



School Information

Handbook & Policies

Enrollment

Enrollment for Daylight Discovery Preschool is open to all children regardless of race and religion. To be enrolled in Daylight Discovery Preschool, children must be 3 years old by September 2024. **All children must be potty-trained!** This means no pull-ups!

Arrival & Dismissal

For arrival (MORNING DROP OFF @ 8:30 AM), parents will follow our carline procedure by entering main church entrance and stay closest to the sidewalk of school entrance. Parents will stop and get child out of the car ONCE THEY GET TO THE SCHOOL ENTRANCE of school to meet child's teacher. Parents will EXIT going around parking lot. Doors open from 8:30-8:40 AM. After 8:40 AM, the doors will be locked and you will need to ring the buzzer to be allowed in the building.

For dismissal (PICK UP @ 11:30 AM & 2:30 PM), parents will follow our carline procedure by entering main church entrance and stay closet to sidewalk of school entrance. The first car in the line will pull up to the entrance of school and all the other cars will follow behind. The cars along the sidewalk will park. The teachers will bring your child to your car. The parents will properly put their child in the car seat and EXIT around parking lot.

Arrival & Dismissal (Before and After School Care)

For arrival (BEFORE SCHOOL CARE DROP OFF @ 7:30 AM), parents will follow our carline procedure by entering main church entrance and stay closest to the sidewalk of school entrance. Parents will stop and

get child out of the car ONCE THEY GET TO THE SCHOOL ENTRANCE of school to meet child's teacher. Parents will EXIT going around parking lot. Doors open from 7:30-7:45 AM. After 7:45 AM, the doors will be locked and you will need to ring the buzzer to be allowed in the building.

For dismissal (AFTER SCHOOL CARE PICK UP @ 5:30 PM), parents will follow our carline procedure by entering main church entrance and stay closet to sidewalk of school entrance. The first car in the line will pull up to the entrance of school and all the other cars will follow behind. The cars along the sidewalk will park. The teachers will bring your child to your car. The parents will properly put their child in the car seat and EXIT around parking lot. After school care pickup is anytime from 2:30-5:30 PM. If you pick up your child before 5:30 PM, please ring the buzzer.

Illness Policy

If your child will be absent from preschool, please call us at 867-3718. Check your child in the morning for signs of illness. If your child has a temperature, diarrhea, vomiting, or a rash, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free for 24 hours before returning to preschool. If your child becomes ill during the school day, the parent will be contacted.

Immunization Requirements

All students must have up-to-date immunizations. Please make sure our school has a copy of your child's immunization records. This is for the state health requirements.

Weather Conditions

Daylight Discovery Preschool will follow the Catholic Diocese of Evansville/EVSC school calendar and closings due to weather conditions. When the Catholic Diocese of Evansville/EVSC cancels school or has a 1-hour delay, we follow that decision. For the 1-hour delay, our program will start at 9:30 AM. If the Catholic Diocese of Evansville declares a 2-hour delay, Daylight Discovery Preschool's FULL DAY programs will start at 10:30 AM with NO HALF DAY programs. If the Catholic Diocese of Evansville/EVSC is closed, our school will be closed. For school delays, Daylight Discovery Preschool will not have Before School Care. Watch your local news for school closing information. For cancelled school due to snow days, teachers will email families activities for our e-learning snow days. We will NOT make up these school days. If Daylight Discovery Preschool is closed due to bad weather, tuition is not refundable due to continuing monthly expenses.

Conferences, Progress Reports

There will be a scheduled winter conference and an end of the year conference to discuss your child's progress. Other conferences can be scheduled as needed.

Newsletters

The curriculum is based on units and/or project approach. There will be a weekly newsletter sent home by email each Friday detailing the activities for the next week.

Clothing & Backpacks

The children should wear comfortable clothes for active learning and playing. Please have an extra change of clothing in a bag labeled with child's name, due to accidents. We would like all the children to have a backpack.

Snacks

We have a daily snack around 10:00 AM. We will send home a monthly snack calendar for you to know when to bring in a snack for the whole class. Healthy snacks would be most appropriate for learning children. Children will be provided with water as their drink. The after-school care program will also have a daily snack around 3:00 PM. Parents will be assigned designated snack items to bring for the month. Due to the increasing number of food allergies, we ask that the snacks shouldn't be PEANUT PRODUCTS. Please respect the children with food allergies and understand that certain foods are a poison to their little bodies.

