



PRAY. WORK. SERVE.

# 2018-2019 Preschool Handbook

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[www.stbonifaceschool.org](http://www.stbonifaceschool.org)

Revised August 2018

**Principal:**  
Rebecca Kaelin

**WHAT TO KNOW**

**Hours**

School is open from 7:30 am to 6:00 pm Monday through Friday. School day begins with prayer at 8 am.

## What to Wear

St. Boniface Preschool has a school uniform policy. The uniform policy can be found at the end of this handbook. Students should wear tennis shoes and socks each day. **No Boots or Sandals.** Pre-K 2 class does not wear uniforms. No Cat, mouse, or any animal ear headbands of any kind..

## What to bring

- Your child will need a regular sized backpack or tote bag and a complete, weather appropriate, change of clothes (shirt, shorts/pants/skirt, socks and underwear).

## Snacks and Meals

Daily snacks will be provided by the school. Pre-k 2 students will need a sippy cup. Cups should only have white milk, juice, or water. Do not send cups with chocolate milk, sports drinks, coffee, tea, or soda in them. Children are served milk, juice, or water with morning and afternoon snack.

Lunches can either be purchased in the school cafeteria or the child can bring a sack lunch from home. St. Boniface Preschool is a part of the National School Lunch Program. Free and reduced lunches are available. Forms will be sent out in August each year or you may contact the school office for more information.

**\* Please notify your child's teacher if your child has any food allergies.**

## Toys from Home

Children are encouraged to leave their toys at home. They may bring **1 small** lovey to sleep with at nap, but it will only be allowed out of their cubby at nap. We do not often watch TV or DVDs, and media shown generally has a learning purpose. Please do not allow your child to bring videos or DVDs to school.

## Arrival and Departure

Plan to arrive between 7:30 and 7:50 am. Park in the parking lot on the corner of North "C" and North 18th. Walk with your child into their classroom. **Be sure to sign your child in each morning and sign them out each afternoon.** No child will be released to persons not authorized by a parent or guardian. Students must be signed in and out by an adult who is over 18 years old. If your child is in a pull-out when you pick them up, you will have to go to their classroom and sign them out first before picking them up.

## Curriculum

We provide a DAP (developmentally-appropriate practice), faith-based environment for our preschoolers.

We believe

- That children learn by using their senses and by moving.
- That each child learns and develops at his/her own pace.

- That children learn through language and rapidly developing their language skills.
- That preschool children need hands-on experiences with a wide variety of materials.
- That families and staff are partners in supporting their child's development and learning.

Because children learn through play and hands-on experiences, it may not look like school to you. Instead, teachers use play experiences to help children learn skills and concepts. Activities encourage exploration, creativity, and problem solving. Our teachers work with each child to enhance their learning and development in all areas: social-emotional, physical, language/literacy, and intellectual.

## **Classroom Rules and Procedures**

1. Please Obey your Teacher and all other adults.
2. Treat others the way you want to be treated.
3. Take care of your school, classroom, and the things in it.

### Hallway Procedures

Before leaving the room we will sing our hallway song. Students will begin learning how to walk down the hall with their hands behind their backs and without talking.

## **Center Time**

Center time activities may be structured or unstructured depending on the teacher's goals for that day. Usually no more than 2-3 children will be allowed in a center area at a time. While children are working in centers, they are learning skills such as sharing, socialization, fine and gross motor skills, and many other skills. When center time has ended, all children must clean up their work area and put everything back into its place.

## **Rest Time**

Rest time occurs in the early afternoon, between 12- 2 pm. Students will need a crib sheet for their cot (cots are provided by the school), a **small** blanket, and a small pillow to rest with. Any item that is brought for rest time must fit into the child's cubby. Once all of the students are on their mats, they will not be allowed up off of their mat, make noise, play, or talk with other students. Teachers may read a book to the children at this time. Teachers also play lullaby music to help the children rest. Rest items are to be sent home each Friday to be washed in order to prevent the spread of germs. It is important that these items are sent back the next school day for your child to have at rest time. Rest time usually lasts 2 hours or less. Children who have not fallen asleep within 45 minutes may lay on their mat and look at books quietly.. Only small lovies will be allowed, at the discretion of each teacher, during nap time.

## **Recess Time**

Young children need lots of time to strengthen their muscles, receive fresh air, and increase gross motor skills. When the temperature is about 36 degrees (wind chill) and below 96 (heat index), and it is not raining, the students will be given daily opportunities to play outside. Even if it is very hot or cold, it is possible students may go for short walks or activities outside. Please make sure your child has weather appropriate clothing each day, including a light sweater or coat when it is cold. Gloves and a hat may be left during colder months for outside play.

