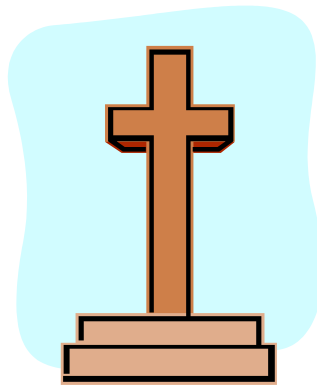


# Holy Childhood of Jesus Catholic School



## 2017-2018 Preschool Handbook

Telephone: 618/566-2922

FAX: 618/566-2720

E-Mail: [hcs@holychildhoodschool.com](mailto:hcs@holychildhoodschool.com)

Website: [www.holychildhoodschool.com](http://www.holychildhoodschool.com)

Dear Parents,

My name is Judy Schneider and I am very excited to be Holy Childhood School's Preschool Director. It is my honor to welcome you and your family to Holy Childhood Preschool. It is very important that you understand the Holy Childhood Preschool program is devoted to providing the utmost education for your child. We ensure that your child's learning environment is full of opportunities for your child to grow spiritually, academically, and emotionally.

Please read the Student/Parent Handbook and become familiar with it. Should you have any questions or concerns, feel free to contact me. You can reach me at school at 566-2922 or e-mail me at [judy.schneider@holychildhoodschool.com](mailto:judy.schneider@holychildhoodschool.com).

Thank you for choosing Holy Childhood Preschool as the beginning of your child's education.

In His Service,

Mrs. Judy Schneider  
Holy Childhood Preschool Director  
and Pre-K Teacher

## TABLE OF CONTENTS

|  |    |
|--|----|
| Acknowledgement of Handbook & Parent Signature | 23 |
| Admissions Policies                            | 13 |
| Daily Activities                               | 9  |
| Arrival / Departure                            | 10 |
| Attendance Policy                              | 18 |
| Calendar, Holidays and Snow Days               | 17 |
| Conferences                                    | 20 |
| Curriculum                                     | 8  |
| Discipline Policy                              | 20 |
| Dress Code                                     | 12 |
| Field Trips                                    | 10 |
| Grievance Procedure                            | 14 |
| Health & Safety Policy                         | 15 |
| Illness  | 18 |
| Insurance                                      | 15 |
| Internal Reporting - Abuse                     | 11 |
| Medication                                     | 19 |
| Program Overview                               | 5  |
| Parking  | 10 |
| Philosophy / Purpose                           | 4  |
| Removal of Child from Program                  | 22 |
| School Closings                                | 17 |
| Snacks / Birthday Treats                       | 9  |
| Tuition  | 15 |
| Volunteers                                     | 20 |

## OUR PHILOSOPHY

Welcome to Holy Childhood Preschool. We hope to provide a loving, caring environment where your child may grow and become more aware of him/herself and the world. By the many activities offered, we will try to create a positive self-image as well as expand the child's horizons mentally, physically, and emotionally. We believe children learn through exploring their environment, as well as interacting socially in a group setting. A positive self-image is enhanced as a child creatively expresses him/herself through drama, music, art and play.

Throughout our program we will also discover God's love for each of us, and as a Christian family, grow from that love. Bible stories, songs, and prayers will be shared. Through many experiences in our program, we can build from a foundation that learning is fun!

As educators in Holy Childhood Preschool, the faculty will attempt to fulfill the expectations of family caretakers and meet the needs of their children in the following way:

- By developing a firm foundation of spiritual values and character.
- By mastering the basic elementary subjects.
- By appreciating, understanding and practicing American ideals of democracy and citizenship.
- By developing global awareness and understanding.
- By encouraging a responsibility and stewardship toward God's creation, as is made known in all life and environment.

## PURPOSE

Holy Childhood Preschool has been created to provide exciting, stimulating, learning experiences for three and four year old children. The developmentally designed program seeks to encourage each learner to develop emotionally, socially, physically, and academically within a Catholic School atmosphere.

