

# CANTERBURY CORNER



## Pre-Kindergarten 3 & 4 and Enrichment Handbook



St. Augustine of Canterbury School  
45 Henderson Road  
Kendall Park, New Jersey 08824  
(732) 297-6042

Revised 2013

## **MISSION STATEMENT**

The mission of Saint Augustine of Canterbury School is to foster in its students a love and respect for the values found in Catholicism.

Saint Augustine of Canterbury School is dedicated to proclaiming the message of Jesus, to teaching His truth and extending His love while providing an academic program based on excellence and full development of the talents and abilities of the students. The children will develop a lasting relationship with God and a respect for self and others within the framework of an education that fosters self-discipline, creativity, and flexibility. The students will be given the independence to develop their distinct personality that God has given them.

"Of the educational programs available to the Catholic Community, Catholic Schools afford the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people: message, community, and service."

(National Conference of Bishops, TO TEACH AS JESUS DID, 1972)

## **GOALS OF SAINT AUGUSTINE OF CANTERBURY PROGRAM**

Canterbury Corner offers a child care experience based on sound Christian Early Childhood Education. Our program fosters the social, intellectual, spiritual, and physical development of the children placed in our care. Children of all races, cultures and religions are welcome.

Our school endeavors to provide developmentally appropriate activities and experiences so that the children will be happy, confident, and curious about the world around them.

Early Childhood Education should be a journey not a race. On this journey, children travel at different paces according to their individual background of experiences and needs.

Canterbury Corner Pre-Kindergarten Program and Enrichment offer time and space for the young child to be a child where they are free to play, explore, and imagine.

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Dear Parents,

Are you wondering if sending your child to Pre-K is the right thing? Well the answer is yes. Pre-Kindergarten is fun, educational and a great socialization experience. Pre-K provides each child to grow developmentally, socially, physically, and emotionally. The program will provide your child with learning experiences with hands on activities, reading, music, and other developmental appropriate activities. The children are encouraged to be independent and through positive role modeling, build self-esteem.

The following information is presented to you as a handbook for the Saint Augustine of Canterbury School's Pre-Kindergarten and the Extended Care Program. We encourage parent participation in your child's education. We provide parents with opportunities to volunteer for activities, field trips, and special occasions. Your child's learning is vital and so is your participation. Communication between parents and your child's teacher is important. Therefore, this handbook is one form of communication with you. It contains information considered important to your child's safety and relevant to the basic operation of the programs.

Sending your child to Pre-Kindergarten is a good choice and we are proud to have your child enrolled in our program. Please do not hesitate to talk to your child's teacher and ask questions.

We are looking forward to a wonderful year together.

Sincerely,

Sister Mary Louise Shulas, MPF  
Principal

## ENTRANCE REQUIREMENTS

The following are required at registration:

- Birth Certificate
- Immunization record updated
- Legal custody papers or restraining orders, if applicable
- Non refundable registration fee

All additional forms in the registration packet must be submitted to the school within ONE MONTH of the date of your acceptance letter. Compliance with this policy is necessary in order to maintain placement in the program.

The child must be able to dress and feed himself/herself. He/she must be toilet trained. NO PULL UPS.

### PROGRAM SESSIONS

3-Year Old	2 Day Program 8:00am- 10:30am 11:00am- 1:30pm	<i>Tuesday and Thursday</i>
3-Year Old	3 Day Program 8:00am - 10:30am 11:00am- 1:30pm	<i>Monday, Wednesday, Friday</i>
3-Year Old	5 Day Program 8:00am - 10:30am 11:00am- 1:30pm	<i>Monday thru Friday</i>
4-Year Old	5 Day Program 8:00am - 10:30am 11:00am- 1:30pm	<i>Monday thru Friday</i>
Extended Care	5 Day Program 10:30am - 2:00pm	<i>Monday thru Friday</i>
Extended Care	3 Day Program 2 Day Program 10:30am - 2:00pm	<i>Monday, Wednesday, Friday Tuesday and Thursday</i>

\*Canterbury Club After School Program is from 2:00 pm - 6:00 pm

There is no deviation from the above sessions. We reserve the right to cancel classes, which do not meet the minimum enrollment. We will offer you the opportunity to switch to another class.

