

Bishop Baraga Catholic School



Pre-Kindergarten and Preschool Handbook

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406 West B Street

Iron Mountain, MI 49801

(906)774-2277

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Bishop Baraga Catholic School

Preschool

My name is Jennifer Gauthier. I have been with BBCS for 8 years. I was an aid in Pre-kindergarten for two years. This is my 6th year teaching preschool and pre-kindergarten. I cannot express how much I love working with these children and how blessed I am to be able to watch them learn and grow in so many ways and experience God's love in this wonderful school.

My goal is to prepare your children for a life-long journey by helping them develop Christian values, while encouraging them to be positive, successful learners in God's world.

Goals and Strategies

- Unhurried, structured and unstructured play, encouraging children's natural curiosity, energy and interests.
- Healthy, safe child oriented environment.
- Model and provide an environment with planned activities to encourage children to gain confidence with their language skills and abilities to play, share, and learn.
- Provide activities to help children gain interest in word meanings and enable them to use their words for ideas, feelings, and their needs.
- Through activities and providing a word rich environment and guidance, children recognize that reading, writing, and learning can be fun and enjoyable.
- Provide an environment rich with stories, songs, games, words and daily schedules.
- Provide ways for families to be involved with their child's learning through ongoing parent/teacher communication.

Here at Bishop Baraga Catholic School, children will explore God's world and learn skills to prepare them for kindergarten and a successful future.

Communication

The quickest and easiest way to communicate with me is through email. My email address is jgauthier@baragaup.com. If you ever have a question or concern about your child, this would be the best way to get in touch with me. You can also call the office and leave a message. They are very good about relaying messages to me. I check my email throughout the day, but if something needs to be addressed right away, like a change in pick up or something that will be happening during the time your child is at school, the office would be the best place to call. I check my messages in the morning before school, at lunch, and after school.

Folders

All pre-k and preschool students will have a folder that they will bring to and from school on Friday. This folder will be used to send home class newsletters, behavior comments, and completed work and projects. On Monday a folder will be sent home with information from the school office. A weekly school newsletter will be in this folder and also forms that need to be returned to the school. This “Monday Mailer” will be given to the youngest child in the family.

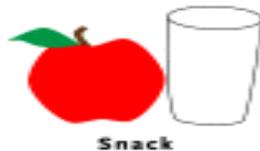
Mass



Due to COVID-19 the preschool and pre-kindergarten will not attend Mass until further notice. If this policy changes the guidelines below will be followed.

Mass will be attended by the A.M. class once a month until after Christmas break. Following Christmas break, we will attend Mass every other Friday. While attending Mass the children learn to sit with somebody other than their family. We also will attend when there is a Holy Day of Obligation. I will let you know in advance when we will be attending these masses. We will walk over to the church with our 7th grade buddies. The students also sit with their buddies during Mass. This is very helpful and is also an opportunity for your child to get to know these older students and make a friend. During the school year their buddies will help them with other activities and spend time together during our monthly family groups. On Mass days your child will be required to dress similar to the students in the older grades. No jeans, no pants with holes, no shorts, no spaghetti straps dresses or sleeveless tops for girls.

Snack and lunch



Snack will be offered each morning and afternoon. There will be a snack fee that will be collected at the beginning of each semester. Water will be offered and available all day. Each child will be given a water bottle at school.

Our school is **peach free** due to a student with a serious allergy. Please do not send in peaches of any kind, even in fruit cocktail. If your child stays all day, they may participate in our hot lunch program. You may

also pack a lunch for your child. The cost of hot lunch is \$2.80 per day. Information on the hot lunch program can be found on SchoolSpeak or you may pick up the forms in the office.

	Snack fee per quarter	Per Year
5 full days.....	\$25.00	\$100.00
5 half days.....	\$20.00	\$80.00
3 full days.....	\$20.00	\$80.00
3 half days.....	\$10.00	\$40.00
2 half days.....	\$8.00	\$32.00



Birthdays are a very special time in our class! Please feel free to bring in special snacks or treats on or around your child’s birthday. Just let me know what day you will be bringing in the treat. I like to try and make this day as special as I can because birthdays are a big deal. We all deserve to feel extra special on our birthday!

Discipline Policy

The discipline policy in the classroom strives to provide each child with guidance that helps them acquire a positive self-concept as well as self-control. I will guide your child in a constructive and positive way that is suited to young children.

The following rules and standards apply.