## PROGRAM OVERVIEW

The preschool program will include, but is not limited to, the following types of activities:

### **1. General Preparatory Activities/Self Help**

- washing hands
- tidying and cleaning up
- developing and using of manners
- hanging up backpack and coat
- giving of folder to the teacher each morning
- using the restroom by oneself

### **2. Social/Emotional Development**

- achieving a sense of self by knowing oneself and relating to others (children and adults)
- taking responsibility for self and others by following rules and routines, respecting others and taking initiative
- behaving in a pro-social way by showing empathy
- getting along in the world, for example, by sharing and taking turns

### **3. Religion**

- learning "The Sign of the Cross"
- giving children a sense of God
- discovering God's love for them
- shaping attitudes of love and respect for self and others
- learning how to share
- learning about religious holidays
- learning meal and snack prayers

### **4. Literacy**

- listening and speaking skills
- vocabulary and language
- sequencing
- listening to stories
- retelling stories
- learning nursery rhymes
- encouraging the use of descriptive and rhyming words
- writing name and spelling name
- writing the letters of the alphabet and some words
- recognizing and naming letters
- recognizing name in print
- letter sounds
- comprehension
- literacy as a source of enjoyment
- knowledge of print

## **5. Science**

- observations from nature walks
- observations and discussions of their environment, of things living and growing
- the seasons of the year
- the use of the senses, etc.
- healthy habits, such as brushing teeth and keeping self clean
- colors
- observing weather

## **6. Social Studies**

- how people live, work, get along with others and are shaped by their surroundings
- courtesy and safety (911 procedures)
- general social studies topics such as community helpers, family, transportation, etc.
- naming the days of the week, months, and current year
- yesterday, today and tomorrow concepts
- general calendar concepts
- recites birthday
- recites phone number

## **7. Mathematics**

- recognizing and naming the following shapes: circle, square, rectangle & triangle
- recognizing and naming numbers 1-10
- patterning
- basic graphing
- using of manipulatives
- learning concept of zero
- recognizing and naming shapes
- counting and showing 100 days of school (as a class)
- counting by rote to 20
- counting objects using 1:1 correspondence
- sorting objects by color, shape and size
- measurements

## **8. Pre-reading**

- left-right orientation
- interest in books, reading
- following directions
- letters and sounds in name
- recognizing and naming letters in the alphabet

## 9. Motor Skills

- gross motor skills: moving the large muscles especially arms and legs consciously and deliberately  
Examples: running, jumping, balancing, dancing, kicking and catching balls, skipping, hopping and galloping
- fine motor skills: using and coordinating the small muscles in hands and wrists with dexterity to perform self help skills and manipulating small objects  
Examples: cutting, pencil grip, finger plays, finger counting and coloring
- visual motor skills: peg board activities, puzzles

## 10. Creative Art

- art as expressions of oneself
- introduction of various art media (paints, crayons, clay, cutting and gluing, etc.)
- creative development

## 11. Music

- a variety of songs
- movement and dance activities
- singing in unison
- the difference between loud and soft and fast and slow rhythms

## 12. The Arts

- dance, music, dramatic play, drawing and painting

## 13. Cognitive Development

- learning and problem solving
- thinking logically
- representing and thinking symbolically

## 14. Play

- dramatic play
- blocks
- sharing
- team work
- muscular development

## 15. Computers

- reinforce academic skills
- become familiar with keyboard and computer terminology

## Means of goal achievement:

- learning centers: blocks, play-doh, small math manipulatives, dramatic play, reading, puzzles, musical instruments, writing, art, games, lacing cards . . .
- table time: as a group or individuals
- group time: calendar, weather, stories, finger plays, songs, and morning message

- parent involvement: encouraging reading, monthly family homework projects, and working with child at home to reinforce skills being taught at school.
- field trips: in the community, fine arts events, nature walks
- guest speakers

## Curriculum

### Religious Curriculum

For our preschool 4 year old religion curriculum we will use the “Stories of God’s Love” Religion Curriculum by RCL Benzinger. The three year old religion curriculum is “Stories of God’s Love”. They are both early childhood programs with innovations that make it easy to engage every child and build his/her faith! The goals are to:

- teach young children about our Catholic faith
- familiarize children with the Catholic sacraments, liturgical rituals, symbols and seasons
- help form children’s moral lives, standards, and values
- teach children how to pray
- give children the words and tools they need to talk with God

Activity Sheets provide engaging and understandable prayers, activities, and saint stories, as well as brief, teachable insights for the entire family. Activity Sheets meet busy parents and families at the perfect moment, reinforcing positive family rituals such as eating meals together and talking to each other.

