

Immaculate Conception



Preschool Prep
Pre-Kindergarten
Handbook

Philosophy

Springfield Catholic Schools exist to share the Catholic faith with the students entrusted to our care. We invite the children to grow in their love of God, self, and others.

We strive to instill the love of learning in young children. We emphasize the total growth of the child, being sensitive to the developmental needs of the child in these areas: spiritual, social, emotional, intellectual, creative, and physical.

Curriculum Goals

The overall goal of the curriculum will be to meet the needs of the children in each of these areas while keeping the whole child in mind. The following are broad goals for the early learning program.

Through the activities in the early learning curriculum children will:

Grow Spiritually:

- Believe that God is always with them
- Realize and respond to God's love
- Believe the Bible as the source for learning about God and God's Son, Jesus
- View themselves as unique individuals created and valued by God
- Discover that one belongs to a Church family
- Demonstrate care for all of God's creatures

Grow Emotionally:

- Develop a positive self esteem
- Feel free to explore their environment without fear of failure
- Develop a sense of security and trust
- Demonstrate independence and self-responsibility
- Express emotions in appropriate behavior

Grow Physically:

- Strengthen gross motor skills
- Demonstrate eye-hand and eye foot coordination
- Develop fine motor coordination
- Use movement as a mechanism for creative expression
- Identify types of body movement
- Demonstrate motor coordination, body awareness, and interest in music through movement
- Develop healthy eating habits

Grow Socially:

- Play, work, and communicate with peers and adults
- Develop friendships
- Adjust to group situations
- Adapt to change in environment and routine
- Learn to share and take turns

Grow Intellectually:

- Develop pre-reading skills
- Develop math skills
- Demonstrate an increasing attention span
- Show an interest in books
- Complete tasks begun
- Complete 3 step directions

Grow Creatively:

- Express ideas in their own unique way
- Develop their God given talents and abilities
- Feel free to create artistically using a variety of media
- Develop musical skills through the study of rhythm and beat

ADMISSION

A child must be three years old before August 1 of the year attending to be eligible for the Preschool Prep class and 4 years old by August first for the Pre-Kindergarten class. Children must be potty trained as a prerequisite for attending both the Pre-Kindergarten and Preschool Prep classes.

STUDENT HEALTH

By provision of the Missouri Department of Health and Immunization Law, certain immunizations are required prior to preschool entrance. It is unlawful for any students to enroll in or attend preschool without proof of proper immunization. The preschool immunization form must be returned to the school showing up-to-date immunizations prior to the first day of school. These forms should be mailed to the school.

According to Diocesan Policy non-prescription medications may not be given to any student by school personnel. This includes Tylenol, cough syrup, decongestants etc. Prescription medications may be given at school if sent in the original container with the dosage specified. A written permission slip must be signed by the parent and sent with the prescription. Special arrangements can be made to keep medications for certain conditions such as diabetes, asthma, or allergic reactions. The Principal or designated staff member has the right to send any student home that is considered to be too sick or injured to function effectively at school. Children should remain home if a temperature of 100 or greater is present, there is any type of drainage from eyes, or open sores, the child complains of headache or nausea, or has any undiagnosed rash. These students will be considered possibly contagious. Parents, guardians, or persons designated on the emergency form will be notified to pick up any child with these symptoms. Children should be fever free and symptom free for 24 hours before returning to school.

SCHOOL DAYS

The Early Learning Center calendar follows the Springfield Catholic Schools calendar; we observe the same holidays, holy days, and other days off. The snow day policy is as follows: Springfield Catholic Schools will determine school closings for inclement weather. Parents are encouraged to watch the local television stations or tune into local radio stations for announcements regarding closings.

OPEN HOUSE

An open house is planned at each location before the beginning of the school year. This offers the opportunity to introduce the parent and child to the school, the environment and the teacher. Parents are invited to ask questions at this time. The first day of school is for children only. Teachers will contact parents with information in August.

SCHOOL DRESS

Children's dress should be comfortable. Play clothes and tennis shoes are suitable for preschool. Sandals, boots, and dress shoes inhibit gross motor skills, especially climbing. Don't forget to label coats, sweaters, mittens, and caps.

CONFERENCES

There will be individual conferences between parents and the teacher in February. Parents are invited to talk with the teacher whenever they feel there is a need or a problem.

ROOM PARENTS

Room parents are a vital part of the program. They help plan several parties throughout the year. Volunteers for this and other projects are very much appreciated.

ARRIVAL AND PICK UP

Punctuality in arriving and picking up your children is important. A child will not be released to anyone other than a parent without authorization from the parent. The Early Learning Center doors open at 8:00 A.M. Parents may drop off their children after this time. The morning classes will dismiss at 11:15 A.M. The Afternoon Daycare dismissal will be at 3:00.

SNACKS

Parents provide snacks on a rotating basis for the pre-prep and the pre-kindergarten classes. We ask for pre-packaged snacks that are easy to pass out during our snack time, for example Goldfish crackers, pretzels, popcorn, Veggie-Straws and bananas or cutie oranges. We try to have one of your child's snack week coincide with their birthday. For the birthday celebration, please bring bakery made mini muffins, cupcakes, or cookies. We will provide napkins and cups for snack time. Parents will be notified of their snack week.

AFTERNOON DAYCARE

Children staying for Afternoon Daycare will have lunch. The lunch menu will be posted on our website and emailed to you in the schools' monthly newsletter. Children may also bring lunch from home. Please review the menu each month and circle daily choices for your child, including a choice of white or chocolate milk. Snacks will be provided. **The pre-prep preschool children** will have a quiet nap time. Cots will be provided. Please send a blanket or sheet (child sized) for your child to rest on and a pillow. Pre-K children will have quiet time in the afternoon, but do not take naps. Children do occasionally have accidents or spills, so we ask that you bring a complete change of clothes in a large zip lock bag with your child's name marked on the outside.

COMMUNICATION

We will keep you updated about events, snack schedules, etc. through school email and Class Dojo this year. We will send a weekly email newsletter to inform you about what we are doing each week in our Early Learning Center. Please feel free to communicate with us via email, phone calls, or note.



