



ARCHANGEL GABRIEL  
CATHOLIC SCHOOL

## **2020-2021 Preschool Handbook**

Archangel Gabriel Robinson Campus  
5760 Steubenville Pike  
McKees Rocks, PA 15136

\*The Parent Agreement (final page) must be signed and returned by all families agreeing to the Policies, Procedures and Guidelines of this handbook.

## **PRESCHOOL CURRICULUM**

Archangel Gabriel Catholic School curriculum is developmentally appropriate for preschool children. Our main goal is for your child to develop a positive self-image and positive attitude towards learning, which will be reflected in his/her personal growth and achievement.

- Religion - Developing feelings of warmth, love and acceptance in learning about God and others.
- Language - Developing listening and speaking skills through visual and auditory discrimination, visual and auditory memory, stimulation of the five senses, story time, finger plays, alphabet exposure, etc.
- Math Readiness - Developing recognition of colors, shapes, sets, numerals, counting and classifying.
- Motor Skills – Developing gross motor skills such as walking, running, jumping, hopping, skipping, catching, throwing, etc. Developing fine motor skills by coloring, cutting, pasting, painting, stringing beads, hammering, manipulating clay, left-to-right progression, etc.
- Personal Development - Knowing name, age, address, phone number, taking care of belongings, respecting other people and their belongings, separating from a parent without difficulty, taking care of toilet needs and washing hands.
- Social Development - Playing with others, sharing, following directions and participating in group activities.
- Art - Painting, pasting and using crayons in a variety of mediums for creative activities.
- Music - Using rhythm instruments and movement, dancing, singing, listening to music.
- Play - An essential component in a child's learning environment, role playing, water activities, housekeeping, building blocks, etc.

## **THE DAILY SCHEDULE**

The daily schedule will include guided religion and/or academic lessons, arts and crafts, music, snacks, gross motor activities, story time and free play. There will be variations in the schedule due to special events, etc.

## ARRIVAL AND DISMISSAL

Regular arrival begins at 8:00 AM through the front door of the building (Door 1). **\*Due to COVID-19 arrival times will be staggered.** Parents are to park and walk their child to the front door practicing social distancing. Students with a last name beginning with the letters A-H will arrive between 8:00-8:10. Students with last names beginning I-P will arrive between 8:10-8:20. Last names beginning with Q-Z will arrive between 8:20-8:30. (Please refer to the arrival/dismissal plan for parking lot direction to provide a single flow of traffic and prevent accidents. **\*Due to COVID-19 there will be many cars.** Preschool dismissal will be at 2:15. Mrs. Crawford's class will be dismissed through Door 1 (the front door of the building). Mrs. Kunes's class will be dismissed through Door 15 (located in the front of the building around the corner from the front entrance). We ask that you do not linger so that you are out of the parking lot before the rest of the school begins dismissal.

- Either the father or mother may pick up a child unless there is a court order on file indicating otherwise.
- Only the people listed on your child's "authorized pick-up list" will be permitted to take your child from school. If your child is to be picked up by someone on the list, who is not his or her "regular" transportation, a note should be sent to the teacher. In emergency situations, you may call the office no later than ½ hour before dismissal.
- For identification purposes, a photo ID may be required for a parent or designated adult who is not known by the teacher before a child is released.

## SEPARATION

- Be low-key about your child beginning the school year. Creating too much excitement can increase feelings of anxiety.
- Do not leave without saying "good-bye" to your child. Reassure him/her that you will be back in a little while. Never slip away!
- As a parent, you may have mixed feelings about your child's first day. This is normal!
- Delayed reaction can take place. Your child may have separated easily before but perhaps does not want to go to school on a day. Handle this situation in a firm but positive manner. Keeping the child home will only make things worse.
- Keep in mind that after long periods of time at home (for example: a long weekend, Christmas vacation, an illness), separation problems may occur. They are usually resolved once the child gets back into the routine.

**\*Due to COVID-19 your child should be completely ready for a transition into a school program. If they are unable to easily separate from their caregiver, or wear a face covering for an extended period, we may have to reassess their readiness for the program.**

## CLOTHING

There is no dress code for preschool. However, your child should be comfortable in the clothes he/she is wearing. All clothing should be labeled: coats, sweaters, hats, mittens, etc. Tennis shoes or rubber-soled shoes are recommended (no high tops). Please limit the wearing of jewelry. During the winter months, mittens are preferred instead of gloves. Please do not send in umbrellas or snow boots.