Units include:

- We Gather as Friends of Jesus
- God Knows and Loves Us
- God Gave Us the World
- Jesus is God’s Own Son
- God Gave Us Our Church Family
- We Talk to God in Prayer
- We Celebrate Holy Days and Holidays

### Academic Curriculum

In our Pre-K program, our academic curriculum is based around the Letter of the Week and incorporates Houghton Mifflin’s Pre-K Program. Our religious units, seasonal and holiday units are either integrated into our Letter of the Week or into our Thematic Units for the given week or month.

Our 3 year old preschool program uses “Mother Goose” curriculum.



## **ACTIVITIES FOR A GIVEN DAY**

**ARRIVAL (7:50 a.m. – 8:00 a.m.):** Each child will be individually greeted. Self-help skills are encouraged, such as hanging up coat and backpack, turning in their folder, etc.

**TABLE TIME:** Each morning a different activity is planned for the students. Some morning activities include lacing cards, puzzles, play-doh, coloring, cutting activities, and at times free play, to name just a few.

**MORNING ROUTINE:** This includes choosing the Leader of the Day, job helpers, lunch and attendance count, morning message, prayer, pledge, calendar, and weather.

**CIRCLE TIME:** Children will learn songs, finger plays, Bible and other stories dealing with the specific thematic unit and letter of the week.

**CENTERS:** Through a variety of tasks, projects, and experiments, the children learn shapes, colors, names, body parts, self-care, safety, alphabet letters, counting, etc.

### **SNACKS/BIRTHDAY TREATS**

Daily snacks will be provided by Holy Childhood. All students receive a morning snack; full time Pre-K students will also receive an afternoon snack. If your child has a food allergy, please make sure the teacher is informed.

Birthday treats such as cookies, donuts, ice cream, juice, etc. may be brought in for your child's special day. Please limit this to food and drink only. Summer birthdays will be celebrated on or near their half birthday. Please consider healthy snack foods for birthdays.

Please do not bring in any snacks that contain peanut products since there are so many children with peanut allergies.

We ask that all snacks be prepackaged or store bought. If fresh fruits or vegetables are brought in, we ask that they be washed and cleaned.

Any leftovers will be sent home with your child.

**ART:** Art will be incorporated with the academic areas and in developing skills.

**PHYSICAL EDUCATION/FREE PLAY:** Children will participate in a planned physical activity and/or free play with classmates either in the classroom, gym or on the playground. Pre-K students will participate in a weekly PE class with the HCS PE teacher.

**WRAP-UP:** The day will close with a story or song, a review of the day, and a reminder of God's love for us.

**DEPARTURE (11:00 a.m. 3 year olds and one-half day Pre-K students; 2:45 p.m. full day Pre-K students).** All students must be signed out from the classroom (unless a full day Pre-K student attends AfterCare or rides the bus home.)

## **POLICY FOR BRINGING AND PICKING UP CHILDREN**

Parents will be responsible for dropping off and picking up their child at the appropriate times. Arrival time should not be before 7:50 a.m., as the teachers need time to prepare the room for the day's activities. Preschool begins at 8:00 a.m.

At the end of class time, children will be individually dismissed to their parents or designated adult. These parents/designated adults also need to **sign out** the child/children. Please pick your child up promptly at 11:00 a.m. for 3 year old preschool students and half day Pre-K students or 2:45 p.m. for full day Pre-K students.

For the safety of your child and the children in the school, we ask that you observe our policy regarding pick-up of children. The teacher needs to have met and have the name of the child's guardian or baby-sitter who picks the child up. If that person should change for any reason, a phone call and note signed by the parent must be made to the teacher each day. She will not release a child to someone we do not know or have no authorization from a parent to release.

**There will be no school bus transportation available for 3 year old students at the end of the school session.**

**Bus transportation is available for Pre-K (4 year old) students who attend all day.**

Please do not drop off your children at the curb. The teachers will be in the classroom greeting students and will not be available to guide your child to the classroom.

