

**Battle Creek Area  
Catholic Schools**



Education for Living – Faith for Life

# St. Joseph Catholic Preschool

## Parent Handbook

2023-2024

Students will know the Faith, share the Faith, and live the Faith.

*St. Joseph* *St. Joseph* *St. Philip*  
catholic elementary & catholic central  
middle school preschool high school

## **WELCOME TO ST. JOSEPH PRESCHOOL**

**St. Joseph Preschool is licensed by the State Of Michigan. State rules and guidelines are posted in each preschool classroom. Our licensing notebook is available to parents in the school office.**

### **2-DAY, 3-DAY, & 5-DAY Sessions**

Your child is at a magical age. It is a time of wonder and questions, a time of curiosity and getting into things. It is energy beyond belief and time of quick sorrows and much laughter.

This handbook is designed to introduce and welcome you to St. Joseph Preschool. It contains information about early childhood education and things your child will be doing while he/she is in school.

### **PHILOSOPHY**

Today we try to educate the whole child, which means we provide activities that develop the mind, body, and spirit.

God made each one of us special. We know that until people feel good about themselves, they cannot feel good about others and cannot learn to develop their potential. In the preschool program, one of our primary tasks is to help each child feel good about who he/she is.

We know that a child has to become involved in order to learn. At the preschool level, children learn through play. Play involves hands-on activities; it is process-oriented not product-oriented; it's child-initiated; it is supported by adults, and it is FUN. Play is essential for the young child. Social skills and emotional intelligence are developed through play. Play develops the child's fine and gross motor skills. Children use play to try out their literacy accomplishments and to enhance their verbal skills. A child who is playing is a child who is learning.

## HOURS OF OPERATION

St. Joseph Preschool 3-year old program will begin at 8:00 a.m. with an early arrival time of 7:30 a.m. They will dismiss at 11:00 a.m. If your child is staying all day they will go to lunch, have nap time, and end their day with enrichment activities. They dismiss at 3:00 p.m.

The 4-year old morning program will begin at 8:00 a.m. with an early drop off time at 7:30 a.m. They will dismiss at 11:00 a.m. If your child attends full day, he/she will go to lunch, have a rest time, and end the day with enrichment activities. They will dismiss at 3:00 p.m.

After school child care is available for all 3-year-old and 4-year-old preschool students. The program runs from 3:00-5:30 p.m. daily. Parents must commit to the days needed in advance and there is an additional fee for the service.

## CALENDAR

Each family will receive a calendar denoting days that we will not be in session. Please reference the preschool calendar.

## PREREQUISITES FOR ENROLLMENT

Children enrolled in our 3-day and 5-day 4-year-old sessions must be four years old before December 1. The children in our 2-day, 3-day, 3-year-old sessions must be three years old before December 1. All children in our 4-year-old program **must be toilet trained** before they enter preschool. Children in our 3-year-old program must have begun the toilet-training process at home, or be completely toilet-trained.

- Each child must have a physical examination and their immunizations up to date before entering school. We will need a copy of the child's birth certificate.
- There is a registration fee of \$125.00.

- Child Information Card must be completed.
- Allergy/ Asthma form must be completed.
- Contract must be signed.

We will accept children who meet the above requirements and whose development needs can be met by our program.

### **TOILET TRAINING**

Children must be toilet-trained to attend our 4- year-old preschool program. We understand that each child is different and learns at a different time. We would like children to meet the following requirements when it comes to toilet-training:

- Child can pull down his or her pants to use the bathroom.
- Pull-ups and diapers are not permitted.
- Child can take care of their needs after using the bathroom such as: wiping, pulling pants up, and washing hands.
- Child can communicate needs that they have to use the bathroom.

