

## **OUR LADY OF LOURDES PRESCHOOL HANDBOOK**

### **PRESCHOOL PHILOSOPHY AND GOALS**

Our primary goal is to provide for developmentally appropriate, active learning of children, ages 3-5, in a Christian atmosphere.

We will strive to promote a positive self-image in all the children who attend the preschool.

We intend to make the child's first school experience a happy one, which will hopefully promote good attitudes toward school and learning.

We will guide the children in developing socially, emotionally, physically, intellectually, and spiritually.

We will encourage creativity and individualism in each child.

### **REGISTRATION, ENROLLMENT AND TUITION PAYMENTS**

Registration information and forms will be available in January for the coming school year. These will be sent home with students presently enrolled in the preschool. For those not enrolled in the present year preschool, information can be obtained by contacting the school office.

At the time of registration, there will be a \$50.00 non-refundable registration fee that will confirm enrollment and is applied toward tuition for the first semester.

Children who will be three years old by September 1<sup>st</sup> of the school year may enroll in the two day (Tuesday, Thursday) morning session (or afternoon session if available). Children who will be four years old by September 1<sup>st</sup> of the school year may enroll in the three day (Monday, Wednesday, Friday) morning session (or afternoon session if available).

All children entering the preschool MUST be toilet trained.

Health forms will be given to parents at the time of registration. They need to be returned to school on or before the first day of class. A written statement from the child's physician stating that the child is in good health and able to participate in a preschool program is highly suggested. A similar communication from the child's dentist is also suggested.

An emergency card will be given to parents at the first parent meeting and must be returned to school on or before the first day of school. We MUST know where to reach you AT ALL TIMES in case of emergency.

Tuition can be paid in full the first week of each semester (first week of September and last week of January). Arrangements for nine monthly electronic funds transfer payments can be made at the parish business office. Payments can be turned into the school office, dropped off at the parish office, or mailed to:

Our Lady of Lourdes Preschool  
1305 Lourdes Avenue  
DePere, WI 54115

2010-11 tuition is \$750/year for the two day sessions and \$950/year for the three day sessions.

### **SNACKS**

Snacks will be provided at preschool each day. A "Snack Calendar" will be sent home from school each month asking parents to provide a snack for the class on a specific day. On their assigned day, parents are asked to provide both the snack and beverage for all the children in the class. If your child will not be attending on the assigned day, you should either trade with someone else or make sure a snack is provided.

Some nutritious snacks include: cheese, crackers, muffins, small sandwiches, nuts, raisins, finger Jell-O, fruit slices, granola mix, vegetable sticks, ice cream bars, etc. Be creative!

Beverages: 100% juices or milk.

A refrigerator is available for food storage. A microwave is available, too.

Please let the teacher know if your child has any food allergies. (This is very important!!)

## **PRESCHOOL SUPPLY LIST**

The supply list for Preschool for this year will be handed out at the parent meeting before school begins or on the first school day. Parents may be asked to donate paper products as the need arises. The teacher will send a list home later in the year if supplies on hand run low.

### **HOW CAN YOU HELP?**

Help make preschool a happy time for your child by doing the following:

- Speak of the Preschool as a happy place, and of the teacher, assistant and principal as friends.
- Take special note of work your child brings home. It is so important to each preschooler!
- Encourage your child to look at books. Please read to your child every day.
- Encourage your child to do many things by himself, including putting toys, clothes and other things in the proper place. Children are happy and proud to be independent.
- Teach your child to take care of her toilet needs by herself and to wash hands after going to the bathroom.
- Help your child to eliminate baby talk before entering school. Call items by their correct names.
- Take your child on trips to the airport, museum, beach, farm, zoo, etc. These are worthwhile experiences that help your child learn.
- Help your child to help himself! Teach him to dress himself and be responsible—take care of own things and pick up after himself.
- Keep the teacher informed as to any important changes in your family that may affect your child (new baby, separation, divorce, death in family/pet, etc.).

## SCHOOL TIMES

2-Day Morning Class.....	9:00-11:00
2-Day Afternoon Class.....	1:00-3:00
3-Day Morning Class.....	8:30-11:15

The Preschool begins Tuesday, September 7, 2010 (two-day session) or Wednesday, September 8, 2010 (three-day session) and ends Thursday, May 26, 2011 (two-day session) or May 27, 2011 (three-day session). The school calendars of Our Lady of Lourdes and West De Pere Schools are followed as closely as possible. You will receive a preschool calendar at the beginning of the year with all the days off listed.

## ARRIVAL AND DISMISSAL

Transportation for children coming to or going from school is arranged by the parents.

When coming to school, parents should drop off their children at the classroom door. Arrival at school should be no earlier than 5 minutes before the start of each session. If you arrive earlier than 5 minutes, please wait on the benches at the end of the hall. The teacher will open the door at class time. Please remember that the Kindergarten classes across the hall from the preschool are in session when you arrive.

When going home from school, parents should wait at the end of the hall just outside the school office for class to be dismissed. Please be on time when picking up your child, as the preschoolers are always eager to show their parents what they have done at preschool each day. They are disappointed if they have to wait after everyone else is gone. The teacher and aide also have meetings and tasks to do after class.

If your child will be absent, please call 336-3091 to inform school office personnel who will then inform the teacher or transfer you to the preschool voice mail.

## **WHAT TO WEAR**

Please dress your child appropriately for preschool. Keep in mind that we do many "creative" things in class each day.

Hair should be neat, clean and combed away from the forehead so that vision is not impaired.

Casual clothes such as slacks, shorts, jeans, sweatshirts, jogging suits and T-shirts are suggested and encouraged.

Dress-up clothes are suggested for special occasions, but not on a daily basis.

Shoes should be casual, preferably with rubber soles for safety purposes. Tennis shoes are fine. NO jelly shoes, strapless sandals, or clogs are permitted.

Please encourage your child to put on outerwear by himself. We will not be going outside during winter months unless otherwise notified. Remember to put your child's name on all boots, mittens, hats, jackets, etc.

## **TYPICAL DAY**

A key factor in the Preschool program is learning through socialization and the celebration of small accomplishments.

A typical day usually includes:

- Free Choice / Free Play
- Clean Up Time
- Group Time / Music
- Discussion Time / Theme Time
- Snack Time (which includes a prayer/group thank you for the snack person)
- Story Time
- Art Project or Learning Project
- Gym (one time per week for the 4-year old program)

Other activities may be added that correlate with the season, discussion topic, special events, etc. Field trips are an important part of preschool. Many are planned throughout the year that enhance themes and topics the students are studying.