## **PARKING**

When bringing your child to preschool, please use the parking lot that is located on the West side of the school. During the school day, parking is on the street around the school and church.

## **FIELD TRIPS**

There will be occasional field trips planned throughout the year. A permission form will be provided for you to sign when each trip is scheduled. A child will not be permitted to go on a designated trip if a signed permission slip is not returned by the date of the trip. Parents are encouraged to chaperone on field trips. Please note that any parent/adult who chaperones must complete these prerequisites:

1. Attend an *Initial Child Protection Training* class. These classes are presented throughout the school year at various locations in the Belleville Diocese.
2. Complete the *Child Protection Training Refresher Course* each year that you plan to volunteer.
3. Complete the *Illinois Department of Children & Family Services Authorization for Background Check (CANTS)* form.
4. Complete the *Application for Volunteer Service* form.
5. A *criminal background check* is required for any volunteers in leadership positions, or those who have lived in Illinois for less than 5 years.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.
2. CANTS Form – every other year.
3. Criminal background check form – every 5 years.

**You may call the school office for additional information, location details, or forms.**

### **INTERNAL REPORTING PROCEDURE FOR ABUSE AND NEGLECT**

Please report any suspect of child abuse or neglect to the Principal or Pastor of Holy Childhood School/Parish. All guidelines mandated by DCFS and the State of Illinois will be followed.

## **PRESCHOOL DRESS CODE**

### **Girls:**

Girls can either wear a jumper (must be navy/green plaid or solid navy blue), or solid navy blue or black pants (can have elastic waist band)

- *Shorts must be worn underneath jumpers. No long pants, leggings or sweat pants may be worn under uniforms in the classroom.*

### **Boys:**

Boys will wear navy blue or black pants (can have elastic waist band)

**\*\*\*\*\*August, September and May only:\*\*\*\*\***

Girls: *may wear navy blue shorts or skorts. (can have elastic waist band)*

Boys: *may wear navy blue shorts (can have elastic waist band)  
The principal may extend this wearing period.*

### **Shirts (Girls & Boys):**

All students must wear collared long or short-sleeved shirts, knit shirts or turtlenecks.

Shirt colors: White, light blue, navy blue

Turtlenecks: White

- *Shirts may have HCS embroidered on them.*
- *Only plain white undershirts/t-shirts can be worn under uniform shirts.*

### **Sweaters (Girls & Boys)**

Students may wear navy blue, red or white sweaters. Pullover, cardigan or a sweater vest may be worn in crew or V-neck styles.

- *A collared white shirt or turtleneck must be worn under the sweaters.*
- *HCS initials may be embroidered on the sweater.*

### **Sweatshirts (Girls & Boys):**

Students in all grades will be allowed to wear approved type sweatshirts.

Sweatshirts approved to be worn include:

HCS Sweatshirts

Fleece pullover sweatshirts with the HCS logo

HCS Spiritwear sweatshirts

HCS Warm-up jackets

Religious sweatshirts

Solid colored white, navy blue or red sweatshirts without logos

- *Zippered sweat jackets or fleece jackets are not allowed in the classroom.*
- *A uniform shirt with collar must be worn with all sweatshirts.*
- *Hoodie sweatshirts are not allowed in the classroom.*

### **Socks & Shoes (Girls & Boys):**

Students must wear solid white, navy blue or black socks. Girl's tights in white or navy blue are permitted.

**All students must wear tennis shoes in school.**

### **UNIFORM COMPANY**

Just Me Apparel, 232 Old Sulphur Spring Road, Manchester, MO 63021

1-636-391-3551 or 1-877-797-7344

www.justmeapparel.com

### **UNIFORM EXCHANGE**

H.O.P.E. provides a uniform exchange. It continues throughout the year in the school cafeteria. If you have uniforms that don't fit, bring them to the HOPE closet located in the cafeteria. All uniforms at the exchange are free.