**\*Due to COVID-19 staff members must limit their contact with the students. Therefore, we recommend elastic waistbands, Velcro, slip-on shoes, and clothing items that are easy for them to manipulate on their own. Please do not dress your child in belts or overalls.**

Children must be toilet trained. If your child has more than three accidents during the first few months of school, a conference will be held to discuss his/her readiness for preschool. Pull-ups are NOT permitted.

An extra set of clean clothes including underwear, socks, and a pair of shoes (perhaps cheap flip flops) in a labeled plastic bag, will be needed in case of a spill or accident. Please note that soiled underwear will be thrown away.

**\*Due to COVID-19 we are also requiring two extra masks to also be kept in this bag.**

## SCHOOL SUPPLIES

Your child will need a lunchbox, standard sized backpack, a labeled folder with bottom pockets (plastic if possible) and a rolled yoga mat. When the folder becomes worn, you will need to replace it. Please write your child's name on all supplies. All other school supplies will be provided for a minimal fee (\$20.00).

A \$6.00 fee (**cash only**) is required at the beginning of the year for the 4-year-old preschool students. This fee is to cover the cost of 16 issues of a *Scholastic Magazine* titled "Clifford the Big Red Dog". Please remember that when you are sending any money to the school, put it in a labeled envelope with your name and what the money is for.

## SNACKS and LUNCH

**\*\*If your child has any food allergies, please let the teacher know\*\***

A snack fee is due for the year (9 months). If your child attends five days per week the cost is \$5.00 per month. If your child attends three days per week the cost is \$3.00, and two days is \$2.00. The snack fee is due by Friday, September 25th. **Please only send cash.**

We cannot microwave lunch items. Lunch boxes with ice packs are the most popular as are thermoses of soup, noodles or macaroni and cheese. **Please remember to include napkins and any needed utensils.** If sending fruit, it must be ready to eat (ex: oranges peeled or cut up).

**\*Due to COVID-19, practice how to independently open lunch items/containers with your child.**

## **BIRTHDAYS**

If your child's birthday falls on their school day, we will try to celebrate on that day. If their birthday falls on a day, they do not attend school, it will be scheduled as close to the exact date as possible. If your child has a summer birthday, it will be celebrated before the end of the school year.

Your child may bring in a snack and drink to help us celebrate. **\*Due to COVID-19, all items sent in must be store bought and individually packaged.** Birthday drinks should be in a container or jug. **NO juice boxes please.** Please do not send candles or plan anything that would disrupt the regular school schedule such as sending clowns, piñatas, etc. Birthday treat bags/toys will not be given out at school.

Birthday invitations to "out of school parties" may be given out at school only if:

- The entire class is invited.
- All boys are invited if your child is a boy.
- All girls are invited if your child is a girl.

If your plans do not meet these criteria, please make other arrangements for the distribution of invitations.

You will be notified when your child's birthday will be celebrated.

## **DISCIPLINE**

A verbal warning will be given when necessary. If the behavior continues, then your child will be placed in a time-out chair. If the problem continues, the parent/guardian will be notified, and another course of action will be discussed.

## **COMMUNICATION**

There will *not* be a published monthly calendar sent home this year because children will not be bringing in show and tell items. Each child will have a leader day in which they will assist the teacher with classroom activities. The teacher will schedule and monitor leader days.

Other informative notes and emails may also be sent home during the year as the need arises. Please check your child's folder and your email after every day of attendance.

**\*Due to COVID-19, many items will be sent via email.**

## **CONFERENCES**

Parent conferences will be held in February for the four-year-old preschool students. The teacher may need to get in touch with you before then. Likewise, if you think a phone call or conference is needed, notify the teacher and arrangements will be made.

## **CLOSINGS AND DELAYS**

If it is necessary to close or delay school because of weather conditions, the "No School" or "School Delay" announcement will be announced via the OptionC Parent Alert System. If there is a two-hour delay, preschool arrival times will begin at 10:00 AM.

## **MEDICATION**

We do not dispense medication here at the school (this includes cough drops). The only exception is a rescue medication, example: EpiPens and inhalers. These prescription medications must be in their original container with the prescription label attached. Contact the school office with any questions.

## **ILLNESS/COVID-19**

**\*Please refer to the schools reopening plan and Memorandum of Understanding regarding illness, health, and safety.**



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## Parent Agreement

It is important that parents/guardians, students and staff know the policies and procedures of Archangel Gabriel Catholic School. To ensure that the process of communication is complete, please review the **Preschool Handbook**.

When you have reviewed the contents, please sign and return this form to the school.

**Family Name:** \_\_\_\_\_

**Children's Name(s):** \_\_\_\_\_  
\_\_\_\_\_

**I have read and agree to be governed by the Preschool Handbook of Archangel Gabriel Catholic School.**

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date