

August, 2020

Dear Parents/Guardians:

I hope all of you are having a wonderful summer. We are very happy you have chosen St. Theresa Pre-K 3 to be your child's first school experience. We are looking forward to meeting them and you. This year will be a special time for learning, making friends, and having fun while achieving new heights in all areas of development. Monday, August 31 will be an optional Open House for students along with a parent/guardian. Each student and their parent/guardian will be given an hour time slot to visit the classroom and meet the Pre-K 3 Teachers. You will be given a time in a separate communication. We hope to answer any questions at that time while your child gets familiarized with us and the classroom. Tuesday, September 1, will be the first full day of school for all half and full day Pre-K 3 students.

To help make the school adjustment period go smoothly please consider introducing a song like Hap Palmer's My Mommy Comes Back. A music video can be found on You Tube. Please begin to read one listening story every day. Direct your child to listen only, and to save any comments or questions until after the story is read. The goal is to achieve about 5 to 10 minutes of listening time each day. Please try to read a couple of books about the first day of preschool and talk about fun-filled preschool activities like play- dough, painting and building with blocks. We will use a picture schedule in school to help half day and full day students understand when it's time to go home. If we work together, students will make an easy transition.

If at any time you have a question, please do not hesitate to contact the school office at 610-838-8161, or to email me at [prek3@sttheresaotcj.net](mailto:prek3@sttheresaotcj.net). Please add my email along with [doloresfartel@gmail.com](mailto:doloresfartel@gmail.com), [secretary@sttheresaotcj.org](mailto:secretary@sttheresaotcj.org) and [noreply@optioncalerts.com](mailto:noreply@optioncalerts.com) to your contacts. Welcome to St. Theresa Pre-K 3 Program! Enjoy the rest of your summer, and we look forward to seeing you at the Open House.

In Christ,

Mrs. Colleen Fitzgerald, St. Theresa School Pre-Kindergarten 3 Teacher

## ST. THERESA PRE SCHOOL PRE-K 3 HANDBOOK

### ARRIVAL AND DISMISSAL

**Arrival:** All parents will stay in their cars, and enter the parking lot by the convent entrance along Wilson Ave. Cars will drive up alongside the cones in single file, and stop at the side entrance marked by the flagpole. You will be met by a staff member who will assist you and your student with a health screening process. Your child will then be walked to their classroom by a teacher's assistant. Please drive out of the parking lot by the St. Theresa Shrine entrance.

Pre-K 4 arrival will begin at 8:00 AM and Pre-K 3 arrival will begin at 8:15 AM. Arrival ends for both classes at 8:45 AM. If you arrive after 8:45 AM, please park your car and walk your child into the main office to be signed in. If you think your child will have difficulty separating from you, please be sure to arrive early. Then, we will have ample time to work through this with your child before the program begins at 9:00 AM. Please drive out of the parking lot by the St. Theresa Shrine entrance.

**Dismissal Policy:** For your child's protection, we will release your child to the people whose names are listed on our release form only. A "Pick-Up List" will be signed by you if another adult is expected to take your child home at any time during the 2020-21 school year.

**Half Day Students** will be dismissed at 11:30 AM. For 11:30 dismissal please park in the lot between the main office and the church. Please do not park or congregate along Wilson Ave. during AM dismissal. All Pre-K Students will be released to their parents by a staff member at the side entrance by the flagpole.

**Full Day Students** will be dismissed at 3:00 PM. The adults picking up will park along Wilson and Leonard Streets. Then, enter the parking lot to stand along the fence line being sure to properly social distance. All Pre-K Students will be released to their parents by a teacher exiting from the gray, classroom doors. If you need to pick up your child at a different time, please sign your child out at the main office. Please be sure to tell us beforehand, so they are ready to be dismissed early.

### SNACKS/LUNCH

**Half day students** will need one snack and one drink.

**Full day students** will need two snacks, one lunch and one drink. We recommend this drink be brought in a reusable water bottle with a spill proof lid that can be refilled with water as needed.

Please do not send in juice boxes. We have found that juice boxes cause frequent spills even if we pop the wings. The juice spills if the container is squeezed too hard, and the juice most commonly siphons out the straw. We do allow juice boxes on a party day. Please be certain your child eats breakfast every morning

because snack is not until after circle time at 10-10:15 AM. Please put names on water bottles, lunch boxes and all plastic storage containers so they don't get lost.

### **REST TIME**

Full day students will have Rest Time daily. Please send in a travel sized pillow with a washable pillow case, a blanket or sleeping bag. Sometimes pillows are attached to the sleeping bags and that is fine. A lovie may be brought if needed, but it may not travel from home to school daily. Students have had traumatic experiences when lovies were left at school, so it's best to only take them home to wash them on Friday. Please label all rest time items with their name and send them to school in a throw away bag on the first day. We will store rest time items in a Ziploc Big Bag size XL which is a 10 gallon size. The school will provide this bag. Please be sure the rest time items will fit into a bag with dimensions 2 FT x 1FT 8 IN x 7 IN (60cm x 51cm x 18cm). The bags will be sent home at the end of the week, so the rest time items may be washed. Kindermats will be provided for each student and will be labelled with the student's name, and disinfected daily. Kindermats will be placed 6 feet apart.