### **NON-UNIFORM DAY**

On special occasions, the dress code may be waived by the school principal. However, on these days, we still expect students to dress appropriately. On designated non-uniform days, the following rules apply:

- Jeans without rips are acceptable.
- Athletic pants in good condition are acceptable.
- Capris are acceptable.
- Attire must be appropriate for a Catholic school.
- Students may wear only walking length shorts.
- Shirts must have sleeves (i.e. no spaghetti straps).
- Shirts must be long enough to be tucked in but do not need to be tucked in.
- Students must wear socks, and shoes must be of closed toe and heel style.
- Under no circumstances will cargo (outside pockets) or low-rise shorts, pants or slacks be acceptable.

### **ADMISSION POLICIES**

**ADMISSION:** Preschool is open to children who are 3 or 4 years old.

Preschool for 3 year old children (must be 3 years of age by September 1<sup>st</sup>) will be on Tuesday and Thursday mornings from 8:00 a.m. – 11:00 a.m.

The choices for preschool for 4 year old children (must be 4 years of age by September 1<sup>st</sup>) are:

- Monday through Friday – 5 full days
- Monday, Wednesday, Friday – 3 full days
- Monday, Wednesday, Friday – 3 half days.

Holy Childhood of Jesus Catholic School, in following the policy of the Diocese of Belleville, admits students of any race, color, sex, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Our school does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of their educational policies, admissions policies, scholarships and local programs and athletic and other school-administered programs. (DP #5111.1)

Holy Childhood of Jesus Catholic School has established a priority list for registration availability. The following list will be put into action if classes are at maximum capacity. If maximum levels are reached, a waiting list will be started.

- First Priority– Those with children at HCS; students currently enrolled in HCS 3 year old Preschool.
- Second Priority– Those who are parishioners of Holy Childhood Church and cooperating parishes.
- Third Priority—Those who are practicing Catholics from another parish
- Fourth Priority –Those who are of other faiths

In order to be added to the registration list, the registration fee and registration forms **MUST** be filled out and turned in. Once we have these items in hand, your child's name will be written down on our registration list.

**All children must be completely toilet trained.** This means that the child knows to go to the bathroom without being reminded to do so and does not wear pull-ups. Accidents will be handled with a minimum of attention. **Please provide an extra set of clothes for emergencies.**

### **GRIEVANCE PROCEDURE**

Should a problem or misunderstanding arise, the proper procedure to discuss the matter is as follows:

1. Contact the teacher requesting a conference.
2. If after discussing the matter with the teacher and no resolution seems possible, then the parents should contact the principal.
3. If there is still no agreement, the principal will make the final decision.

## **HEALTH AND SAFETY POLICY**

Holy Childhood Preschool aims to protect the health of each child as well as the health of the entire student body. Therefore, each child needs to have the following filled out and returned by the first day of school:

- Registration and Information Forms
- Medical Information forms, including an updated immunization record including a chicken pox vaccination, a completed physical form (signed by a physician), and a current TB test. The State of Illinois also requires a lead screening test.
- Emergency Form
- School Medical Insurance Form
- Photo Release Form

## **INSURANCE**

Holy Childhood Preschool requires that all students have insurance coverage, and parents must sign a statement to this effect at the start of each school year. Students whose parents refuse to sign this statement concerning proof of private coverage and release of liability, or who refuse to purchase school insurance, will not be accepted into Holy Childhood Preschool. School insurance is available for all students. Applications will be available at the beginning of the school year. This insurance will provide adequate coverage if a student is not covered by parents' insurance.

## **TUITION**

**REGISTRATION FEE:** A non-refundable fee of \$75 is due at the time your child is registered for the upcoming year.

**TUITION:** Tuition is payable in one of two ways. You may choose to pay the full amount at the beginning of the school year OR you may pay in ten equal monthly payments. If you plan to utilize the 10 month tuition payment plan, the first month's tuition will be due on August 1<sup>st</sup>. Families who pay the full tuition by August 1<sup>st</sup> will receive a 5% tuition discount . The first payment of tuition will be due on August 1<sup>st</sup> and the last payment is due on May 1<sup>st</sup>.

**TECHNOLOGY FEE:** To help defray the cost of electronic equipment, a \$50 technology fee is due by the first day of school.