**We understand that there are accidents. We ask that each child bring an extra set of clothes to be kept at school for these instances. If accidents continue to occur (2x/week), the teacher will meet with the parents to assess the situation and produce a plan for the child.**

For children in our 3-year-old program we offer a loving, nurturing environment where staff can work with children that have begun learning the toilet training process. If your child is not yet toilet-trained, but you have begun talking about it at home and have taken steps such as introducing the toilet, having them sit on the toilet, and introduced pull-ups and/or underwear, we are confident in continuing the process at school. We suggest, once the child is acclimated with the environ-

ment, to send him/her in underwear to school. Individual plans will be made based on the child's needs and once a conference is had with the family to determine a plan of consistency with what has started at home. Families will be required to send in at least 2 changes of clothes, extra underwear, and pull-ups if their child is still learning to use the toilet.

During the toilet training process, we will always use a positive approach. Your child will never be punished, blamed, or shamed for accidents. We ask that you also take a positive approach with your child. Stress or changes at home can delay the process. We ask that you work with us to have your child toilet trained within the first 2 months of preschool. We will send home communication, daily, about your child's day with toilet training.

### **WITHDRAWAL**

Two weeks written advanced notice is required.

If St. Joseph sees that in the best interest of your child or other children, which includes: non-payment, health, welfare and safety of other children, a child must be excluded from St. Joseph. There will be a scheduled meeting with the parents before any final decisions are made.

### **TUITION**

1. You will be billed through FACTS tuition. Any questions about the FACTS tuition plan or tuition rates, please contact B.C.A.C.S. office at 963-1131.
2. There is an annual supply fee of \$80. This is already included in your child's tuition.
3. Your monthly tuition reserves a space for your child in preschool.

4. There is no refund or deduction for vacation or a long term illness.
5. Upon withdrawal, please inform the school either in writing, in person, by phone, or by e-mail, so you will not be charged additional months.

## **DISCIPLINE**

We think of discipline as a skill that develops over time and one for which there are few absolutes. We work toward the child becoming self disciplined, self-guided, or self-directed. We want him/her to learn certain behavior responses and the reasons for them. We explain how appropriate responses provide protection for him/her, as well as, for the safety and well-being of others. As a child gains understanding, he/she develops a sound basis for developing, self-control.

When students are having difficulty following directions, he or she will be asked to sit away from the group setting with the final goal of calming down and rejoining the group. Teacher will talk to the student about the behavior and a discussion will be had, with both the teacher and student participating, about what choices could have been better.

If the situation is not resolved, the director of the program may be asked to assist. Parents of the student may also be called depending on the severity of the situation.

As a result, our discipline policy includes positive reinforcement methods. Negative methods of discipline will not be used, such as corporal, mental, or emotional punishment. Experience in making judgments and decisions is provided in order that the child will become confident that he/she can make decisions when the teachers are not nearby.

## **DROP-OFF AND PICK-UP**

Each child should be accompanied by a parent or guardian to the child's preschool classroom/the Playroom.

All children will be allowed to leave only in the company of their parent(s) or an authorized person listed on the child information card. **Authorized persons must be listed on the Child Information Card.**

Parents may authorize, **IN WRITING**, to release their child to another person for special situations. **Identification will be required if staff does not recognize the authorized individual. The children will have to be signed out by a parent or authorized person.**

### **SCHOOL CANCELATIONS**

If school is canceled due to snow, weather, or other emergency, preschool and childcare is also **CLOSED**. Please listen to WBCK radio (AM 980), B95 (FM 95), channel 3 (WWMT) television, channel 4 (WOTV) television or log onto [www.wwmt.com](http://www.wwmt.com) for closing information.

### **STUDENT-TEACHER RATIO**

The 2-Day and 3-Day Preschool Program and the 5-Day Preschool & Childcare Program is licensed by the State of Michigan Department of Consumer and Industry Services. Licensing requires one staff person for every 10 children ages 3 to 4 and one staff person for every 12 children ages 4 to 5.

