



# Welcome to the St. Barbara Preschool Program



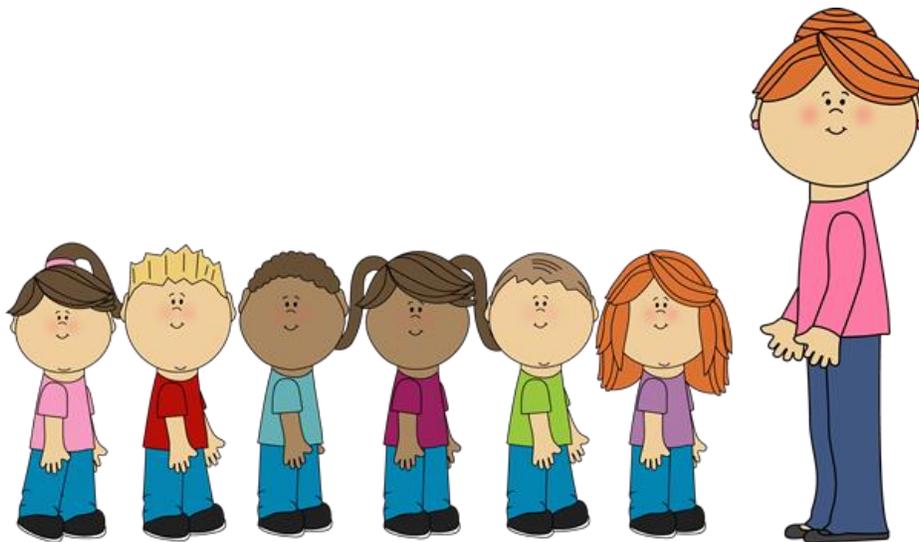
Starting school is an important time in a child's life. We hope the contents of this booklet give you information that will help your child make a happy adjustment to school life. Most children are excited about starting school. Our goal is to provide your child with experiences that will foster this delight for learning.

The first few weeks of school may be a little tiring as your child adjusts to new routines, new friends, and a different environment. Please feel free to talk to your child's teacher about any concerns or worries you may have regarding this experience. The staff will be pleased to assist you in any way.

We wish you and your child a wonderful year and look forward to a positive home-school relationship.

## PROGRAM

The preschool program is designed to meet the special needs of young children. It is informally structured with different age appropriate activities being offered simultaneously. Materials and toys for hands-on creative expression and role playing are available. Manipulative and cognitive games are also there to enhance the children's development. There is opportunity for vigorous activity both outdoors and indoors. Stories, music and conversations with teachers and classmates enrich the child's experience. All of this in a clean/safe environment with high quality caring teachers.



## PREPARATIONS FOR FIRST SCHOOL DAYS

The first days of the St. Barbara Preschool Program means new experiences for the parent, the child, and the teacher. They can be happy days.



The child's first experience in preschool, among strange new people and unfamiliar surroundings, may be a little frightening at first. Therefore, it may be helpful if you give your child something that will remind him/her of you. A pin you always wear, a friendship bracelet that you made together, a picture of you, etc. Then, if your child is sad at any time, all he/she has to do is look or touch the item from you and your child will feel like you are there with them. These things will help ease the transition between home and school.



- Please say good-bye to your child and the teacher before you leave. Your child needs to know that you are leaving so he/she will not be fearful that you will disappear.
- While at school your child may be reluctant at first to get into group activities. The teacher may offer to be friends, introduce a playmate or suggest a toy, but will not take over in any way which may cause conflict in the child. The relationship with teachers and peers will develop gradually if the child is not hurried.
- Although the teachers may appear to be able to talk with you, they are actually busy watching the children. Please plan to talk with teachers by special appointment. During the school session, the teaching staff must give their full attention to the children.



## DEVELOPING POSITIVE SOCIAL SKILLS



We believe that limit setting is an ongoing process to help children develop self-control, competence, and appropriate behavior. Children need to assume responsibility for their actions and develop an awareness of the rights of others.

Simple, understandable rules shall be used with children; for example: "I cannot let you hurt another child with your body or words (name calling)."