## **Love and Logic Philosophy**

This year we will be using Love and Logic, a behavioral philosophy founded by Jim Fay and Foster W. Cline, M.D.

Love and Logic uses humor, hope, and empathy to build up the adult-child relationship. It emphasizes respect and dignity for both children and adults and provides read limits in a loving way. It also teaches children about consequences and healthy decision-making.

## Friday Folders and Communication

Communication is very important at St. Boniface. One of our primary forms of communication, other than drop off and pick up times, is the Friday Folder. Please read the information contained in the folder, remove it and return the folder the following Monday. The folder contains the weekly school newsletter (which contains the next week's lunch menu), as well as classroom updates, notes, and reminders. They may also contain your child's completed work from that week.

Please also remember to check your email and school website for updated information. It is important to update the school office with a good email address and phone number.

## Arrival

1. Parents should make their "good-byes" to their children brief and happy. A prolonged farewell creates uncertainty and unnecessary difficulty in separation from the parent.
2. Please do not accompany your child past the welcome area. That makes separation more difficult and can disrupt the classroom.
3. Children should arrive between 7:30 am and 8:00 am, as instruction starts after prayer at 8:00 am. Arriving after prayer may cause children to miss teaching time and may disrupt other students from learning.
4. Please try to be sure your child has a healthy, nutritional breakfast and a good night's sleep before coming to school. Sugar has been known to increase hyperactivity and lessens the child's ability to learn. We do not allow breakfast to be eaten in the classroom. Children need to finish breakfast before entering classroom.
5. Please trust their teachers to give further comfort. Please DO NOT linger in view of your child as that will cause further stress on you child and hinder their transition into the class for the day.
6. An adult over the age of 18 must sign your child into the classroom on the sign-in sheet by the classroom door.

## Dismissal

1. Children are expected to be picked up at their scheduled time by their regular adults (either parents/guardians or others listed on their emergency form).
2. For your child's protection, we only release children the authorized people listed on the Emergency Form. Parents must inform us in writing if someone other than those listed will pick up your child and the date for which this applies. We will not release your child to anyone you have not authorized. A photo ID is required of the authorized persons when picking up your child for the first time.
3. An adult over the age of 18 must sign your child out before they can leave the school.
4. Please avoid picking up your child during school hours unless absolutely necessary. We try not to interrupt children in the midst of their work. Nap time is between 12:00-2:00 pm. It is our preference you do not pick up your child while they are sleeping. If you need to pick them up at this time please go through the office, do not ring the bell to the preschool classrooms as this will disrupt nap time.

5. At 3:15, any children still in the classroom will be taken to after-school care (in the school cafeteria).

## **Attendance**

If the child is absent, the parents should notify the school office and the child's teacher before 8:15 a.m. Please have your child to school on time. The day starts promptly at 8:00 am. Children coming in late disrupts and draws attention away from the learning and instruction that has already started in the classroom. If a child will be tardy please notify the office and your child's teacher before 8:15 am, and notify them whether they will need a hot lunch or have a cold lunch, as lunch count is due by 8:30.

## **Field Trips**

We may take several field trips throughout the school year. Students are expected to follow school and classroom rules while on field trips. Permission slips must be turned in before a child can go on a school field trip, even if a parent is attending. All preschool students MUST have a car seat in order to go on a field trip (labeled with their name). Booster seats are not permitted on the school bus. Parents will not be allowed to drive their child or another child unless they check them out of school.

## **Birthdays**

Children may bring cookies, cupcakes, or another treat to school to celebrate their birthdays. Those treats will be given out during a snack time. (Ask your teacher what snack time they would prefer) The celebration can last as long as the normal snack time would last. Parents may attend as well, as long as they stay only in that allotted time. Please check with your child's teacher to see if any of their classmates have allergies. Candles will not be allowed on a cake. Summer birthdays can be celebrated in May. Invitations for a birthday party must include either child's entire class, all of the boys, or all of the girls. Teacher can provide a list of names for you.

## **Emergency Procedures**

Evacuation procedures for fire and severe weather are practiced monthly. When severe weather is in the area, the principal will monitor weather reports and alert staff to be prepared to move children quickly to safety. Parents will be notified with an alert text if children are moved to safety during an emergency. Emergency procedures are posted in each classroom.

## **Weather Related Closings**

When the Fort Smith Public School District closes due to severe weather, St. Boniface will be closed. Closings will be announced on local television stations. It will be posted on our school website, and an email will be sent to parents. If the closing is announced in the middle of the day, please pick up your child immediately.

## **DHS Investigations**

Per Minimum Licensing 201.4 "Children may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. Child interviews do not require parental notice or consent."