### **PHOTOGRAPHY PERMISSION**

Photographs may be taken of the children engaged in activities during the year for publicity. Please notify us if you do not wish for your child's picture to appear in press releases (Battle Creek Enquirer and the Battle Creek Shopper News, BCACS Website, Social Media)

## **SERIOUS ACCIDENT OR INJURY POLICY**

The school principal or vice principal will assess the seriousness of an injury. The teachers will treat minor cuts and scrapes. If the injury is of an emergency nature, either the principal, assistant principal, school secretary, or teacher, will administer first aid. The child information card will be consulted for the telephone number of the parent and they will be consulted immediately. If both parents are unavailable, the person designated by the parent to be notified in the event of an emergency, will be contacted. An adult member of the school staff will remain with the child until that person arrives. If both parents and their designated person are unavailable and an emergency situation exists, the physician listed on the child information card will be called and his/her instructions will be followed. If a serious injury of an emergency nature occurs, a childcare organization accident or illness report will be completed. A copy will be sent to the Department of Social Services and a copy will be kept on file in the school office. While an emergency is being taken care of in the school office, the teacher will remain with the rest of the class in the classroom.

## **CHILD/ STAFF EXCLUSION POLICY FOR ILLNESS**

Please keep your child home if ill. **Your child must be fever free and vomit free for 24 hours before returning to school.** Please call the school and let us know if your child is going to be absent. We are required to report any of the following to the Health Department: chicken pox, scarlet fever, strep throat, shigellosis, scabies, pink eye, head lice, fifth disease, pertussis, hand foot and mouth. We will send home written notification if any of these diseases are in your child's classroom.

Parents will be called, if a child is ill at school, to come and pick the child up. If the parent can't be reached, the emergency contact on your child's information card will be contacted to come and pick the



child up. If your child is ill at school, he or she will be removed from the classroom and placed into a private room, separated from other children, located in the school's office.

Staff and volunteers must also be fever free, vomit free, and in good health for 24 hours before returning to work.

### **Medication Policy**

Medication, prescription or non-prescription, must be given to a child by a child care staff member only.

A child care staff member shall give or apply medication, prescription or non-prescription, only with prior written permission from a parent and a Medication Authorization form completed by a doctor, as required by the Diocese of Kalamazoo.

All medication must be in its original container, stored according to instructions, and clearly labeled for a named child, including all non-prescription topical medications.

Prescription medication must have the pharmacy label indicating the physician's name, child's first and last name, instructions, name and strength of the medication, and must be given according to those instructions.

A child care staff member shall keep all medication out of reach of children and shall return it to the child's parent or destroy it when the parent determines it is no longer needed or it has expired.

A child care staff member shall give or apply any prescription or non-prescription medication according to the directions on the original container, unless authorized by a written order of the child's physician.

A child care staff member shall not add medication to a child's bottle, beverage, or food unless indicated on the prescription label.

Topical non-prescription medication, including, but not limited to triple antibiotic, sunscreen, or insect repellent, requires parental authorization annually.

The center will maintain a record as to the time and the amount of medication given or applied, with the exception of triple antibiotic, sunscreen, or insect repellent, on a form provided by the department or a comparable substitute approved by the department. One form per medication is required. The signature of the child care staff member administering the medication must be included.

### **ST. JOSEPH SCHOOL AND CHILDCARE EMERGENCY PLAN FOR NATURAL OR MAN-MADE DISASTERS**

The Child Care providers have child information cards containing phone numbers and emails of family and emergency contacts. If there is a natural or man-made disaster, parents will be contacted immediately via phone, text, or email. If families cannot be reached, emergency contacts will be notified.

**POWER OUTAGE-** In the case of a temporary power outage, staff will keep children in the classrooms. Staff will accompany students in the hallways or ensure that students use a Buddy System. If it is determined that the power outage is significant or will be out for a long period of time, the school/center will need to close. Staff will make phone calls to parents and guardians to come to pick up their children from the school/ center.