Canterbury Comer reserves the right to request withdrawal of any child who finds it difficult to make the adjustment to attending school. In the event of withdrawal by the parent, the office must be notified at least two weeks in advance.

### *SCHEDULE OF THE DAY*

A typical week in Pre-Kindergarten includes: gym, arts and crafts, pre-academic skills, religious awareness, story time, humanities, sciences, music, and computer. Special attention is given to language development and large and fine motor skills.

After arrival the children have meeting time (circle) to review the schedule for the coming day, say their prayers, salute the flag and discuss the weather. Group lessons are integrated with a variety of activities. Snack time and

free play are included in the program. Story time continues the lessons for the day. Music time sends the children off to their parents or caretakers. An evaluation/planning time "winds down" the day with activities. These leave the child with a feeling of accomplishment and pleasant anticipation for returning the following day.

Enrichment Class takes the joy of the day into the afternoon with a theme based curriculum, free play, arts and crafts, rest and lunchtime. This program is designed to continue the learning from Pre-Kindergarten class. The children in the Enrichment program are assigned to one teacher in the morning and may have another teacher in the afternoon for the Enrichment class. Please send your child with two boxed lunches - one with their morning snack and the other with their lunch. Please put your child's name on both lunch boxes. A blanket and a pillow are needed for rest time. A mat will be provided by the school. The Enrichment program follows the same rules, regulations, and policies of the rest of the school.

## ***TUITION***

An area of parental responsibility is in the matter of prompt fee payment. Canterbury Comer uses the FACT program to collect tuition. *A Registration fee is payable at the time of formal acceptance into the program.* The fee includes: a tee shirt, class trips, parties/celebrations, and a Graduation Fee. It is non-refundable.

2 Half day sessions T/TH  
2 Half day sessions w/Enrichment

3 Half day sessions M/W/F  
3 Half day sessions w/Enrichment

5 Half day sessions M - F  
5 Half day sessions w/Enrichment

Tuition is computed on an annual basis and conveniently divided into 10 payments. A bill will be sent in July and the first tuition payment is due August 1st. By May, tuition payments for the entire year are to be paid in full.

No tuition allowances, refunds, or make up days are given for absences for any reason, including vacations, illness or weather.

Tuition must be up to date before re-registration will be accepted for the following year.

## ***PRE- KINDERGARTEN CURRICULUM***

### **Language Arts**

Our children will engage in active listening activities in a variety of situations such as story time. There are activities that offer an opportunity to speak for a variety of purposes relating to real experiences (show and tell) and different audiences both small and large. Lessons promoting the acquisition of emergent reading and writing skills are provided. The use of books, videos, computers, and audiotapes provide an opportunity for children to view, comprehend, and use non-textual visual information .

### **Math**

*Children will develop an understanding of mathematical concepts through a play based, child-centered environment. There are a wide variety of tools and hands on experiences that are relevant to real life situations. Our children will experience mathematical problem solving, knowledge of spatial sense, and geometric shapes. They will learn about measurement concepts. They will communicate mathematically through emergent writing, spoken communication, usage of manipulative and visual forms of expression. They will explore numeration.*

### **Science**

*Our program is built on the children's natural sense of wonder and curiosity. Children will employ their five senses to develop an understanding of scientific principals through multi-sensory experiences. Learning about plants, weather, magnets, dinosaurs, matter or living things are part of a Pre-Kindergartner's day. They have opportunities to discover in the Science Lab with a buddy from a Middle School Science class.*

### **Social Studies**

Social Studies in the Pre-Kindergarten begins with cultivating children's understanding of themselves and their place in their family and world. It is then they can start to develop an understanding of their role in the larger community and appreciate other cultures of the world. Social Studies is integrated into all areas of the curriculum. *Daily activities, play, and teaching provide a wide range of concrete hands on experiences and field trips lead us into a larger world.*

### **Religion**

The religion program at this early stage of spiritual development begins to help the young child express their relationship with God through prayers. *Hands on activities, songs, dramatizations, finger plays, and stories provide the opportunity for a child to learn.* The children learn to be kind and share: "Acts of kindnesses" reinforce respect for each other.

