognizes name and letter in name
* Names some other letter names and sounds
* Recognizes print
* Understands upper and lower case
* Matches signs, symbols and pictures
* Matches some beginning sounds
* Beginning understanding of rhyming words
* Holds a book correctly
* Understands basic print concepts (print reads left to right, top to bottom; words are composed of letters; print carries a message)
* Recognizes environmental print

**Writing Goals:**

* Writes first name
* Writes some other recognizable letters
* Draws pictures to convey meaning
* Can read their own writing

**Math Goals**

* Recognizes 4 basic shapes
* Recognizes numerals 0-10
* Rote counts to 20
* Counts 10 objects with one to one correspondence
* Categorizes by at least two objects (by color, size, shape, etc.)
* Recognizes simple patterns
* Understands positional and comparative words

**Fine Motor Goals:**

* Holds pencil with correct grasp
* Copies shapes and figures
* Draws a person with identifiable parts
* Holds scissors with correct grasp
* Cuts on line with scissors

**Social Development Goals:**

* Accepts and respects authority
* Shows understanding of feelings
* Transitions from caregiver
* Can verbally problem solve with peers
* Plays cooperatively
* Can maintain a conversation
* Shows empathy for others
* Can sit and listen
* Can follow 1-2 step directions
* Possesses good manners

**Self Help Goals:**

* Engages and zips a zipper
* Takes care of own bathroom needs **\*All students must be potty trained by the first day of school.**
* Snaps and buttons clothing
* Gains independence by completing self help tasks
* Can ask for help

**Progress Reports:** Throughout the year we will gather work samples and place them in a portfolio to show the overall progress throughout the program. Much of the assessment will be through teacher observations and check lists. This portfolio will be yours to take home at the end of the year.

**How the Teacher will communicate with you:** The preschool teacher will communicate with families through several different means. There will be a monthly newsletter containing information for the upcoming month sent home with your child and sent via e-mail. Notes that are more specific to the needs of your child will be sent home as needed. Student work not used for display will be sent home. When needed a phone call will be made and parent conferences scheduled.

**How to communicate with the Teacher:** Parents are always welcome in the preschool classroom. Parent volunteers are strongly encouraged and greatly appreciated. Class time is not an appropriate time for parents to address their concerns with the teacher. The best way to reach the teacher is through phone calls or email. Phone calls made to the school will be transferred to voicemail and the teacher will return the call at the earliest convenient time. The teacher will also respond to notes sent in by the parents. **Office Phone: 217-864-3467** **Teacher email: mandy23\_b@yahoo.com**

**Parent Conferences:** We will schedule a parent conference at least once a year to discuss your child’s progress and any questions you may have. You may request a conference any time to discuss any questions or concerns. Conferences will never be during class time since this is the quality time we need with the children.

**Disciplinary Action:** Our Lady of the Holy Spirit Preschool expects students to be respectful. We understand that the preschool experience is for the children to learn proper social behavior through direct instruction, positive reinforcement and interaction with adults and peers. Classroom rules are kept short and easy for children to remember. All rules and consequences are discussed at the beginning of the year and reminders throughout.

* **Rules:** Use respect, kindness, safety, and responsibility throughout the day.
* **Consequences: First Offense**: Redirection and discussion about the situation. **Second Offense:** Timeout to reflect and discussion about the situation. **Third Offense: One or more of the following:** Note or phone call home, Conference with director, Conference with parent
* **Severe Clause**: Physical or verbal harm to others may result in immediate application of Second Offense or Third Offense. At any time, any child may be temporarily suspended from the program, by director if deemed necessary for the safety and wellbeing of others. If severe behavior continues the child may be completely removed from the program by the board.

**Child’s Personal Property:** Our Lady of the Holy Spirit takes no responsibility for any lost, damaged or stolen items. We will have a lost and found bin that you may check for any items misplaced. Parents are asked to leave personal entertainment items-toys, sports equipment, electronics, cell phones, at home. These items are not allowed in the classroom and will be held in the office in the event that they are brought to class. All items will be returned to the students at the end of the day.