**GAS LEAK-** Upon detecting the odor of gas, staff will notify administrator and/ or call 911. Determine where odor of gas is coming from. If coming from outside the building, staff will close all doors and windows, turn off ventilation systems, and remain inside. If coming from inside the building staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office.

HAZARDOUS MATERIAL/CHEMICAL SPILL- If instructed to Shelter-In-Place, staff will close and lock all windows and doors, and turn off ventilation systems, and remain inside. If instructed to evacuate the building, staff and students will exit the building and walk across the parking lot of St. Joseph Parish Center/ BCACS office.

BLIZZARD- In case of an incoming blizzard, an email will be sent to all parents for early dismissal. Staff will make phone calls as needed to parents and guardians to pick up their children from the school/center.

PLAN FOR RELOCATION: In any event that requires evacuation of students and staff from the school/center, the relocation site will be the St. Joseph Parish Center/ BCACS office across the parking lot.

PLAN FOR REUNIFICATION: In an event that the emergency requires a site for parent/student Reunification, we will use Calhoun Christian School at 20 South Woodrow Avenue. Phone Number: 965-5560.

A verbal report will be made immediately to the parents and to all necessary departments within 24 hours of the following incidents: **Lost or unsupervised child, an incident involving allegation of inappropriate contact, physical discipline by staff, the death of a child in care, a fire on the premises of the center that requires the use of fire suppression equipment, or the center is evacuated for any reason.**

Lost or left unsupervised: the discovery that a child didn't return from a field trip, or when the child leaves the building unnoticed, or when a child is found unattended separate from his or her group, or when a child is left outside or on the bus. Allegation of inappropriate contact including but not limited to: alleged sexual contact between children or a child and child care staff member or volunteer, or physical discipline of a child by a child care staff member or volunteer

### **PESTICIDE MANAGEMENT PROGRAM**

Due to Acts 636 & 637 of the Michigan State Dept. of Agriculture's Pesticide notification of schools, we are required to inform you of your

scheduled pest control service days. Pest control will be performed on Wednesday, August 16, 2023. Pest Control will be performed by Rose Pest Solutions on the 3rd Tuesday of each month during the school year. Sept. 19, 2023; Oct. 17, 2023; Nov. 21, 2023; Dec. 19, 2023; Jan. 16, 2024; Feb. 20, 2024; Mar. 19, 2024; April 16, 2024; May 21, 2024. Parents will receive 48 hour notification of pesticide applications via email. There will also be a visible posting on St. Joseph's front entrance and at the application site. Advance notice containing information about the pesticide, including the target pest or purpose, approximate location, date of the application, contact information at St. Joseph, and a toll free number for a national pesticide information center recognized by the Michigan Department of Agriculture. Parents may also request to be notified by U.S. mail or phone.

### **GOALS FOR EARLY CHILDHOOD EDUCATION**

1. Children need to grow in independence.
2. Children need to learn to give and share, as well as, receive affection.
3. Children need to learn to get along with others and gain acceptable social habits.
4. Children need to begin understanding his/her body.
5. Children need to learn many large and small motor skills.
6. Children need to begin to explore, to understand, and to control his/her physical world.
7. Children need to learn new words and how to use words in his/her social and intellectual activity.
8. Children need to begin to develop a notion about his/her relationship to God's world.

9. Children need to develop self-regulation skills.

### COGNITIVE SKILLS

The following are the cognitive skills that the three-year olds will be exposed to this year:

- \* Colors (Basic 8)
  - \* Shapes (circle, square, rectangle, triangle, heart and star)
  - \* Counting up to 10 (both orally & connecting on a 1-to-1)
  - \* Awareness of numerals 0 to 10
  - \* Recognize name in print
- \* Recognize first letter in print
- \* Sing ABC song
  - \* Zoo-Phonics...animal names, signals and sounds
  - \* Learning songs and finger plays
  - \* Spontaneous prayers...To thank God

The following are cognitive skills that the four-year olds will be exposed to this year. (In addition to the three-year olds list.)