### **Creative Arts**

The children will develop an appreciation of music and visual self-expression. They will be provided with a variety of materials to explore and use. They will be able to express themselves through dramatic play.

### **Social and Emotional/Physical, Health and Safety**

*All children will develop self-confidence and self-esteem.* They will develop relationships with peers through play, including conflict resolution skills and sensitivity to the feelings, interests, and needs of others. All children will demonstrate positive behavior and develop social skills that will remain with them for their lives.

*Children in the Pre-Kindergarten will develop appropriate hygiene and nutritional skills. They will be able to develop their ability to make personal decisions and appropriate choices during group play that promote cooperation and socialization skills. The students will develop coordination, balance, and strength through gross motor activities. They will refine and develop fine motor skills in a variety of activities.*

## **OTHER PERTINENT INFORMATION**

**After School.** The school provides after care until 6:00pm at an additional charge. Advance arrangement should be made if interested. A registration form must be completed and a fee paid.

**Attendance.** Prompt and regular attendance at school is essential. In case of absence, parents should call the school to inform the staff of the reason for the absence. No tuition refund, allowance or make up days are given for any absence including vacations, inclement weather, or illness. Upon your child's return to school you must present an absentee note.

**Backpacks and Lunch Boxes.** Please provide your child with a large backpack along with a lunch box. Please put your child's name on the outside of all items sent to school.

**Birthdays.** Your child is welcome to celebrate his/her birthday with the class. Birthdays are celebrated *only with the students*. A small treat can be sent in for the children.

**Calendar.** The school year is from September to June. Canterbury Corner follows St. Augustine's school calendar in regard to half days and holidays. At the beginning of the year, you will receive a yearly calendar. Each month an updated calendar with Pre-Kindergarten happenings will be sent home with our child. You will also receive a weekly newsletter that describes what is happening in the classroom and what your child will need for each day.

**Class Time.** Please bring your child to school at the designated time. Parents are asked to park *behind the yellow chains in a designated parking space*. Wait for the teacher to signal that school is open. Walk your child to the side glass doors of Canterbury Corner. The children will be dismissed from the same area. If for any reason your child is late, ring the doorbell to Canterbury Corner and a teacher will greet you and your child.

**Clothing.** The children will be physically active during the day so please dress them comfortably. The children will play outdoors, so please be sure that your child is dressed appropriately for the weather. He/she will need a smock for painting projects. An old shirt works the best. *Be sure to label all clothing with your child's name.* Parents/Guardians are encouraged to send an extra set of clothing to school including: underwear, socks, shirt, and pants to be used in case of an accident. *Please mark your child's name on the bag.* If it is used kindly replace it immediately (appropriate for the weather).

**Conferences.** Make an appointment with your child's teacher whenever you feel it is necessary. This conference will only take place before or after class time when the teacher does not have children in her care.

**Discipline.** Our policy is to use a time out period if a particular behavior continues after repeated corrections. The teacher will inform the parent of the behavior and discuss how parents can work together with the school at home. Positive behavior is encouraged through the implementation of a reward system. In this approach, the child has a feeling of accomplishment and pride. Feel free to speak to your child's teacher or the director if there are any questions or concerns.

**Dismissal.** Parents are asked to wait outside for their child. Teachers will bring the children to the door and dismiss each child individually to each parent/guardian. If there should be a change in the person picking up your child, please send in a note, inform the teacher, or call the office. It is very important that we know who **MAY NOT** pick up your child. *Please park your car* and walk to the door to pick up your child. Your child will not be allowed to walk across the parking lot to meet you. Adults must pick up his/her child. No student will be dismissed with a classmate without an adult. It is common courtesy to the staff to respect the time for dismissal. A late fee will be charged. Abuse of prompt pick-up will result in termination of program use at the discretion of the Principal and Director.

