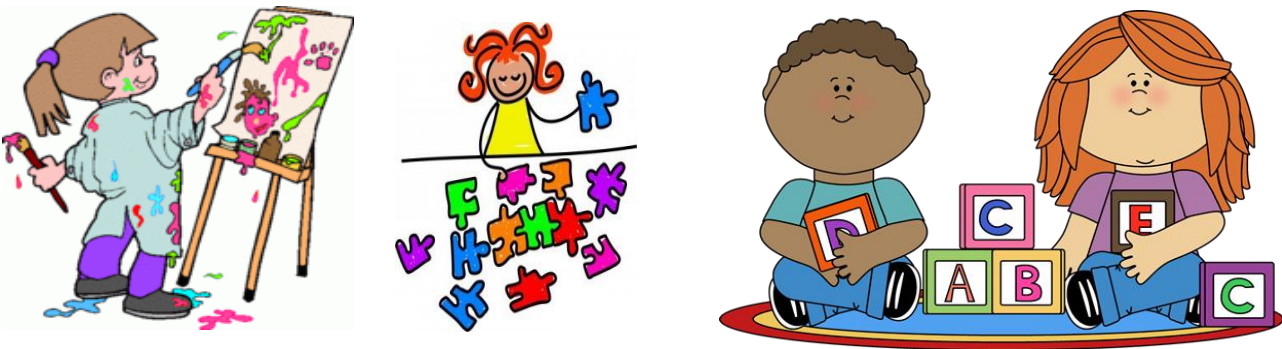


# Preschool (3K) Handbook 2021-2022

## St. Mary of the Immaculate Conception School



Forming disciples of Jesus Christ through quality  
Catholic education.

# Welcome to Our Class

Dear Preschool Families,

The Preschool program at St. May of the Immaculate Conception Catholic School is designed to introduce students to the school atmosphere. The child entering the program must be at least three years of age by September 1 of the current year, and be fully potty trained. This program utilizes free choice play as well as structured developmental activities to enhance the skills of each student. Social development skills are a main focus of this program.

## PS Skills

- \*Introduction to Catholic Faith Development
- \*Introduction to Language Skills
- \*Introduction to Math Skills
- \*Social Skills
- \*Independence
- \*Following Directions
- \*Large and Small Group Instruction
- \*Responsibility

# 1<sup>st</sup> Day of School Checklist

Are you ready for the first day of school?

- Lunch choice talked about with your child or packed healthy lunch (full day children only)
- Backpack large enough to hold daily folder (no wheels please)
- Extra change of clothes (if not dropped off at open house)
- School dress code clothes
- Facemask (Optional)
- Water bottle labeled with your child's name
- School supplies (if not dropped off at open house)
- A healthy snack

## Daily Prayers:

**Morning Offering:** O Jesus, through the Immaculate Heart of Mary, I offer Thee my prayers, works, joys, and sufferings of this day in union with the Holy Sacrifice of the Mass throughout the world. I offer them for all the intentions of thy Sacred Heart: the salvation of souls, reparation for sin, the reunion of all Christians. I offer them for the intentions of our Bishops and of all Apostles of Prayer, and in particular for those recommended by our Holy Father this month. Amen.

**Act of Contrition:** O my God, I am heartily sorry for having offended Thee. I detest all my sins because of Thy just punishments, but most of all because they offend Thee, my God, who art all good and deserving of all my love. I firmly resolve, with the help of Thy grace, to confess my sins, to do penance, and to amend my life. Amen.

## Contact Information: Phone: (920) 202-3410

All calls received during class time will go directly to voicemail; calls will be answered as soon as possible after school or during planning time. If you need to call the school office during the day, please call 920-202-3454.

E-mail: [kleonardi@stmarygreenville.org](mailto:kleonardi@stmarygreenville.org)

Of course, you may send a note to school with your child at any time in his or her blue take home folder.

## School Hours:

7:30 a.m. Students may enter the classroom.

7:45a.m. School begins

11:00 a.m. Morning children leave

2:45 p.m. School dismissal

2:45p.m.-6:00 p.m. Aftercare

## Drop Off and Pick Up:

**Drop Off:** Please drop off in the car line by the recess doors (labeled S2). Please enter the road between Father's house and the cemetery. Parents are allowed to walk the children in if you would like to. Students may only be dropped off in the front of the building if you arrive after 7:45.

