

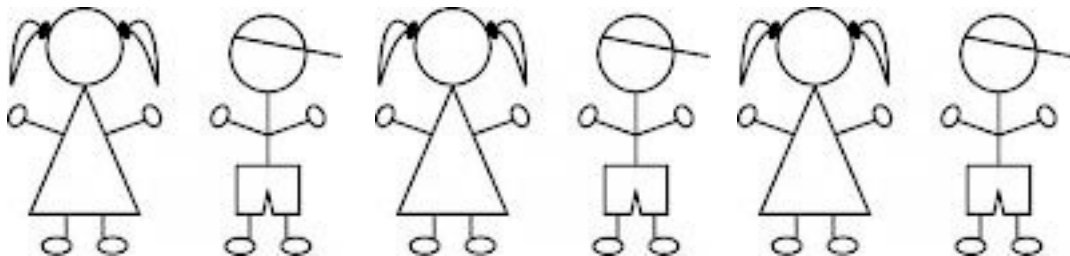
Holy Family School

Preschool/Pre-K Program

2022-2023
Handbook

Holy Family School
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Ms. Lori Ehlert - Teacher
Mrs. Karen Neidermeier-Gill - Teacher
Mrs. Mary Sowada - Principal



Welcome to the Holy Family Preschool Program!

MISSION AND PHILOSOPHY

The mission of our Preschool program is to give children a nurturing environment to learn with and from each other; to learn about God's love and living as Jesus taught. We will work to develop the whole child; physically, emotionally, spiritually, socially, and academically.

ADMISSION

The Holy Family School Preschool program accepts children who are or will be three years old by September 1 up to age 5. Preschool students need be able to use the bathroom independently. Priority is given to present and past families at Holy Family School, then to families of Seven Dolors Parish, the Harvest of Hope C.C. and lastly to families from other parishes. Enrollment will be limited to 14 students per class with an aide assisting classes of 9 or more children.

COST

The Holy Family Preschool Program is a self-sustaining program. As a self-sustaining program, it is dependent on the tuition paid by families. The Holy Family Preschool Program is a separate financial program from that of the regular K-6 school. Since some months are significantly shorter than others due to days off, it is important to note that the **cost is an average of the total cost**. The cost for the program pays salaries for personnel and other associated costs. Our current 2022-2023 tuition is:

\$130/monthly for the 2 day program

\$190/monthly for the 3 day program.

\$230/monthly - 2 day Extended Preschool Day

\$440/monthly - Full day Pre-K

Tuition rates are subject to change each school year.

PRESCHOOL SCHEDULE

Classes for our Preschool Program are held from 8:00-11:00 Monday/Wednesday or Tuesday/Thursday for the 2 day classes. Friday will be added for anyone wishing to attend 3 days a week. Please adhere to this schedule when dropping off and picking up your child.

EXTENDED LEARNING DAY

On Monday and Wednesday afternoons we have an Extended Day offered from 11:00 - 2:40. The cost for children in the morning preschool and extended day (combined) is \$230 a month.

PRE-K FULL DAY

Our Pre-K class meets Monday through Friday during regular school times and follows the Holy Family School year schedule. Students should be 5 years old March and committed to attending Kindergarten the following year to attend.

BUSSING

Bussing for preschool students is provided by the public school. It is available in the morning and at regular school dismissal time. In order for a preschool student to ride the bus they must have an older student (sibling, neighbor) accompany them. For more bussing information please contact Holy Family or the Albany Bus Garage at 845-5068

ARRIVAL/DEPARTURE

Parents dropping off their preschool child can enter the building using the side entrance. Please follow the flow of traffic. Please enter the campus on the West side of church, pass by the front of the building and exit on the East side of church. Teachers will be in the classroom beginning at 7:50 a.m. Students arriving between 7:30 - 7:50am will meet in the childcare area of

the cafeteria and be supervised by one of our preschool paraprofessionals. A parent/adult should walk each child into the building. At the end of the preschool day students will be walked outside by their teacher. We will cross in the crosswalk and walk along the sidewalk east of the gym. Parents can park along the sidewalk and are asked to get out of their car and meet their child on the sidewalk to prevent students from running into the parking lot.

