

Our Lady of Peace Preschool



2018-2019 HANDBOOK

Our Lady of Peace Preschool

Our Preschool follows the Pennsylvania Early Learning Standards and Catholic values are emphasized in all lessons.

The preschool is staffed by PA certified teachers as well as teaching assistants.

Inclusion of the preschool students in the events of the main school are very important and encouraged as often as possible.

Students in Preschool will attend Mass with the students in K-8 during Holy days and other special events.

Our preschool schedule and structure takes in account the individual differences and developmental growth patterns of all the students. We are concerned with the development of each child physically, socially, mentally, emotionally and spiritually.

Our day includes music, poetry, stories, dramatic play, simple sciences, nature, creative arts, movement, language, fine and gross motor skills, exploration, questioning, and much more. Catholic education and values are an integral part of the program, occurring daily during work and play.

School Term:

We have preschool classes that meet MWF all day and half day, T TH all day and half day and M-F all day and half day. The all day program runs from 8:30-3:30 with students being able to enter the classroom as early as 8:00 am. The morning program is 8:30-11:30 and the afternoon program runs from 12:30-3:30. The preschool classes run until the end of May.

Transportation:

Transportation to and from school must be arranged by the parents. In addition, the preschool must be informed of any changes in transportation arrangements. This can be done in writing, via email or phone. Under no circumstances will any child be allowed to leave school with anyone unknown to the school staff.

Arrival:

Parents may take their children into the classroom. Parents are asked to leave in a timely manner to allow the teachers to organize the day and focus on the children. Doors will open at 7:45 am for the morning class and 11:45 pm for the afternoon class. If you arrive after class has begun you will need to go to the main office to check in before being admitted to the classroom.

Dismissal:

Dismissal will be at 11:00 am for the morning classes; through the front door in Mrs. Quick and Miss Hallman's classes and the east side preschool doors for Mrs. Nowakowski and Mrs. Hubert's classes. Parents are to park their car and meet their child at the door. Children will be dismissed by an adult to the parents one at a time. If you are delayed in picking up your child please notify the school. Children who are still in the classroom fifteen minutes after dismissal in the afternoon will be sent to after care and charged accordingly. Again, the preschool must be informed in writing of changed in established transportation routines. Under no circumstances will any child be allowed to leave school with anyone unknown to the school staff.

Early Dismissal Days:

Once a month, we have an early dismissal at 12:30 for faculty meetings. Morning classes will run as normal. All day preschool will dismiss at 12:30 and there will be NO afternoon preschool on those days.

Snow Days and 2-Hour Delays:

Our Lady of Peace school follows the Millcreek School District schedule for 2-hour delays due to snow and extreme cold weather. In the event of a 2-hour delay, all day and afternoon classes will run as normal however, there will be NO morning preschool. In the case of a cancelation or delay parents will be notified via news, radio, parent phone broadcast and email.

Your Child's Adjustment

There is no set pattern a child will follow in adjusting to preschool. The period of adjustment depends on the age of the child, the maturity level and the degree of separation from the parents in the past. We have found that if you experience difficulty leaving your child, he/she will most likely follow your cue and experience difficulty leaving you. The transition is much easier if you say goodbye cheerfully and leave promptly with a positive attitude.

Please inform the school of any change in your child's background. Open communication between the preschool and parents leads to a more positive adjustment.

Health and Safety:

The safety and health of the children are priorities in the planning of our program. The facilities and equipment are designed for a preschooler. The classroom provides space for small muscle activities, creative play, music, movement and crafts. Large muscle activities take place in the gym or on the playground.

Illness:

Health policies are strictly enforced. DO not send a sick child to preschool. Do not send a child to preschool if you suspect that he or she is ill. Please keep your child home if he/she has any of the following symptoms: sore throat, nausea, diarrhea, chills, fever, pink eye, enlarged glands, vomiting or earache. If your child becomes ill during the school day you will be called to come and get him/her.

Specific Disease Exclusion Guidelines:

Chicken Pox: Until there is no evidence of new crop blisters and the crust is dried (6 or 7 days from the last crop of blisters). Please provide a doctor's excuse.

Conjunctivitis (Pink Eye) – Until a physician has been contacted and medication has been administered for 24 hours or until given a certificate of recovery from a doctor.

Head Lice – Until first treatment is completed and all nits are removed. A doctor's excuse stating that your child is "nit free" is required to return.

Impetigo – Until a certificate of recovery is given by a doctor.