- \* Alphabet (recognition of letters & sounds of letters)
  - \* Rhyming
  - \* Colors (gray and pink) & Shapes (oval and diamond)
  - \* Numeral recognition 0 through 12
  - \* Counting orally to 21
  - \* Print first name
  - \* Zoo-Phonics...hearing sounds in words, blending sounds to make words
- \* Praying...Thanking God and asking God for help
- \* Recite days of the week
- \* Acting out stories and finger plays

The skills are incorporated into the preschool & childcare program through themes and children's play throughout the day. We work on developing the children's fine and gross motor skills. The themes depend on the interest of the children and vary from year to year.

### TIPS FOR A HAPPY PRESCHOOLER

1. Send your child in comfortable clothing that you do not mind if your child gets sand, paint, or water on. Send your child in tennis shoes or comfortable shoes. **Socks are required.**
2. Print names on all clothing that a child will take off at school (jackets, mittens, hats, boots, shirts, etc.) Print names on back packs and lunch boxes.
3. Please bring your child at the time school starts.
4. We welcome all parents to help in the classroom. If you have a special craft, occupation, or any fun activity you would like to share with the preschoolers, please let the teachers know. Your child enjoys seeing you at school. We do ask that all volunteers fill out a background check form and complete VIRTUS Training online.
5. Each child is responsible for bringing his/her own snack and something to drink. Please **do not send pizza lunchables or drinks in glass bottles.** These are very messy snacks and very dangerous. Send snacks that your child likes to eat and that are easy to manage.
6. To enable your child a meaningful experience, it is essential that we (parent and teachers) share ideas, observations, and questions. We will be having a parent-teacher conference once a year. (See preschool calendar in February.)

## FIELD TRIPS

Parents or V.I.P.'s are required to attend field trips with the child. Preschool do not take the bus to field trips. Parents will be asked to meet at the destination with his or her child for the trip.

## SNACKS AND BIRTHDAYS

Each child will be responsible for bringing his or her snack. If your child attends the full day program, **he or she will need a snack for the a.m. and a snack for the p.m. Please send in a healthy snack.** See the healthy snacks handout. Birthdays will be celebrated, but at this time Birthday treats will not be allowed.

## FOOD SERVICE POLICY

We follow U.S. Department of Agriculture (USDA), and Child and Adult Care Food Program (CACFP) food nutritional guidelines for infants and children.

Each child attending a full day of preschool will have the opportunity to order hot lunch or to bring his/her own lunch. Hot lunch is provided by Lakeview School District. Menus are planned in advance, dated, and sent out to parents in advance. There will also be menus posted in the classrooms. If there is a substitution that day, parents will be notified. There is a fee for the hot lunch service.

Beverages and food shall be appropriate for the child's individual nutritional requirements and special dietary needs, including cultural preferences.

Children must have snacks and lunch bags labeled with the child's first and last name and the correct date each day.

If a child does not have a lunch or snack the center will provide one for them.

Children with specific dietary needs or allergies will be accommodated. There are specific tables for those with allergies. Families with children that have specific dietary needs will need to notify the staff of the dietary needs. Staff will provide appropriate food/drink if necessary.

## **STAFF/ VOLUNTEERS**

All volunteers within St. Joseph Preschool and Child Care Center volunteer under the supervision of our licensed, professional staff.

A comprehensive background check is completed on all employees and volunteers at St. Joseph Preschool and Child Care Center. Any individual registered on the public sex offender registry is prohibited from having any contact with any child in care.

St. Joseph Preschool, Childcare Center, and Elementary School all require a criminal background check on all employees, volunteers, and parent volunteers.

Staff and Volunteers are required to attend the Diocesan Virtus Protecting God's Children Awareness Session.

All staff and volunteers will need to complete the Central Registry Clearance form and be cleared to have access to children.