CONFERENCES

Preschool conferences will be held twice a year in fall and spring (usually November and March). These will be held during the school day and will take the place of student days. However, we encourage parents to contact the teacher at any time with questions or concerns.

DISCIPLINE

Proper behavior will be expected from all children. A consequence for not complying with the rules would be for the child to sit out of the activity until s/he is able to participate appropriately. If a child has to be separated from the group five or more times in a week or eight or more times in two weeks, a behavior plan will be agreed upon and followed by parents, staff, and other professionals if necessary. Children will be taught to respect each other as well as adults. Discipline of each child will be handled with respect and dignity of the child kept in mind.

CURRICULUM

The Holy Family Preschool Program believes in making the students aware of letter names and sounds, numbers through 20 and basic colors and shapes. We use the "Get Set for School" curriculum through Learning Without Tears. We will strengthen fine and gross motor, as well as self help skills. The Holy Family Preschool Program will focus a part of each class on Religion exploring God's love, his creation, impromptu prayers, and Jesus' social

teachings of love and kindness. Children will also have opportunities for social development in structured and unstructured play as well as teacher led activities.. At Holy Family School we recognize the importance of play in fostering a child's development.

DRESS CODE

Please dress your child appropriately according to the weather. Socks and shoes should be worn during fall, winter, and early spring months. For safety reasons, **FLIP FLOPS ARE NOT ALLOWED** at any time during the school day. If your child wears closed back sandals or dress shoes, please send appropriate shoes for outside/gym times. Hats and mittens should be worn once the weather starts getting colder. It is good practice to label mittens, snow pants, boots, etc. with your child's name.

Preschool can be messy! Some of the activities we do such as paint and play dough can get on your child's clothing. Please send them to school in clothes they can play in.

SHARING

Each student will have an opportunity throughout the year to share items from home with their class. Please help your child choose what to share. **Do not allow children to bring valuable items to school or items that they are not willing to share. PLEASE DO NOT BRING TOYS SUCH AS GUNS, SWORDS, OR WAR TOYS!** Also please limit the number of items to about 3. Please discourage your child from bring toys to school unless they are asked to by their teacher.

LATE START/EARLY DISMISSALS

If Holy Family School closes for any reason, the Preschool Program will follow that closure. If school is delayed for weather related reasons our morning preschool classes will not meet.

SNACKS/BREAKFAST

This year preschool students will be provided a free breakfast in the morning. Breakfast will be served in the HFS cafeteria from 7:30 - 8:00. Afternoon snack will be offered for those students who attend school all day. We ask that students bring snacks and 100% juice to share with their classmates. Birthday treats are invited but not expected and must be store bought. Please be mindful of food allergies in our classroom. **If your child has any food allergies, please let the teacher know!** HOLY FAMILY SCHOOL IS A PEANUT AND TREE NUT FREE SCHOOL.

LIBRARY

Preschool students will visit the school library one time per week. They are allowed to check out one book of their choice. Please return the book the following week on their library day.

VOLUNTEERS

As a requirement of the St. Cloud Diocese, all school volunteers are required to read and adhere to the Sexual Misconduct Policy and Guidelines for Ethics and Integrity, as well as submit a criminal background check and complete an annual training. It is also expected that as a volunteer you will keep student actions and behaviors confidential.

IMMUNIZATIONS

Documentation of immunization is required. Please return the immunization form to the school office by the first day of school.

PERMISSIONS

At various times throughout the school year, the Preschool Program may take field trips. Written parent permission must be obtained prior to leaving

the school grounds. Also, parent permission must be obtained in order to release student pictures to the newspaper or other publications.