**11:00 Pick Up:** Pick up will be on the playground. If we are not on the playground due to the weather, please pick up in the front of the school.

**2:45 Pick Up:** A teacher will help your child into the car. If you need to help your child buckle, please pull forward. You will receive an colored sheet with your last name on it. Please put this in your front windshield at the time of pickup. The exits for the end of the day will be as follows. A-L last names will dismiss from S2 recess doors. M-Z will dismiss from W4 Middle School doors.

Any changes to the way your child normally goes home need to be submitted in writing in advance. Please send a note in your child's blue home folder. If there is a change during the day, please call the office.

\*Please, **do not** email me directly of a change in transportation. I am not always able to check emails before dismissal.

**Snack:** Please provide a healthy snack each day for your child. Please pack this food separately from your child's lunch. Please **do not** send chips, cookies, candy, candy bars.

Please remember that this is a snack and send a small amount of food for your child.

We will have **white** milk and water available during snack each day. If you would like your child to have white milk with snack, payment for morning milk will need to be made to the school office.

**Birthday Policy:** Birthdays will be celebrated in the classroom but unfortunately this year, no special snacks will be allowed.

**Lunch Procedure:** Lunch will be served in the cafeteria daily. All students are encouraged to eat independently. You may order hot lunch or send a lunch with your child. If you are

sending a lunch with your child, please make sure your child can easily open the contents and the food does **not** require a microwave.

**Rest Time:** There will be a rest time for ½ an hour in the afternoon. This provides time for children to rest and recharge. If children fall asleep during this time, I will let them sleep for a while. Please let me know if you want your child woken up after a certain amount of time.

Please provide:

- a Kinder-mat (red and blue rest mat available at most stores in the school supply section)
- small, fleece blanket that I will wash weekly at school

**Daily Folder:** A folder will be sent home every day. Your child's daily work will be in this folder. Please read the information in there and empty it out every night.

You may send notes to me, scrip orders, and forms for the office in this blue folder.

Please return the blue folder every school day in your child's backpack.

**Absence Procedure:** If your child will not be attending school due to illness, please call the school and leave a message with the school office at: 920-202-3454. Before class begins. Notice also needs to be given prior to any planned absence to the office as well as the teacher.

**Dress Code:** Please send students to school in clothes that are part of the dress code. Please be aware that your child may get clothes dirty from art, outside, and every day preschool play. Comfortable clothing for this age is key!

SHIRTS: solid color or pattern (small embroidered logo is fine), must have sleeves, plain or St. Mary's sweatshirt

NO SCREEN PRINT T-SHIRTS

PANTS: Jeans, twill pants, knee length shorts (pants/shorts should not be skin tight) or skirts knee length or longer, leggings or tights may be worn under a knee length skirt or dress, pants and tights must be free from holes/rips

**SHOES:** Closed toe and close heel shoes with a rubber sole and socks

NO = flip flops/sandals, open toed shoes

YES = tennis shoes/sneakers are fine

**Extra Clothes:** Please send an extra change of clothes to school in a Ziploc bag in your child's backpack as soon as possible.

**\*\*Please include the following items:** Underwear, socks, shirt, pants or shorts

The change of clothes will be stored in the classroom. They may need to be changed with the season.

If your child brings home wet or dirty clothes please send new ones as soon as possible.

**Personal Belongings:** For safety reasons, please do not allow your child to bring any toys or candy to school. Toys can easily become broken or lost. Teachers will not be responsible for toys brought to school. The exception will be when your child brings show and share.

**Helping the Teacher:** If you are interested in having projects sent home to cut or color, there will be a sign up in the classroom at open house.

**Helping my Child:** Please work with your child on the following skills at home:

- Sharing
- Cleaning- up
- Recognizing colors
- Recognizing shapes
- Recognizing/identifying numbers
- Recognizing/identifying letters
- Cutting with scissors
- Buttoning, snapping, zipping

I look forward to partnering with you this year. Thank you for sharing your child with me.