### **VOLUNTEERS/VISITORS**

At this time we are not allowing volunteers or visitors into the Pre-K 3 classroom in order to reduce the spread of germs.

### **SHOW-N-TELL**

Show-n-Tell will be every Thursday and students will be broken up into two groups for Show-n-Tell. This is a time when your child will learn to express him or herself in front of others, and learn to speak in complete sentences using descriptive language. Please take some time Wednesday night to help your child explain their Show-n-Tell to you. The theme will be noted on our monthly calendar. We discuss color, shape, texture, beginning sound and other descriptive qualities and uses. Please send Show-N-Tell to school inside a 10 gallon Ziploc bag. No one else is allowed to touch your child's Show-n-Tell other than them.

### **BIRTHDAYS**

If you would like to celebrate your child's birthday in school with a special snack please sign up for the day with your child's teacher. Simple snacks like cookies, Munchkins, or Rice Krispy treats are suggested, and must be individually wrapped please. Each student may bring a favorite book to school, or choose a classroom birthday book to be read by a teacher in honor of their birthday. June and July birthdays will be celebrated in May. August birthdays may be celebrated in September.

### **FOUR SIMPLE CLASSROOM RULES**

1. Be nice.
2. Be safe.
3. Be clean.
4. Listen.

## **DISCIPLINE CODE**

The following steps will be taken if a discipline problem should arise: 1st reminder- Your child will be given a verbal warning about inappropriate behavior. 2nd reminder- Your child will be given a 1-2 minute time out. 3rd reminder- Your child will be given a 3 minute time out seated by the teacher. 4th reminder- Your child will be redirected to another center activity with a different group. 5th reminder- Parent and child will talk to the teacher together to find a solution. Continuous serious behavior problems may result in the child's dismissal from St. Theresa School Pre-Kindergarten Program.

## **SNOW DAYS/EARLY CLOSINGS**

In the event of inclement weather, a school closing or delayed opening could occur. Through the St. Theresa Preschool Option C Alerts you will receive a recorded message on your phone, a text and email. Please be sure to report any changes to your phone numbers or email addresses to the main school office. You can also look for these school closings or start time changes on WFMZ-TV Channel 69 or you can sign-up on [www.wfmz.com](http://www.wfmz.com) to receive a text message on your cell phone.

## **TWO HOUR DELAY**

Pre-K 3 will begin at 10:00 AM on a Two Hour Delay. Half day and full day students will need to pack a snack and lunch on a Two Hour Delay. Half day students please bring a blanket or sleeping bag for Rest Time.

Dismissal will be at 3:00 PM for half day and full day students.

## **CLOTHING**

Comfortable clothes are required so your child can feel free to move. Sneakers are preferred, because of added stability. Please do not send students to school in flip-flops. Please label all outer clothing like sweaters, coats, hats and jackets. Your child is required to take care of his or her own bathroom needs, so please make sure your child can handle the clothing worn to school. Each Pre-K student is required to have a regular sized backpack daily with a change of clothing (underpants, shirt, pants/shorts, and socks). The backpack needs to be large enough to hold a folder and a lunch-box. Please do not send mini backpacks to school.

## **TOYS**

No toys may be brought from home to school other than the rest time lovie which stays in school, and a Show-n-Tell on Thursday.

## **SCHOOL SUPPLIES**

### **Mandatory school supplies:**

- Large backpack (please no mini backpacks)

- Lunch Box
- Reusable children's water bottle with spill-proof lid
- Full set change of cloths
- Ziploc bag size XL (10 gallon size – dimensions 2 ft. x 1 ft. 8 in. x 7 in. (60cm x 51cm x 18cm) to transport your child's show and tell item.

**Wish List** (any help with our wish list is greatly appreciated)

- Clorox Wipes
- Boxes of Tissues
- Paper Towels
- Fine Black Dry Erase Markers

**Please sign the Handbook Acknowledgement Form on the next page and return it to school no later than Tuesday, September 1<sup>st</sup>.**

**Handbook Acknowledgement Signatures**

I have read the Pre-K 3 Handbook and understand all policies and procedures. I understand that no toys may be brought from home except for Show-n-Tell and a lovie. I understand that if my child brings a lovie it needs to remain at school. Lovies may only travel back and forth between home and school to get washed on Fridays, and then return on Monday.

Parent #1 signature\_\_\_\_\_

Parent #2 signature\_\_\_\_\_

Guardian signature\_\_\_\_\_

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

**These signatures are required to be on file before the first day of school, Tuesday, September 1, 2020.**