**PRESCHOOL REGISTRATION & TUITION 2017-2018**

| Program                            | Monthly Payments  |   |          |   |         |       | O<br>R  | 5% Discount on Tuition if Paid by 8/1/17 |                   |   |          |   |                       |                              |         |
|------------------------------------|-------------------|---|----------|---|---------|-------|---------|--|-------------------|---|----------|---|-----------------------|------------------------------|---------|
|                                    | Regis-<br>tration |   | Tech Fee |   | Tuition | Total |         | 10 Monthly<br>Payments                   | Regis-<br>tration |   | Tech Fee |   | Discounted<br>Tuition | Total<br>Due<br>by<br>8/1/17 |         |
| 3 yr. old<br>part-time<br>(2 days) | \$75              | + | \$50     | + | \$1,077 | =     | \$1,202 | \$107.70                                 | \$75              | + | \$50     | + | \$1,023               | =                            | \$1,148 |
| 4 yr. old<br>part-time<br>(3 days) | \$75              | + | \$50     | + | \$1,626 | =     | \$1,751 | \$162.60                                 | \$75              | + | \$50     | + | \$1,545               | =                            | \$1,670 |
| 4 yr. old<br>full-time<br>(3 days) | \$75              | + | \$50     | + | \$3,252 | =     | \$3,377 | \$325.20                                 | \$75              | + | \$50     | + | \$3,089               | =                            | \$3,214 |
| 4 yr. old<br>full-time<br>(5 days) | \$75              | + | \$50     | + | \$5,020 | =     | \$5,145 | \$502.00                                 | \$75              | + | \$50     | + | \$4,769               | =                            | \$4,894 |

*3 yrs. Part-time is Tuesday and Thursday 1/2 days  
 4 yrs. Part-time is Monday, Wednesday and Friday 1/2 days  
 4 yrs. Full-time 3 day is Monday, Wednesday and Friday all day  
 4 yrs. Full-time 5 day is Monday through Friday all day*

**First Tuition Payment Begins August 1, 2017**



## **CALENDAR, HOLIDAYS AND SNOW DAYS**

With a few exceptions, the preschool calendar will be the same as Holy Childhood of Jesus Catholic School. Calendar will be distributed with welcome letter. During times of inclement weather, we will follow the Mascoutah District #19 schedule. Families will receive a text and e-mail. If it is a late start day, half day programs will **not** be in session.

## **SCHOOL CLOSINGS**

Holy Childhood students will follow the Mascoutah District #19 snow schedule. The procedure is:

1. Television broadcasts of school operating on a snow schedule or of school closings will be made as soon as we can contact the TV station. Channels providing notification are:

T.V. Channels 4 and 5

2. Families will receive a text message and an e-mail to announce a school closing or late start.

3. If no broadcast of closing or operating on a snow schedule for School District #19 is made, schools will be in session. Decision for closing of school will be made daily.

A. Schools will be closed only in cases of extreme circumstances.

B. Buses will operate where they are able to do so.

C. Parents must accept the responsibility for children who have left home and walked to school or gone to the point where they normally board the bus. Parents must accept same responsibility during the day if it becomes necessary to dismiss early. Announcements will be made on the above television stations.

4. Individuals should **not** call the television station for information concerning school closings.

If Mascoutah District #19 is closed or has a late start due to weather, then Holy Childhood of Jesus Catholic School generally will be closed or will have a late start.

## ATTENDANCE POLICY

Regular attendance is important and expected. Every child needs to form the habit of coming to school daily. A typical school day is filled with learning! Preschool children are not able to “make-up” the learning missed when they are absent from school. The children not only learn much from their experiences and discussions in class, but also begin to understand the concept of “responsibility”. If your child is ill, please do not send him or her to school.

Please **DO NOT** send your child if he or she has any of the following symptoms:

|                |                               |            |
|----------------|-------------------------------|------------|
| Sore Throat    | Vomiting within last 24 hours | Diarrhea   |
| Rash           | Respiratory Infection         | Cold       |
| Head Lice*     | Fever within last 24 hours    | Skin Sores |
| Swollen Glands | Earache                       | Mumps      |

\* A permission to return slip from a doctor or the health department must be presented before the child can return to the classroom.