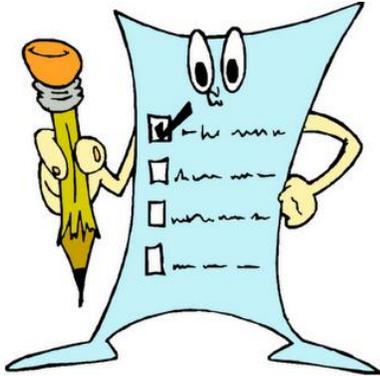
Discipline shall be developmentally related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and consequences. Teachers who have an ongoing relationship with the child will be responsible for discipline and will use the following approaches:

1. Redirection to another activity
2. Loss of privilege or activity where misbehavior occurs
3. Where age appropriate, helping children resolve their conflicts
4. Anticipate and intervene before disruptive behavior occurs
5. Two minute time-out
6. Praising positive behavior

In accordance with State Law, no child shall be subjected under any circumstance to corporal punishment inflicted in any manner upon the body, or to verbal abuse. Meals or any part of meals may not be withheld as punishment, nor may any child be punished for toilet accidents.



## REGISTRATION



Registration takes place in the school office. Parents or guardians must present the following documents: Birth certificate, required health records, baptismal (if baptized), and social security card/number.

## ARRIVAL

For the safety of the children, parents are expected to bring children to the school on time and check them in with their teacher. Please establish a way of saying good-bye with a hug or kiss everyday upon leaving your child in the classroom.



## HEALTH GUIDELINES

Parents are asked to keep the child home if they have a fever, persistent cough, skin rash, eye infection, or if he/she has vomited during the night or in the morning before leaving for school.

The child who has been ill should only return to school when they are completely well. Your child should be free of fever for at least 24 hours. An extra day at home can keep your child from getting worse and/or from infecting other children. Please notify the school immediately if your child has a communicable disease so that other families can be informed as soon as possible. Children will be observed daily at school. Should there be symptoms of illness, the child will be isolated from the group, the parent will be notified, and arrangements will be made to have the child returned home as soon as possible.

In case of emergencies, the school must be able to contact parents during the school hours.



Therefore, it is important that parents give the school accurate, up-to-date home and work addresses and phone numbers and notify the school immediately if any changes occur.

## **ILLNESSES AND ACCIDENTS**

At least one staff member has been trained in emergency first aid and CPR. In case of an accident or incident, we will assure that appropriate first aid is administered. We will notify you by telephone and provide a written report of what happened. If your child gets sick at school, we will make sure he/she is able to lie down until you are reached. You must make arrangements to pick-up your sick child as soon as possible.



## DRESS FOR PLAY

Clothes should be roomy enough for play with simple fastenings that the child can manage themselves. During wet, cold weather children should wear boots, mittens, hats, and warm outer clothing because they may play outdoors. Boots should be large enough for the child to put on independently.

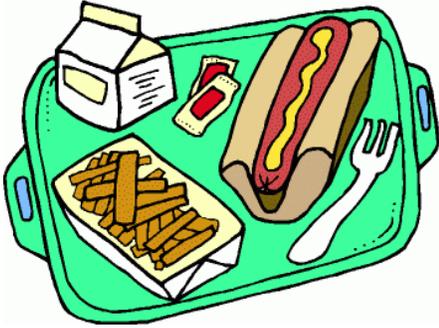


If shoe boots are worn, another pair of shoes for use in the classroom should be provided.

All children need to have a complete change of clothing, kept at school, for use in case of an emergency. Items should include underwear, shirt, pants, and socks. Please pack these items in a shoebox fastened with a heavy rubber band. The box and all items in it should be marked with your child's name.

Every child should have a backpack. Please make sure your child can open and close the backpack themselves. Also, make sure it is large enough to put things into.

## LUNCH



Children in the all-day Preschool program will be required to pack a lunch. Beginning in October, they will have the option of ordering hot lunch (until then, students in the all-day program should bring a lunch). Parents should follow these guidelines.