Please make sure all clothing-coats, hats, gloves, jackets, raincoats, umbrellas, boots- are labeled in a safe place with your child’s name on it. Never label clothing on the outside where it can be read by strangers.

**Transportation:** Transportation to and from school is the responsibility of the parents. Please follow these instructions for dropping off and picking up your child.

* Parents are responsible for taking their child out of the car seat and putting him/her in car seat. Preschool teachers will not, under any circumstances, remove a child from or place a child in a car seat.
* Parents need to walk their child into the building using the doors by the office. There will be a sign in sheet that you can sign your child in and please verify who will be picking your child up and sign them out.
* Students will only be released to the adults who are listed on the Parent Contact Form. Adults may be asked to show a picture ID before the child is released in their care. Adults who are not authorized to pick up a student will not be allowed to leave with the student unless the office has received verbal or written confirmation from the student’s parent/guardian.

**AM Drop off time is 8:00am.** Please park and walk your child in to the classroom. He/she will be marked tardy after 8:15am. **Am pick up time is at 11:00am.** If you arrive after 11:00am please park and meet your child in the office.

**PM Drop off time is 12:00pm.** Please park and walk your child in to the classroom. He/she will be marked tardy after 12:15pm. **PM pick up time is at 3:00pm.** If you arrive after 3:00pm please park and meet your child in the office.

**Attendance:** Regular attendance is very important, but we realize there are some instances where children simply cannot make it to school. If your child is ill or if there is a serious family problem and your child is unable to attend, please contact the school to report the absence. Absences should be reported to the office by 8:00am for the morning session and 12:00pm for the afternoon session.

**Medical Excuses from Activity:** Parent request- students may be kept inside the building or held out of physical activity for a maximum of 3 consecutive days with a parent or guardian’s written request. Extensions of time may occur only with a physician’s written order.

Doctor’s Orders- We will not countermand a physician’s orders under any circumstance, even at parent request. If restriction from physical activity is ordered, the restriction from similar activities outside the classroom is assumed. A signed physician’s release for activity is required.

**Students Medical Removal and Reentry to School:** State and board policy, physician’s orders, is the final word on a student’s mandatory removal from or reentry to the school for medical reasons. An official physician’s note is required as requested. **Your child needs to be free from fever, vomiting and diarrhea for 24 hours before returning to school.**

**Instances to severe tardiness/Absence:** Your child will be marked tardy after 8:15am for the morning session and 12:15am for the afternoon session.

**How to contact the school:** You can call the office after 7:30am-3:30pm Monday through Thursday. Office is closed on Fridays. **Office Number is 217-864-3467**

**School Closings:** We will follow Mt. Zion School District. If Mt. Zion schools are closed the preschool will be closed as well. There will be a posting on our Our Lady of the Holy Spirit app, as well as the OLHS Facebook page.

**Rules For Visiting School:** We welcome parents to visit our building and attend class events. All visitors and Volunteers must attend a Protecting Gods Children training. All visitors are required to sign in at the office. We ask our visitors to show respect to the teachers and children in the classroom.

**Party Rules: Birthday Treats:** We welcome the opportunity to celebrate birthdays! You are welcome to decorate and have a simple snack in the form of prepackaged snacks. Sorry no homemade treats. If you have a question about appropriate or inappropriate snacks, please contact Ms. Mandy. Parents are welcome to bring in party cups, plates, napkins, and/or table cloths or other table decorations. Parents may also bring a story to read to the class for their child’s birthday.

**Cost and Fees:** There is a one-time non-refundable annual fee of $125. If you signed up before June 1st your monthly fee will be $125. If you sign up after June 1st your fee will be $130. The first week of the month tuition is due. Thursday of the first week of the month is when payment is due. After Thursday there will be a $10 late fee per week added to the monthly cost. If a payment has not been made for an entire month your child will be removed from the program and balance will still be due. If unforeseen consequences happen and you would like to disenroll during the school year please give the office 30 day notice.

**A physical and record of immunizations must be on file no later than**

**October 1st, 2019**