Lunch

We have lunch around 12:00 PM. Parents provide a sack lunch daily. These lunches will be kept in their assigned cubbies. Please provide a drink with your child's lunch as well.

Field Trips

Daylight Discovery Preschool will go on two trips throughout the year. Parents are always welcomed to attend. The field trips will be announced later. All of these field trips are subject to change due to any Diocesan COVID policies.

Parties and Special Events

Daylight Discovery Preschool will have parties for Halloween, Thanksgiving, Christmas, Valentine's Day, and Easter. The class teachers along with the room parents will be in charge of preparing activities, snacks, and materials for the parties. We will also have a beginning of the year picnic and an end of the year picnic to celebrate our achievements. Daylight Discovery Preschool will have Grandparents' Day Celebration, Christmas Program, and Sweetheart Dance. We will also celebrate All Saints Day, Crowning of Mary, Catholic Schools Week, 100th Day of School, and many extras. All children and parents are

welcome to attend all of the parties. All of these events are subject to change due to any Diocesan COVID policies.

Curriculum

Daylight Discovery Preschool operates on the Piagetian belief that children learn through the active exploration of their environment. Our program supports their exploration and curiosity by offering learning centers, projects, and hands-on experiences. Along with understanding how children learn best, our curriculum is centered on the Creative Curriculum and the project approach. Our curriculum and program is guided by the ECERS (Early Childhood Environment Rating Scale) that makes Daylight Discovery Preschool a high quality early childhood program. The classrooms are divided into learning centers. Included are an art area, water/sand area, science/math area, library area, dramatic play area, and writing area. The active days take us through a variety of learning situations. The children start each morning with free-choice play, where centers are all open. Carpet time allows the children to come together to pray, decide which children gets the daily jobs, discuss the weather, and add to the calendar. The circle time is used for stories, songs, and finger plays. Table activity time is allotted for special hands-activities as well as the children engaging in manipulatives. Play is work to children. Children learn how to problem-solve, develop social, language, fine and gross motor, and risk-taking skills, in addition to learning manners, creativity, and self-expression.

Daylight Discovery Preschool's curriculum utilizes a wide variety of activities, both structured and unstructured, to broaden the children's knowledge, to increase their social, physical, spiritual, and emotional development, and to enable them to adapt into today's society. The children mainly do child-based art projects, rather than teacher-based artwork projects. Our program incorporates hands-on-activities, rather than an overabundance of worksheets.

Another core portion of our curriculum is learning about our Catholic faith and growing spiritually and morally. We emphasize that Jesus loves all of His little children and He wants us to love one another. We help the children understand and guide them to make the right choices that strengthen the roots of their faith. Prayer is incorporated throughout the day, where children pray during morning gathering time, snack time, and in the quiet of their hearts. The children learn the following Catholic prayers: Our Father, Hail Mary, Angel of God, Glory Be, Grace before Meals, and Sign of the Cross. They participate in All Saints Day and Crowning of Mary and Catholic School Week. The Pre-Kindergarten Classes attend weekly Friday Masses. During the second semester, the Pre-Kindergarten students participate with Mass by reading petitions, singing, and bringing up gifts. With God's grace, our program is blessed.

Tuition & Payments

The 2024-2025 monthly tuition rates for FULL DAY program are \$420.00 for 5-day students and \$320.00 3-day students. The 2024-2025 monthly tuition rates for HALF DAY program are \$210.00 for 5-day students and \$160.00 3-day students. The BEFORE-SCHOOL CARE is \$5.00 daily from 7:30-8:30 AM. The AFTER-SCHOOL CARE is \$15.00 daily or \$150.00 monthly. For any payment received after the 15th of the month, a \$5.00 late fee will be charged. **All checks must be made out to St. John Catholic Church.** The first tuition payment is due on your child's first day of school. On your child's first day of school, please send your payment in an assigned envelope with your child's name on it. Please place your tuition payments in our gray money lock box in school's entrance lobby. Parents are also able to pay tuition online at www.catholicdaylight.org/preschool. Tuition payments are due the first week of each month.

Contact Information & Staff

Daylight Discovery Preschool
5301 Daylight Drive, Evansville IN 47725
812-867-3718 (phone)
812-867-8390 (fax)

Traci Davis {Director/Pre-Kindergarten Teacher}.....tdavis@evdio.org
 {Pre-Kindergarten Day Assistant Teacher}
Becky Lasher {Preschool Teacher}.....blasher@evdio.org
 Marie Hartmann {Preschool Assistant Teacher}

{After School Director/Teacher}

