

**ST. JOSEPH  
CATHOLIC SCHOOL  
301 West Houston Street  
Garrett, IN 46738  
260-357-5137**



**PRESCHOOL HANDBOOK  
2017-2018**

### **Preschool Philosophy**

Preschool is a time for young children to experience learning, sharing, and caring through various activities, field trips, and interaction with others. They will experience an academically enriched atmosphere embedded in a well-ordered social community. The materials in the classroom will help children build a sense of order, concentration, coordination, and independence. Through various materials, the children will be exposed to the subjects of religion, reading, math, science, social studies, art and music. Each child will be honored as an individual and will have an in depth relationship with the teacher. This individualized approach will maximize the realization of each child's potential. There will be respect, genuine warmth, patience, and understanding at all times. Children will experience the joy of learning, God's love, and friendship.

### **Preschool Goals**

(From the Diocese of Fort Wayne - South Bend)

1. Grow spiritually, so as to develop a sense of trust and realize their need for God's love.
2. Grow emotionally, so as to develop a positive self concept and show independence and self-responsibility.
3. Grow socially, so as to learn to play, work and communicate with children and adults.
4. Grow physically, so as to develop gross and fine motor skills.
5. Grow intellectually, so as to develop a love for learning.
6. Grow creatively, so as to recognize their own God given talents and abilities.

### **Class Ground Rules**

Our ground rules are few and simple and are designed to aid the student in acquiring self-respect, respect for others, and respect for the environment.

- Respect other people's bodies and feelings. We do not hurt anyone in any way. We are kind and courteous to each other at all times.
- Respect other people's work and their personal belongings.
- Allow classmates to work uninterrupted.
- Walk in the classroom and use quiet inside voices so that other students at work are not disturbed.
- Use materials for their intended use.
- Keep our classroom neat and organized by cleaning up after ourselves and putting materials away in their proper places.

## Schedule - Arrival and Dismissal

### **Preschool meets Monday, Wednesday, and Friday from 8:00 a.m. to 11:00 a.m.**

Students are to arrive at school from 7:45am-8:00 a.m.

**\*Wednesdays we go to assembly, please be here promptly at 8am.**

-An adult will greet your car at the end of the sidewalk leading to the PK door.

**-Please do not exit your car at this point.**

-The preschool classroom is located on the West side of the Parish Center.

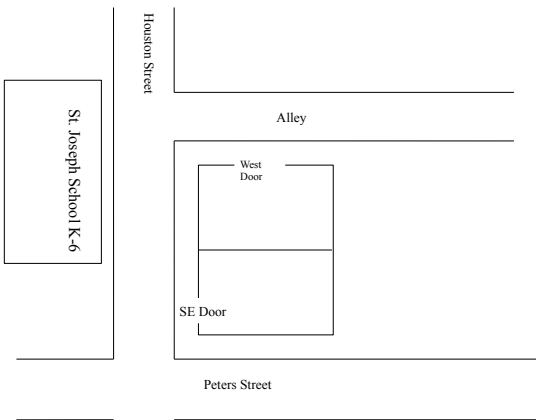
-To drop off your child, please pull up to the southeast side of the building at the Parish center door at the corner of Houston & Peters Street.

-\*PLEASE DO NOT pull up in front of the Parish Center during morning arrival, as the street will be closed off for the St. Joseph busses and parent drop off.

-Dismissal is promptly at 11:00 a.m. An adult will escort your child to the car.

-You may park on Peters or Houston Street when picking up students.

\*If you need to speak with the PK staff, please park and walk to the door.



## **Closings/Delays**

If St. Joseph School has a two-hour delay, **there WILL be preschool.**

\*Students will attend school from 10am-12pm.

If St. Joseph School is cancelled, there will be no preschool.

St. Joseph School follows Garrett-Keyser-Butler Community School District for school closings and delays.

## **Field Trips**

The children will be taking various field trips throughout the year. Parents are encouraged to attend if possible. The diocese requires all chaperones and volunteers to watch a "[Safe Environment](#)"\* video and fill out the required papers. You may obtain these items in the school office. **Please do this as soon as possible if you are interested in attending any field trips.**

\*Safe Environment Policy

The "Safe Environment" policy is set forth by the Fort Wayne-South Bend Diocese. The policy includes a criminal background check and personal references check. Basic personal information such as name, address, phone number, etc. is required and kept on file for five years.

\*Please note the Safe Environment process can take up to two weeks to be completed, therefore, please submit your information as soon as possible if you are considering chaperoning at any time. Parents will need to contact the church secretary for the necessary documentation: [stjosephparishcenter@yahoo.com](mailto:stjosephparishcenter@yahoo.com), or you may contact the Preschool or St. Joseph School office.