**DO NOT** bring your child to preschool if he/she has a communicable disease.

|                 |               |
|-----------------|---------------|
| Chicken Pox     | Strep Throat  |
| Impetigo        | Pink Eye      |
| Measles         | Scarlet Fever |
| Fifth's Disease | Pneumonia     |

If a child appears ill upon arrival at school, he/she will be sent home. If your child has a physical condition that may affect his/her learning or health, **please inform the teacher.**

**If it is necessary for your child to be absent from school, please notify the school before class starts (566-2922). This is for your child's safety.**

## ILLNESS AT SCHOOL

If a child becomes ill during the school day, the procedure will be as follows:

The principal or secretary will call the parent/guardian at home or work. The student will remain in the office until picked up by the parent/guardian who will sign the sign-out sheet before leaving the office.

## MEDICATION

In keeping with state and federal laws, no school personnel, salaried or volunteer, is permitted to administer first aid or dispense medication to any student. Only immediate and necessary first aid measures will be administered and parents will be notified of the action taken.

All medication to be taken by a student must be accompanied with the Medicine Consent Form giving explicit instructions and permission for the student to administer the medicine. Medicine must be in the original container and marked with the student's name. All medications will be kept in the school office and administered under a teacher's or other staff person's supervision.

Any student who is required to take oral medication during the school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician detailing the name of drug, dosage, and time interval medication is to be taken.
2. Written request and permission from the parent or guardian of the student that the school comply with the physician's orders.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Every medication given must be recorded on a medication log which includes date, time, dosage, and signature of person giving medication.
5. Only the principal or designated person shall be allowed to supervise a student taking prescription medicine. At no time shall the principal or designated person administer medicine to a student.

## **PARENT HELPERS/VOLUNTEERS**

Holy Childhood encourages and welcomes all volunteers. Parents are also very important in our preschool program. Parents may be asked to help in the classroom by assisting in art projects, group activities, field trips and holiday parties. Parents will either be contacted by the teacher or room parent to volunteer in the classroom.

In order to be a volunteer at our school, you must:

1. Attend an *Initial Child Protection Training* class. These classes are presented throughout the school year at various locations in the Belleville Diocese.
2. Complete the *Child Protection Training Refresher Course* each year that you plan to volunteer.
3. Complete the *Illinois Department of Children & Family Services Authorization for Background Check (CANTS)* form.
4. Complete the *Application for Volunteer Service* form.
5. A *criminal background check* is required for any volunteers in leadership positions, or those who have lived in Illinois for less than 5 years.

Also, updates to the initial requirements are required. The intervals for updates are:

1. Refresher course – each year.
2. CANTS Form – every other year.
3. Criminal background check form – every 5 years.

These requirements are for any parent/guardian/grandparent/other who wishes to volunteer in the lunchroom, classroom, playground, field trips, or any other event in which they will be in contact with our children. This policy is in place for the safety of our children. Your cooperation is greatly appreciated.

## **CONFERENCES**

Parent/teacher conferences are scheduled in the fall and spring. Should you need additional conferences, please contact the classroom teacher for an appointment.

## **DISCIPLINE POLICY**

The Holy Childhood Preschool operates on the premise that young children learn appropriate behavior. The types of inappropriate behavior most often seen in preschool age children (temper tantrums, refusal to cooperate, failure to follow the rules, and hitting other children) are usually the result of the child's level of development. However, there are exceptional cases. Preschool age children simply lack the social-emotional, cognitive, and physical skills to comply with many adult demands. For these reasons, Holy Childhood staff

uses the following guidelines for promoting positive behavior and for responding to problem behavior.

At Holy Childhood, we do not hit, paddle, or use any physical force. Hitting/spanking is often misunderstood by a young child. The child cannot see a connection with a slap and some action on his/her part. Physical force as a form of discipline rarely stops an inappropriate behavior, but does create anger and confusion within the child.

At Holy Childhood, we do not shout or yell at children. Shouting, which is often accompanied by name calling on the part of the adult, damages the child's self-esteem. Yelling, usually frightens a child, and distracts them from the problem at hand. (Shouting would only be used in an emergency situation to deter bodily harm to a child or another child.)