1. To prevent unacceptable behavior from occurring I will:

- Model appropriate behavior.
- Arrange the classroom environment to enhance the learning of acceptable behaviors.
- Use descriptive phrase praise when appropriate behavior occurs, i.e., "Look how high you are building the blocks! Let's count them."

2. When unacceptable behavior occurs or is to occur, I will:

- Redirect or substitute a positive activity for a negative one.
- Distract or change the focus of the activity or behavior.
- Practice active listening to determine the underlying cause of the behavior.

Drop off/Pick-Up

Morning Pre-kindergarten: School begins are 7:45 a.m. each morning. The school doors open at 7:30 a.m. Please bring your child to the front entrance of the school and go into the entryway. Mrs. Gauthier will meet you at the second set of doors. She will sign each child in for the day.

Afternoon Preschool: Class begins at 12:00 p.m. Please bring your child into the front entrance of the school and go to the second set of doors. Mrs. Gauthier will meet you there to sign your child in for the day.

It is important to have your child at school on time in the morning. We begin our day with prayer and seat work. At this time the children practice writing their name and learning letters and numbers. It is also a good habit for your child to get into. After the first week of school I ask

that after you sign your child in, you let them hang up their own jacket and backpack and get their folder out. You will be amazed at how quickly they catch on to this routine. Our classroom doors are required to be locked at all times. If your child is later than 7:55 a.m. you will need to go to the office and check-in. Someone from the office will bring your child to the classroom. If your child needs assistance with shoes or taking their jacket off, I will help them.

Cancellations and delays

When there is a two-hour delay the morning pre-kindergarten class will be cancelled. Those students who come for full days will then arrive at 9:45 a.m. instead of 7:45 a.m. The school day will then continue as normal. When there is a school cancellation both classes will be cancelled. Early dismissals rarely happen. If one becomes necessary you will be notified by text message through SchoolSpeak, email, or by phone. Cancellations and two-hour delays will be announced on the radio, TV6 News, or our Facebook page. A text will also be sent from the office through SchoolSpeak. Please make sure to sign-in to your account on SchoolSpeak and update your profile. You must include your cell phone carrier in your profile in order to receive text messages from the school.

Newsletter

Each month I will send home a newsletter to let you know what your child has been learning throughout the month. The newsletter will also have important dates of upcoming events and activities.

What to Wear

Pre-kindergarten and preschool do not follow the same dress code as the kindergarten through eighth grade; however, we do have a dress code to follow. No open toed shoes or spaghetti straps. Shorts are only to be worn until the end of September and then again starting May 1st.

Please do not send your child in clothing they cannot get dirty. In our class we do messy activities and play outside almost every day. I have the children wear paint shirts when we are doing messy activities, but paint shirts don't always contain the mess. We play with play dough, make slime, and use markers that are washable. Sometimes washable markers are not completely washable. I want your child to be comfortable. Also, your child should be able to get their clothes up and down and buttoned and unbuttoned by themselves. I am always available to help, but many times when they are at school they do not want to ask for help.

When the weather gets cold and snowy all students are required to have snow pants or a snowsuit, a hat, mittens, and boots. They need all these items so they can play in the snow. If a child does not have the proper clothing to play outside they will have to stay inside. I do have a few hats and mittens that can be used if they are forgotten. We only stay inside if it is below zero.

During the spring and fall our classroom has an air conditioner. In the winter months it can sometimes get cold in our room so I recommend keeping a light sweater or sweatshirt in your child's cubby in case they get chilly throughout the day.

Extra change of clothes

VERY IMPORTANT

It is important to have an extra change of clothes labeled and in a zip lock bag. The bag will be in your child's cubby in case of any sort of accident. You may think your child is completely potty trained, but accidents can happen to anyone and often do happen in school. Having an extra set of clothes can save you from running to school and save your child from being embarrassed. I have had many students have all sorts of accidents (going down the slide when it's

wet, spilling a glass or pitcher of water on their lap, a juice box gets squeezed, slime somehow gets from the table onto a lap). It is not always a potty accident. Please send in an extra set of clothes. Around Christmas break it is a good idea to check your child's clothes to see if they still fit them and if they are appropriate for the weather at that time.