LIABILITY

Catholic Mutual of Omaha insures the Holy Family School Preschool Program with multi-peril coverage.

ACCIDENTS AND ILLNESSES

If your child becomes ill or injured at school, we will make every effort to notify you immediately. The school needs to know how to reach parents quickly. We ask that families fill out an emergency form and return it immediately to school. Please keep it updated and contact the school when you change address, telephone, or change jobs. We need to know how to reach you in case of an emergency. If emergency treatment is required, your signature on the emergency form will enable us to call a doctor and/or ambulance should we need to act quickly. We will contact you as quickly as possible. The expense of the doctor or ambulance is the responsibility of the parents.

Please keep your child at home for 24 hours if they have experienced a fever, vomiting or diarrhea.

MEDICATIONS AT SCHOOL

Administration of medications by school personnel will only be done according to the written order of a licensed physician and written authorization of a parent. When prescriptions are given for the child by a doctor, the parent might ask the doctor if it is possible to take the medication at a time other than during school. If this is not possible, **medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. In addition, a medical permission form is needed from the doctor (ask for this at the**

time of your visit). All orders for medication will be reviewed by the District nurse. The following information must be on the label: child's full name, name and dosage of the medication, time and directions for administration, physician's name and date. Medication permission forms are available at the school office or you may have the clinic fax us. It is preferable that medications be brought to school by a parent or responsible adult. A new medication consent form is required when the dosage or time of administration of medication is changed. Parents are expected to notify the school when the medication is discontinued.

If the medication is resumed, a new consent form must be received. No aspirin or over the counter medication will be administered to children unless the above provisions are followed.

COMMUNICABLE DISEASES

Parents will be notified of infections or communicable diseases by written statement from the school. Parents should notify the Preschool Program within 24 hours after a child is diagnosed with a contagious disease. Parents are asked to keep their child out of school at the first sign of an illness - this is often when they are most contagious. The student can return to school 24 hours after being fever free or symptom free. The Preschool Program is not allowed by law to have children in attendance at school with a communicable disease. If a child becomes ill while at school, the parents or person designated on the enrollment form will be called. A teacher has the right to send a child home if he/she feels a child is too sick to be in school. If your child will not be in school because of illness or other reasons, please notify the teacher or school office before the school day starts.

MANDATED REPORTERS

All Holy Family School personnel are mandated by the State of Minnesota to report suspicion of any form of abuse.

PRESCHOOL EDUCATIONAL GOALS

The Educational Goals for Holy Family School Preschool Program include the following:

- *To increase awareness and identification of upper and lowercase letters, sounds, numbers through 10, basic shapes and colors.
- *To integrate positional words...top/bottom, left/right, above/below.
- *To provide opportunity for basic physical movement...hopping, jumping, running, etc.
- *To encourage correct use of pencils, scissors, and crayons.
- *To foster the Christian spirit of how to treat others and ourselves.
- *To identify child's name in print and be able to print their name in correct form...using uppercase/capital letter for only the first letter of name.
- *To provide opportunities for imaginative play, cooperative play, and constructive play.
- *To aid in their ability to take care of their own personal needs.
- *To introduce basic Bible stories and forms of prayer.
- *To increase and/or develop physical development, large motor skills, good sportsmanship, creativity, and memory through the use of music, movement, and games.
- *To develop an awareness of nature and the world around us.
- *To promote creative thinking, develop language skills, learn to share experiences and ideas, and learn to express feelings, thoughts, and opinions.
- *To foster a love of learning and provide a safe and fun introduction to the school environment.

COVID-19

Holy Family Preschool will make every effort to protect students from the spread of COVID-19. Preventive measures include:

- *We will disinfect surfaces throughout the day.
- *Students will have their own supplies (markers, glue, scissors).
- *We will teach students about germs, good handwashing, and personal space.
- * Mask use will be left up to individual families.
- * Parents are asked to monitor their child for any illness and keep your child home if they have a fever or any new symptoms.