- All food and drink provided must be nutritionally sound.
- Junk foods such as cookies, cakes, candy, chips, etc. are not nutritious foods and should not be provided as snacks. Some examples of good nutritious snacks are fresh fruit, raw vegetables, crackers, cheese, yogurt, breads, unsweetened cereals, raisins, etc.
- Drinks should be unsweetened, 100% juice drinks or milk. Sweetened drinks such as Hi C and Ades are not good choices. Soda pop is not allowed.
- If a thermos is used, please make sure the top is on tight. All unfinished liquids will be emptied before the thermos is put away. This helps prevent leaks and spills.
- Remember that the size of the lunch should fit your child's appetite. Lunches that are too big usually overwhelm children and the majority of the lunch ends up in the trash.

## **DEPARTURE**

Please notify the school in advance if you plan to pick up your child early. We will help your child get ready for departure if we know when you will arrive to pick him/her up.

We will only release your child to people you have authorized in writing to pick your child up, as indicated in your Child's permanent classroom file. A release form must be signed in the school office.

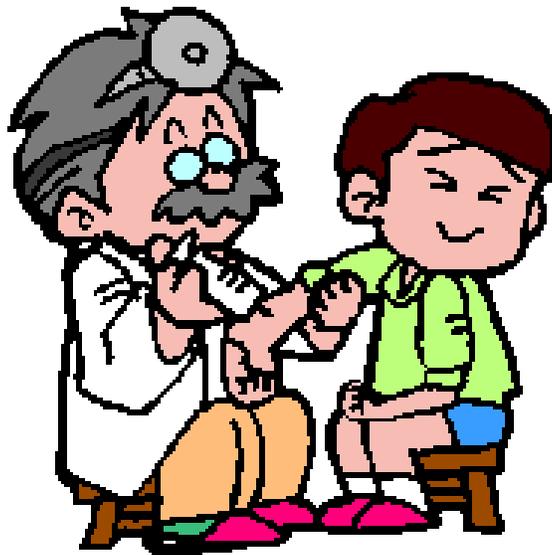


## **CONFIDENTIALITY**

All information about your family and your child is confidential. The information we collect will only be shared with the principal, teaching staff, and you as parents. The information is only used to develop to his/her fullest potential.

## REQUIRED MEDICAL REPORTS

A complete physical examination by a physician is required for all children entering preschool. It should be reported on forms prescribed by the Illinois department of Public Health and dated no earlier than six months prior to enrollment. The physical report must include all required up-to-date immunizations, verification of lead screening and a TB test.



## REQUIRED IMMUNIZATIONS

4DTP – Diphtheria, Tetanus, Pertussis

3PV – Polio Vaccine

1MMR – Measles Mumps, Rubella

1HIB – Haemophilus Influenza Type B

3 Hepatitis B

Varicella (Chicken Pox)

## BIRTHDAY CELEBRATIONS

We like to acknowledge each child's birthday (and half birthday) at St. Barbara. If you would like to send a treat on their special day, please confer with your child's teacher as to the number of children in the classroom.

Cupcakes, cookies, brownies, etc. are preferred because they are easy to serve, eat and clean-up. No cakes, they're too messy! Please be aware if there are any children with peanut allergies in the classroom.

Remember, this is a small celebration. Big parties with all the trimmings are for home.



## CLASSROOM VOLUNTEERS

Parents and other relatives are encouraged to volunteer frequently in the classroom. The teaching staff will be happy to acquaint parents with classroom volunteer procedures. It is recommended that the volunteers be at least 18 years of age, have had a TB test, and a physical examination by a physician. As directed by the Archdiocese of Chicago, all volunteers must have verification of PGC training and have a criminal background check on file in the school office.



## BRINGING THINGS FROM HOME

Your child may want to bring a book, record, or favorite toy to hold or share with the group. It is a comfort to have something of your own that is old and familiar in a new situation. We understand this and provide *Show-n-Tell* time for this experience.

Some toys, such as large items. Toy guns, action figures with sharp edges, and mouth toys such as horns, balloons, and harmonicas are difficult to manage in school and may be dangerous. These types of toys should be left at home.

Please be sure all toys, books, and records are labeled with your child's name if they bring them to school.