At Holy Childhood, we respect the right of every parent to discipline his/her own child in a personal way (except where child abuse or neglect is concerned). However, parents or parent volunteers, while present at the school, will follow the guidelines of the Discipline Policy. Adults may not administer corporal punishment. Hitting or shouting at a child in the presence of others upsets everyone and disturbs the classroom routine.

### **ACCEPTABLE WAYS TO DISCIPLINE CHILDREN**

The policies of Holy Childhood Preschool regarding discipline do not permit inappropriate behavior. Instead, the staff wishes to change behavior using positive techniques. Some of these techniques include:

- Redirecting the child to an appropriate behavior.
- Developing rules that are stated at the child's developmental level.
- Clarifying the consequences of disobeying rules before disobedience occurs, for example, "If you hit one of your friends, you will not be allowed to play."
- Having age-appropriate rules and expectations.
- Allowing a child time to practice new rules before punishing him/her. Children have poorly developed memories and may not recall a new rule.
- Ignoring some kinds of inappropriate behavior. Some misbehavior is an attempt to get attention. The more attention focused on the misbehavior, the more likely the child is to repeat the undesirable behavior.
- Reinforcing desirable behavior by praising the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
- Giving time-outs for aggressive behaviors. A time-out removes the child from friends and an activity for a short period of time, giving the child time to start over. Time-out is given in increments of one minute per year of age.

## **ROLES OF PARENTS IN THE DISCIPLINE PROCESS**

A child is most likely to respond to disciplinary action when all the adults involved are consistent, that is, when every adult who disciplines the child uses similar techniques.

Parents often find it difficult to be consistent at those times when family or financial pressures or other stresses demand attention. The parent often feels that keeping the child quiet, whatever it takes, is the only solution at that moment.

However, there are other solutions. One of the many roles of the Holy Childhood staff is to work together with parents to help children develop appropriate behavior. Parents are invited and urged to discuss their concerns about their child's behavior with teachers and to plan together with staff a consistent response to problem behaviors. In this manner, children will always get the same message from the important adults in their lives (parents and teachers) about those behaviors that are acceptable and those that are not.

## **REMOVAL OF CHILD FROM PROGRAM**

Holy Childhood Preschool reserves the right to remove a child from our program due to continuous behavior problems, especially if the staff or the other children are at risk. If a child is having behavior problems, the school will encourage the parents and staff to work together. If there is a lack of cooperation from the parent or the plan or action is not making a difference in the child's behavior, the parent will be advised to seek outside professional help. Holy Childhood reserves the right to remove a child from our school.

## **WHAT YOU CAN DO TO HELP READY CHILDREN FOR A LIFE OF LEARNING**

**Read to your child:** stories, nursery rhymes, bible stories, highway signs. Set an example that reading is fun. Children imitate their parents.

**Encourage and let your child help around your home:** setting the table, picking up toys, raking leaves, and taking care of the family pet, etc. This teaches your child responsibility and builds self-esteem.

**Practice good health and safety habits.** Eat nutritious balanced meals and snacks. Set a regular bedtime and stick to it. Children this age need 11-13 hours of sleep. Brush teeth after meals and before bed. Learn first and last name, parents' names, address and telephone number. Exercise and play games with your child. Wear seat belts while riding in vehicles. Help your child learn how and when to cross the street. Your family should learn fire safety and practice escape routes out of your home.

When problems and frustrations arise, help your child to see what they are, recognize them, and help them to come to understanding and solutions. Learning how to solve problems and frustrations is an on-going process in all of our lives. Most importantly, love them unconditionally and you will earn their love and respect.

Dear Students and Parents,

Welcome to Holy Childhood of Jesus Catholic School! The staff is looking forward to your friendship and contributions as a member of our school family.

Teachers and parents are to discuss the rules contained within this handbook with the children. Some interpretations will need to be made and related to the lives of each age level in the light of their understanding.

We hope this handbook will serve as a source of information concerning our school. Please read it carefully and keep it for future reference.

Mrs. Claudia Dougherty, Principal

I have read the entire Preschool Handbook. I understand all of the information presented in the Handbook. I will follow each of the rules and regulations, and I will see that my child/children, as students, will also follow the rules and regulations contained in the Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**PLEASE RETURN TO SCHOOL OFFICE BY AUGUST 31, 2017.**