### *3-Year-Old Preschool Calendar*

#### *August*

*16- Preschool Meet the Teacher  
23- First Day of Preschool*

#### *September*

*1-4- NO SCHOOL- Labor Day Weekend  
15- Half-Day- 11:00 a.m. dismissal (Teachers PD)  
15-17- Superfest Weekend  
18-23- Homecoming Week*

#### *October*

*27- NO SCHOOL- Due to elementary conferences  
30- Halloween Party  
Preschool Pictures- TBD*

#### *November*

*22- Half-Day- Dismissal at 11:00 a.m. (Thanksgiving Break)  
23-24- NO SCHOOL- Thanksgiving Break*

#### *December*

*2- Preschool Crafty Christmas  
22- Half-Day- Preschool Christmas Program/11:00 a.m. dismissal  
25- Jan.5- NO SCHOOL-Christmas Break*

#### *January*

*8-School Resumes  
26- HALF-DAY-11:00a.m. dismissal (Teacher PD)  
28-Feb.3- Catholic Schools Week*

#### *February*

*12-15-Preschool Conferences  
14- Valentine's Day Party*

*16-19- NO SCHOOL- Mid-Winter Break*

*3-year-old calendar continued*

*March*

*15- NO SCHOOL-Due to elementary conferences*

*22-NO SCHOOL-Diocesan P.D.*

*25-29- NO SCHOOL-Spring Break*

*April*

*1- NO SCHOOL-Easter Monday*

*3- School Resumes*

*5- Easter egg hunt*

*May*

*3- Half-Day- 11:00 a.m. Dismissal (Teacher PD)*

*27- NO SCHOOL-Memorial Day*

*29- Last Day of Preschool*

*30- Preschool Beach Day*

*\*P.D.- Professional Development*

*\*We will schedule field trips throughout the year. Please note that each child must be accompanied by an adult on the field trip. I will give advance notice of field trips so that you can plan accordingly.*

### 4-Year-Old Preschool Calendar

Date	Reason
Wednesday, August 16	Preschool Meet the Teacher
Tuesday, August 22	First Day of Preschool for my Tuesday/Thursday/Friday Group
Wednesday, August 23	First Day of Preschool for my MWF morning Group and M-F all day group.
Fri./Mon. Sept. 1-Sept. 4	No School - Labor Day Weekend 🇺🇸
Friday, September 15	No Preschool - Enrichment Childcare Offered
September 15-17 Friday, September 15th	St. Joseph Superfest Weekend 🎪 No Preschool - Enrichment Childcare Offered - Teacher PD
Friday, October 18-23	Homecoming Week
Friday, October 21	1st Quarter Ends
Tues.-Thurs. October 23-26	Elementary Parent Conferences...NOT Preschool
Friday, October 27	No School
Monday/Tuesday, October 30 & 31	Halloween Parties for each group (more information to come) 🎃
Wednesday, November 22	No Preschool Thanksgiving Break 🦃
Thurs.-Fri. November 23-24	No School - Thanksgiving Break 🦃
December 2	Crafty Christmas
December 22	No Preschool - Enrichment Childcare Offered
M-F Dec. 25 - Jan. 5	Christmas Break 🎅
Monday, January 8	School Resumes
Friday, January 26	No Preschool - Enrichment Childcare Offered - Teacher PD

M-F Dec. 26 - Jan. 6	No School - Christmas Break 🎅
Sun.-Fri. January 28-Feb. 3	Catholic Schools Week
Tues.-Thurs. Feb. 13-15	Preschool Parent Conferences
TBD	Valentines Day Party (TBD)
Friday, February 16th -19th	<b>No School Mid-Winter Break</b>
Thursday, March 14th	No Preschool - PD Elementary Conferences
Friday, March 15th	No School
Friday, March 22	No School - Diocesan Development
Friday, March 25-29	No School - Spring Break ☀️
Monday, April 1st	No School - Easter Monday
Tuesday, April 2	School Resumes
Friday, April 5th	Easter Egg Hunt Celebration
Friday, May 3rd	No Preschool - Enrichment Childcare Offered - Teacher PD
Monday, May 27th	No School - Memorial Weekend 🇺🇸
Wednesday, May 29	Official Last Day of Preschool
Thursday, May 30	Preschool/T.K. Beach Day 🏖️
Friday, May 31	Last Day of School for St. Joe Elementary and Middle School
	All Field Trips - TBD Parents or VIP's will be in charge of taking their preschooler to and from the field trip