## **Medication**

Our teachers do not administer medications to children. However, if your child has a medical care plan that requires medication during the school day, please contact the school principal to make these arrangements.

## Immunizations

Every child at St. Boniface must be fully immunized. A copy of the child's current immunization record is required at the time of enrollment. Please remember to provide a new copy if your child receives additional immunizations during the school year. Failure to comply with this requirement may result in termination of your child's enrollment. Any exemptions from this policy must be approved by the principal.

## Injuries

Minor injuries will be treated with appropriate first aid and you will be informed about them on an accident report form. Accident reports will be in your child's backpack.

You will be called by St. Boniface immediately if your child sustains a more serious injury. In cases that we perceive the injury to be potentially life-threatening, we will call an ambulance to transport your child to a medical facility and will direct you to meet the ambulance. All costs for ambulance and medical fees are the responsibility of the child's family.

## Illness

For the good of all children and teachers, please keep your child at home if they are ill. If symptoms appear during the day, we will call you to pick up your child immediately. If your child is exposed to a contagious illness, we will send a notice home or contact you by phone or email. Please let us know if your child has been exposed to an illness or disease away from school so that we can watch for symptoms. **Students must be symptom free without the aid of medication for at least 24 hours before returning to school.**

State health regulations require that children with the following symptoms be excluded from child care:

- Fever over 101 (taken orally)
- Diarrhea (3 or more watery stools in a 24 hour period)
- Vomiting (2 or more occasions within the past 24 hours)
- Rash (Not associated with diapers, heat, or medication allergic reaction)
- Sore throat, if associated with fever or swollen glands in the neck
- Severe coughing that leads to gagging, vomiting or difficulty breathing
- Pink eye
- Untreated scabies, head lice, or presence of nits
- Multiple sores in the mouth with drooling

- Untreated ring worm

## **Discipline Policy**

### **St. Boniface Preschool Program uses the following methods of discipline:**

Parents have legal and moral rights to know what will be expected of their children in the way of behavior. The preschool has the responsibility to protect the program, institution, and other students from the problems that can result from serious behavior issues. Enrollment in the preschool is a privilege, not a right. Parents must cooperate in ensuring that their children behave in a manner that is appropriate for a preschool setting. Our goal is for our students to learn to be self-disciplined.

# **Preschool Dress Code**

## **Boys**

### Pants

Navy blue or khaki long or short pants. Color and style are important, not brand name. Belts are not necessary for Pre-K students.

### Shirts

Solid white shirts, either polo (recommended) or dress style, are appropriate. Authorized St. Boniface emblems may be placed on the left side over the heart. Shirts may also be plain white devoid of any emblem. Shirts are available through most stores that sell children's clothes. Red polo style shirts may be purchased through the school office with or without the embroidered logo.

## **Girls**

### Pants and Skirts

Navy blue or khaki long or short pants or skirts. Brand name is not as important as style and color. St. Boniface red plaid shorts are also acceptable and are available from *Parker Uniforms* and from *Especially for You*. Blue shorts or bloomers must be worn under skirts.

### Jumpers

Navy blue or St. Boniface plaid jumpers (available from *Parker Uniforms* and from *Especially for You*) are acceptable. Blue shorts or bloomers must be worn under dresses.

Shirts

Solid white polo style is appropriate, as are red polo style which can be purchased through the school offices with or without the embroidered logo. Authorized St. Boniface emblems may be placed on the left side over the heart. Shirts may also be plain white, devoid of any emblem. Blouses must be solid colored white/red.

**General**

Shoes and socks

Shoes should either be dress style or athletic style. **(No boots or sandals)** Tennis shoes should be worn on days when students have P.E. Socks should be solid navy or white. Students will be involved in lots of active play, so tennis shoes are recommended.

T-Shirts

St. Boniface t-shirts may be worn only on Thursdays.

Sweaters/Sweatshirts

Uniform sweaters (either solid navy, white, or red cardigans) or SBS sweatshirts or hoodies (purchased in the school office), not coats or jackets, are to be worn in the classroom during school hours. Coats or jackets should be sent every day once the weather starts turning cooler, as we try to take students outside unless the temperature drops below 32 degrees (wind chill).

**Please send a weather appropriate change of (uniform PK3 & 4) clothes with your child.**

# HANDBOOK CONTRACT

I have reviewed the St. Boniface Catholic Preschool Handbook. I have read and understood the contents and agree to adhere to the policies and procedures outlined in the handbook. I will help my student to understand and adhere to the policies.

## Signatures:

Parents/Guardians: \_\_\_\_\_

Date: \_\_\_\_\_