All Day Student

The students that stay all day will need to either eat hot lunch or bring a cold lunch. After the morning students leave we will wash our hands and eat lunch in our classroom. After lunch the students will have a rest time. This is required by law in a program that is all day. I will have a mat for each child that will have their name on it and will be kept in the child's cubby. I clean them weekly and will do so more often once cold and flu season comes around. Your child will need to have a blanket that has to fit in the cubby. A pillow is optional. Please do not send stuffed animals or any special item they may need at home to sleep with each night. I would hate to see it get lost, forgotten, or ruined somehow. I play soft music at this time and the children lay on their mat quietly until rest time is over. Rest time usually lasts 20-30 minutes. Most of the time the children do not sleep, but there is always the rare occasion when someone does.

Toys from home

I ask that your child does not bring toys from home to school. This is so nothing gets lost or gets broken. We have plenty of toys and activities for everyone in our classroom, so it is not necessary to bring more toys to school.

Show and Tell

Once we get into a routine, I will set up times for each child to have show and tell. Last year we did an All About Me Poster that was shared

with the class on the day they brought in their show and tell. The children enjoyed getting to know each other and their families. This year we will be doing something along those lines. We will get to know more about our classmates and the things they like to do outside of school.

Sickness Policy

- Germs spread quickly in a pre-kindergarten and preschool environment. All children and staff stay healthier when sick persons stay home. Please use common sense in the case of colds, which can range from a mild case of sniffles to a full blown sinus infection or a deep cough.
- We use the emergency forms and your SchoolSpeak profile information to contact you or other designated adults if your child develops symptoms of illness while in class or has an injury. We will isolate your child in a comfortable, supervised place until he/she can be picked up.
- If one or more of the following symptoms is present in your child, we will call you to pick up your child from school:
 - Temperature higher than 100
 - Nausea/vomiting
 - Red, pink, or crusted eyes
 - Stomach ache
 - Ear ache
 - Diarrhea
 - Rash/infection of skin
 - Pale or flushed face
 - Headache
 - Thick or greenish mucus from nose
 - Loss of energy/decrease in activity/falling asleep
 - Sore throat

If your child is not well enough to participate in all aspects of the daily schedule, please keep your child at home.

24 HOUR RULE: Any child who has shown signs of illness in the previous 24 hours may not attend class:

- **Fever free:** A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- **Antibiotic timeline:** A child should be on antibiotics for at least 24 hours before returning to school.
- **Vomiting and Diarrhea:** A child should not return to school until they been free from vomiting or episodes of diarrhea for 24 hours.

Head lice sometimes occurs in school because it is easily passed from person to person. We do lice checks at the beginning of the school year and periodically throughout the year. You may want to look online for more information and to find examples of what lice look like in order to check your child's head yourself. (www.cdc.gov/lice/head/treatment).

Please inform the school immediately if your child has lice. We can then take precautions and contain it. If all parents check heads regularly, we can avoid any outbreaks in our school.

Visitors

Any person who is not employed by Bishop Baraga Catholic School is considered a visitor and must sign-in and sign-out at the office when on the premises. Upon entering the premises the visitor will sign the sign-in/sign-out sheet. Visitors must provide the following information on the sign in sheet: name, sign-in time, sign-out time, and purpose of visit. Due to COVID-19, visitors to the school and classroom will be restricted this year. Visitors must call the office to make an appointment.

Pre-kindergarten and Preschool
AM and PM Daily Schedule

- 7:45-8:15 **Arrival**
- All school prayer and announcements
- Table Time**
- 8:15-8:40 **Circle time** (Read stories, sing songs, introduce centers)
- Prayer**
- 8:40-9:00 **Bathroom break** and wash up for snack
- Snack time**
- 9:00-9:30 **Centers/Small Group**-religion, math concepts, literacy concepts, journaling and science
- 9:30 -10:30 **Free Choice**- the students will be able to choose an area to play in or continue something they had been doing in one of the centers.
- 10:30-10:55 **Pack-up**- get ready to go home
- Recess**
- Prayer Dismissal**

Afternoon

11:00-11:20	Lunch
11:20-11:55	Quiet time
12:00-12:30	Circle time (Read stories, sing songs, Pray)
12:30-12:40	Bathroom Break
12:40-1:40	Free Choice
1:40-2:00	Bathroom Break
	Snack
2:00-2:30	Art activity, science activity
	Math activity, large motor.
2:30-2:50	Recess
2:50-3:00	Pack-up
	Prayer and Dismissal

Pre-kindergarten and Preschool Handbook Acknowledgement Form

Bishop Baraga Catholic School

2020-2021 School Year

I have read the Bishop Baraga Catholic School Pre-kindergarten and Preschool Handbook. I agree to follow the policies and procedures as stated. I understand that there is a licensing notebook that I have access to at any time.

Parent Signature

Date