**Emergency Forms.** Forms must be completed accurately at the beginning of the school year and returned immediately. Please notify the office if there are any changes in the information during the course of the year.

**Field Trips.** Field trip experiences are included in the program. A parent/guardian must sign the permission slip if a child is to participate in field trips. A bus company is used to transport students. (No private transportation)

**Fire Safety.** Scheduled fire drills are included at Canterbury Comer. The children will practice leaving the building by the designated exits.

**Folders.** Please be sure that your child's folder is checked every day for important information. Folders are used to provide frequent communication between school and home.

**Health and Safety.** If your child has a fever he/she must have a "normal" temperature for a period of 24 hours before returning to school. Canterbury Comer follows the policy of St. Augustine of Canterbury School with respect to communicable diseases. Parents and/or designee will be notified if a child becomes ill during the hours of the program. Prompt pick up must occur so the illness is prevented from spreading to the other children in class. If you work more than fifteen minutes from the school please be sure that you have designated individual who can pick up your child.

The registration forms require emergency phone numbers. Please be sure that they are updated regularly. All minor injuries will be recorded on an accident report. Parents will be notified of the injury at the time of pick up. If a serious injury occurs, the procedures on the Medical Emergency section of the registration form will be followed. Copies of ALL necessary medical information are made available to the staff. As is the policy of the school, the school nurse will administer prescription medication, *only with written authorization from a doctor*. Please be sure that you have this information available before the beginning of the program day.

If something serious should occur and the building is evacuated (fire, etc.), the children will be taken to a designated place. Parents will be given information as to the site chosen. A crisis plan is in place for unexpected emergencies for St. Augustine of Canterbury School and Canterbury Comer.

**Inclement Weather.** In the case of inclement weather, a class parent will notify you of school closing. The Pre-K Program and Enrichment follow the schedule as St. Augustine of Canterbury School. Closings are announced on the radio station WMGQ-FM or WCTC-AM. Please do not call the school.

**Parking/Fire Zone/Safe Zone.** Please park in the designated spaces behind the yellow chains when dropping off and picking up your child. This is for safety reasons, as we all know how quickly an emergency can arise.

**Religion.** Canterbury Corner has a Christian based program. The children learn about God and the world around them. They do learn about certain holy days and feast days. They are taught the Sign of the Cross and how to pray.

**Security.** The doors of Canterbury Corner are locked at all times. If you wish to enter, please ring the doorbell and a staff member will open it for you. Children are not allowed to answer the door.

**Snacks.** Parents are to provide snacks/lunch for their children. Students are encouraged to bring nutritious snacks and drinks each day. *Full time children will need two snacks and a lunch.* Please use a lunch box for these snacks. The box is to be labeled with your child's name on the outside. Drinks should be in plastic or cardboard container, or in a thermos bottle. No glass bottles are permitted for safety reasons.

**Smocks.** They are needed for painting. An old shirt can also be used.

**Toys.** All toys are to be left at home as this prevents loss and conflict in the classroom. Your cooperation is greatly appreciated.

**Weekly Newsletters/Calendars.** These are provided to keep parents/guardians informed as to the happenings in the Pre-Kindergarten and Extended Care Programs.

**Withdrawal.** Advance notice in writing is requested if your child is leaving the program for any reason.

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**PRE-KINDERGARTEN/ENRICHMENT**  
CANTERBURY CORNER

Handbook Response Form

Dear Parent,

After reading the handbook please return this form to the school office.

I have read the Handbook and have discussed pertinent sections with my child. We agree to abide by the policies stated in the Guidelines.

Parent/Guardian Signature \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



ACCREDITED  
MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS

MEMBER OF  
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STAFFED BY THE RELIGIOUS TEACHERS FILIPPINI