## **Birthdays**

On the day of your child's birthday, you may send a short written story of your child's life for the teacher to read aloud during community time. Also, you may send in a picture of your child's life or prepare a poster board depicting a time line of your child's life. Feel free to send in a treat to share with your child's classmates to aid in our celebration. \*Treats for birthdays do not need to come from the suggested list. You may send items such as – cupcakes, cookies, etc. If your child's birthday does not fall during the school year, we will celebrate it the same way, but as a half birthday. Birthday days will be listed on the PK calendar each month.

## **Snacks**

Each week of school, one family will be responsible for providing snacks, for the entire week. Snacks should come from the suggested snack list, or be a "healthy snack". Snack weeks will be listed on the PK calendar each month. \*If a student has special food needs/allergies the PK staff will have alternate snacks for that child. *Please notify the teacher if your child has any food allergies!*

### **Show And Tell/Other Items**

Students are encouraged to bring in special items to share on an occasional basis, such as books, items from nature, pictures, and articles from newspapers and magazines. Personal belongings such as money, jewelry, balls, lip balm, cars, dolls, etc. disrupt and can sometimes “disappear”, and may not be brought to school.

### **Clothing Guidelines**

Please send your child to school in shoes and play clothes they can be independently successful with. Although aprons are worn for art and water works, children do occasionally “wear their work”. Each child must bring at least 1 change of clothing (shirt, pants, socks, underwear) for toileting or similar accidents. Also for safety, please note that sturdy, closed-toe shoes are to be worn to school. We ask that your child does NOT wear sandals to school. Comfortable clothing is best for the preschool environment. Students may also bring spare boots, jacket, mittens, hat, and scarf for colder weather. We will have days where recess will be in the snow and boots will be required on those days.\*All items should be marked with student’s name, and all items will be stored in an individual cubby for your child.

### **St. Joseph School Fund Raising**

Various fund-raising activities, generally by the HASA organization or St. Joseph school, take place throughout the year. All families are requested to support these activities. Families are asked to volunteer for at least two of our activities.

### **Home and School Association (HASA)**

All parents of students attending St. Joseph School are members of the Home and School Association. There are annual dues of \$25 that can be paid anytime from the beginning of school until Christmas break. Meetings are held throughout the school year and all parents are welcome, but not required, to attend. The purpose of the Home and School Association is to promote friendship, cooperation, and understanding between teachers and parents to promote the welfare of St. Joseph School.

## Health requirements

State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. Children are prohibited from being enrolled without proof of proper immunizations. The health form and questionnaire should be filled out by your family physician and kept on file at school. Children must be potty trained. No diapers pull ups, or training pants are allowed, unless specific approval is granted from the school Principal.

## Illness

The following guidelines were written by Dr. Mark O'Brien, pediatrician, and are for school attendance in the context of illness. (American Academy of Pediatrics literature was used as resource material)

### **Illness:**

- A. Fever - When fever is present (99 degrees or above), it can serve as a parameter by which to gauge fitness for attendance. A child must be fever-free, without the aid of fever reducers, 24 hours before returning to school.
- B. Rashes - Rashes are difficult to diagnose by description, but a rash that progresses as the day goes on, especially one that looks like bruising or burst blood vessels, is cause to notify parents and to advise medical attention.
- C. Vomiting - This may have many causes, from the flu to appendicitis. Parents need to keep a child home until he/she ceases vomiting for 24 hours and is holding down solid food well. If a child vomits at school, parents will be notified and the child will be sent home.
- D. Cough - In the context of fever or an ill-appearing child, or a cough that does not subside or accompanies chest pain or difficulty breathing, parents should be notified and the child sent home.

### E. Virus vs. Bacteria

Most colds and flues are caused by viruses and are contagious from 3-5 days from the onset of symptoms, even in the absence of fever. Bacteria are responsible for strep throat, many kinds of pneumonia, impetigo, and most ear and sinus infections. Ear and sinus infections are not contagious; however, the child with strep throat, bacterial pneumonia or large areas of impetigo should be on appropriate antibiotics and fever free for 24 hours before returning to school.

- F. Any child requiring prescription medicine should take their dosage before coming to school each morning. In the event a child must receive a dosage during preschool hours, parents must fill out a medical sheet and submit it through the school office. **No medications will be given at preschool without documentation.**\*St. Joseph school does keep generic ibuprofen and generic allergy medicine in our medical first aid items, however, parents must designate authorization for their child to receive this medicine.