### 3-Year Old Schedule

7:30-8:00- Child- centered activities until everyone arrives

8:30- Circle Time- (Finger-plays, nursery rhymes, counting, name recognition activities, shapes, colors)

9:00- Gross Motor Activity (Dance, Games, Songs)

9:20- Child-Initiated Play

9:45- Bathroom Break

10:00-10:20- Snack

10:20- Theology- The Good Shepherd Program

10:35- Story time, Literacy, Zoo Phonics, Table Activities

10:50- Outdoor Play

11:00- Dismissal

ALL DAY

11:15- Lunch

12:00- Bathroom Break and Story

12:20- Nap/Rest Time

1:45- Bathroom Break

2:00- Snack

2:15- Child- Initiated Centers

3:00- Dismissal

**Miss Kelly's Monday- Friday All Day**  
**(Monday, Tuesday, Wednesday, Thursday & Friday Preschool**  
**Morning Session Preschool**  
**Room 1**

**8:00- 8:15 a.m. Arrival....**Guardian will assist their preschooler to put his/her belongings in their locker. The parent will label and date their child's cold lunch and snacks and place them back into their child's locker. They will place their child'd folder in their designated mailbox and proceed to walk their child to their classroom (room 1).

**8:15-8:30 Table Time-** Kids will walk to to tables and begin a writing activity or a fine motor activity.

**8:30-9:00 a.m. Begin Our Day....**put work away and gather on the carpet.  
Circle Time...

- a) Song "Welcome To School Today"; Counting Children; Song/Rhyme of the Day;
- b) Share with the group something new that may have happened.
- c) Go over the calendar and do the Weather with "Weather Bear"
- d) Zoo Phonics (recite the alphabet, song & movement)
- e) Word of the Day - Each kiddo comes up with a word that starts with the letter of the week.
- f) Fun Facts about the Star of the Week (Zoo Phonics letter)
- g) Story time; Whole & Small Group Activity on the carpet

**9:00-9:15 a.m. -** Table Time where the kids come together at the tables to practice writing or doing an activity relating to the letter of the week.

**9:15-10:00 Centers** (playtime) Directed Arts & Crafts (all based of themes and concepts)

- 10:00-10:15 a.m.**
- 1. Clean up**
  - 2. Gather on the carpet and read Devotions and say Prayer**
  - 3. Bathroom Break**
  - 4. Snack time**

**10:15-10:30 -** Do a warm-up activity  
-Activities with whole group;  
-Teacher directed-Independent Movement Activities (gross motor)

**10:30-10:45 Playground** (weather permitting)

**10:45-10:55 - Get ready to go by collecting folders and packing them in their backpacks.**

**10:55-11:00 Dismiss** and transition with staff to get ready to go to lunch.

**11:00-11:15 Transition** - Staff will escort the students to the bathroom to wash their hands and use the bathroom before they go down to the cafeteria for lunch.

**11:15-11:50 Lunch Time**

**11:50-12:00 Bathroom Break**

**12:00-12:15 Staff sets cots out.** Kids get nap stuff out of their lockers and place it on their cots  
-Gather at the carpet when they are done and staff reads them a story.

**12:15-1:30 Rest Time (Nap)**

**1:30-1:45 Wake Up**

-Get the kids up and have them take care of their nap stuff in their lockers.

