

2022-2023

Dear Parents/Guardians:

We hope all of you are enjoying this time of year. We are very happy you have chosen St. Theresa Pre-K 4. 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. Tuesday, August 23, 2022 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 4 Teachers. We hope to answer any questions at that time while your child gets familiarized with us and the classroom. Wednesday, August 24, 2022 will be the first full day of school for all half and full day Pre-K 4 students.

If at any time you have a question, please do not hesitate to contact the school office at 610-838-8161, email us at prekdirector@sttheresaotcj.org or secretary@sttheresaotcj.org. Please add our emails along with noreply@optioncalerts.com to your contacts. Welcome to St. Theresa Pre-K 4 Program! Enjoy the rest of your summer, and we look forward to seeing you at the Open House.

In Christ,

Mrs. Dolores Fartel, Director of Preschool, PreK4 Teacher

Mrs. Donita Williams, PreK4 Teacher

ST. THERESA PRE-SCHOOL PRE-K 4 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 the 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 and temperature check. 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 upper parking lot via Leonard Street 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 2021-2022 school year.

Half Day Students will be dismissed at 11:30 AM. For 11:30 dismissal please park in the upper lot between the main office and the church. Please do not park or congregate along Wilson Ave. during AM dismissal, as this can create tearing in the eyes of our full day students. 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.

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 labeled with the student's name, and disinfected daily. Kindermats will be placed 6 feet apart.

SNACKS/LUNCHESES

Half-day program: Students will need one snack and one drink for Morning Snack. Items should be packed in **a lunch box with your child's name on it.**

Full day program: Students will need two snacks, a packed lunch and three drinks (one for morning snack, lunch and afternoon snack). Items should be packed in a **lunch box with your child's name on it.**

VOLUNTEERS/VISITORS

At this time we are not allowing volunteers or visitors into the PreSchool classrooms in order to reduce the spread of germs.

LETTER OF THE WEEK SHOW-AND-TELL

Letter of the Week Show-and-Tell occurs every Friday. Show and Tell is a wonderful opportunity for your child to learn to express him or herself in front of others. Please take time Thursday night to help your child explain their show and tell to you. Our theme for Show and Tell will be based on the letter of the week.

BIRTHDAYS

Children are welcome to celebrate their birthday at school with a small snack or treat. Simple snacks like cookies, Munchkin doughnuts, Rice Krispy treats or pretzels are appreciated. All treats must be individually wrapped for each child to enjoy. Each student may bring a favorite book to school, or choose a classroom 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.

ALLERGIES FOR THE 2021-2022 SCHOOL YEAR:

Information will go home about allergies once we are made aware of them. Please be sure to list your child's allergies on the back of the emergency form. If your child has an epi pen or medication that is needed please check with the school office for the appropriate doctor's form. Please call the school office 610-838-8161 with any questions or concerns.

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 to receive a text message on your cell phone.

TWO HOUR DELAY

In the event of a two-hour delay, all PreK 4 full and half day students will begin school at 10:00 AM. The half-day students will dismiss at 1:30P.M., while the full day students will dismiss at the usual 3:00 PM. Half-day children should bring a lunch and a drink, while full day students need a lunch,, 2 drinks, and snack on delay days.

EARLY SCHOOL CLOSINGS

In the event of an early closing, you will be contacted by the OptionC Alert system. There will be no afternoon PreK 4 or Extended Care.

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, gloves 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-and-Tell on Friday.

CLASSROOM NEEDS

Your child will only bring to school a backpack, change of clothing (which remains in school), drinks, and a snack and/or lunch. All other items are supplied by the school.

WISH LIST

If you are interested in donating supplies to the classroom, our Wish List includes the following items:

- Tissues
- Paper Towels
- Lysol/Clorox Wipes
- Lysol Spray
- Plastic spoons and forks
- Paper Plates
- Napkins
- Hand Soap for the Bathroom

Please sign the Handbook Acknowledgement Form on the next page and return it to school. Thank you.

Handbook Acknowledgement Signatures

I have read the Pre-K 4 Handbook and understand all policies and procedures. I understand that no toys may be brought from home except for Show-and-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. Please sign and return to school.
Thank You.**