Respiratory Infections/Illness- Until fever-free for 24 hours and the child is fully able to participate.

Fever – Any temperature greater than 100 degrees F is considered a fever. Children must be fever-free for 24 hours without using fever reducing medications such as Tylenol, Motrin, Advil etc. in order to return to school.

Diarrhea – Children with diarrhea must remain home until they are symptom-free for 24 hours.

Strep Throat – Until 24 hour after treatment begins and fever is normal for 24 hours.

Absences:

If your child is going to be absent, please email or call the school to inform us. Upon your child's return to school, please send in a written note stating the reason for their absence.

Hygiene:

It is required that the preschool child be **fully** potty-trained before attending the preschool program. Pull-ups are not allowed to be worn. Accidents may happen, and that is understandable. If a child continues to have frequent accidents, you will be asked to keep your child home until he/she is fully trained.

Please instruct your child about the proper use of the bathroom. Teach him/her to use the toilet, flush the toilet and wash his/her hands each time they use the bathroom. Also, please teach your child to wipe their nose, Tissues are provided in the room. Good hygiene and good manners are practiced each day in preschool.

Emergencies:

An information and emergency form are sent home at the beginning of each school year. In case of an accident or emergency, the child's home phone number will be called and then the parent's cell and work numbers, then the relatives or neighbors listed on the form. If there are changes in emergency information such as addresses, phone numbers etc., please notify the school immediately. It is imperative that we have the correct information on file.

Daily Snacks:

Parents are asked to send in a snack with their child each day. Please be aware that some of the children have nut allergies so we ask you to avoid sending in snacks that do or may contain nuts.

*Please be sure to advise us of any food allergies that your child may have**

Birthdays:

Birthdays are very important to the preschool child and they will be recognized. You may send in a special treat for your child to share with their friends however, **please check with the teacher for specific food allergies** we would not want to leave a child out or put someone in harm's way due to an unsafe snack. If you are unsure, we welcome and encourage non-food items such as small toys, stickers, pencils etc.

Communication:

Both the school office and your child's teacher will communicate with you in various ways such as email, newsletters, phone calls or face to face conversations at pick up and dismissal time. Please also sign up for the INFO. You can sign up for the INFO on the school's website, www.olpcrusaders.org.

Parties:

We have holiday parties and programs throughout the year. You will be notified in advance through the newsletter. "Room Parents" will be needed to plan and implement the parties for Halloween and Christmas. Volunteer sheets and clearance information are available in the school office. We limit parent volunteers to four per party. You will be notified in advance if you have been assigned to help with a party.

Conferences:

Preschool parent conferences are held in November along with the parents of students in K-8. At this time we will inform you of your child's progress in preschool and answer any questions that you might have about the remainder of the year. If necessary, additional conferences will be scheduled throughout the year.

If you find it necessary to speak with the teacher, please call her or the school office to schedule a specific meeting time. Informal progress reports will be sent home in the 3yr old program and formal assessments will be sent home in the 4-yr old program.

Discipline:

We handle discipline in a positive and kind way, using positive reinforcement rather than negative means. The children will start to learn the preschool rules and routines from the very first day. Each teacher will have a different discipline plan to help monitor and enforce positive behavior. Please check with her on her policies.

Hitting, kicking, pushing, spitting, biting or defiance/disruptiveness are not acceptable behaviors because they effect the safety and learning of the entire class. If your child is behaving in an unacceptable way, we will implement our behavior plan and you will be notified. If your child repeatedly acts in an inappropriate matter, he/she may be asked to leave the program for a period of time.

Clothing:

We ask for your cooperation in regard to clothing and make the following suggestions:

- Rubber-soled shoes are required so your child can participate if we go to the gym. Sneakers would be best, NO flip-flops.
- Comfortable, easily-handled clothing encourages your child's independence.
- Play clothes are most practical for preschoolers. Art shirts will be worn but accidents do occur.
- Girls are encouraged to wear pants to facilitate daily gross-motor muscle activity and for warmth outdoors.
- We will take the children outdoors whenever the weather permits. Please dress your child appropriately. Outdoor clothing should be easy to button and zip.
- Be certain that outer clothing (sweaters, coats, hats, mittens and books) are labeled, as well as book bags. If your child wears snow boots, please send shoes.

Contact Us

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Mrs. Lori Hubert – Pre 3 lhubert@eriecatholic.org

Miss Molly Hallman – Half Day 3/4 mhallman@eriecatholic.org

Mrs. Kayla Quick – Pre 4 kquick@eriecatholic.org

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