-Bathroom Break-When the kids are done with their nap stuff they are able to go to the bathroom.

**1:45-2:00 Prayer and Snack Time**

**2:00-2:30 Centers** (free play)

**2:30-2:45** - Go outside if weather permits.  
Go down to the playroom

**2:45-2:55** - Prepare to go home.....Pack folders, snack bags, cold lunches in backpacks.

**2:55-3:00 Dismissal** - Line up for dismissal to go home

# Miss Kelly's Tuesday, Thursday, & Friday All Day

(Tuesday, Thursday & Friday Preschool)  
Morning Session Preschool with Afternoon Enrichment  
Room 1

**8:00- 8:15 a.m. Arrival...**Guardian will assist their preschooler to put his/her belongings in their locker. The parent will label and date their child's cold lunch and snacks and place them back into their child's locker. They will place their child'd folder in their designated mailbox and proceed to walk their child to their classroom (room 1).

**8:15-8:30 Table Time-** Kids will walk to to tables and begin a writing activity or a fine motor activity.

**8:30-9:00 a.m. Begin Our Day....**put work away and gather on the carpet.  
Circle Time...

- a) Song "Welcome To School Today"; Counting Children; Song/Rhyme of the Day;
- b) Share with the group something new that may have happened.
- c) Go over the calendar and do the Weather with "Weather Bear"
- d) Zoo Phonics (recite the alphabet, song & movement)
- e) Word of the Day - Each kiddo comes up with a word that starts with the letter of the week.
- f) Fun Facts about the Star of the Week (Zoo Phonics letter)
- g) Story time; Whole & Small Group Activity on the carpet

**9:00-9:15 a.m. -** Table Time where the kids come together at the tables to practice writing or doing an activity relating to the letter of the week.

**9:15-10:00 Centers** (playtime) Directed Arts & Crafts (all based of themes and concepts)

- 10:00-10:15 a.m.**
1. Clean up
  2. Gather on the carpet and read Devotions and say Prayer
  3. Bathroom Break
  4. Snack time

**10:15-10:30 -** Do a warm-up activity  
-Activities with whole group;



-Teacher directed-Independent Movement Activities (gross motor)

**10:30-10:45 Playground** (weather permitting)

**10:45-10:55 - Get ready to go by collecting folders and packing them in their backpacks.**

**10:55-11:00 Dismiss** and transition with staff to get ready to go to lunch.

**11:00-11:15 Transition** - Staff will escort the students to the bathroom to wash their hands and use the bathroom before they go down to the cafeteria for lunch.

**11:15-11:50 Lunch Time**

**11:50-12:00 Bathroom Break**

**12:00-12:15 Staff sets cots out (Room 1).** Kids get nap stuff out of their lockers and place it on their cots

-Gather at the carpet when they are done and staff reads them a story.

**12:15-1:30 Rest Time (Nap) (Room 1)**

**1:30-1:45 Wake Up**

-Get the kids up and have them take care of their nap stuff in their lockers.

-Bathroom Break-When the kids are done with their nap stuff they are able to go to the bathroom.

**1:45-2:00 Prayer and Snack Time**

**2:00-2:30 Centers** (free play)

**2:30-2:45** - Go outside if weather permits.  
Go down to the playroom

**2:45-2:55** - Prepare to go home.....Pack folders, snack bags, cold lunches in backpacks.

**2:55-3:00 Dismissal** - Line up for dismissal to go home

# Miss Kelly's Monday, Wednesday, & Friday Morning

(Monday, Wednesday, & Friday Preschool A.M Group.)  
(Room 7)

**8:00- 8:15 a.m. Arrival...** Guardian will assist their preschooler to put his/her belongings in their locker. The parent will label and date their child's cold lunch and snacks and place them back into their child's locker. They will place their child'd folder in their designated mailbox and proceed to walk their child to their classroom (room 1).

**8:15-8:30 Table Time-** Kids will walk to to tables and begin a writing activity or a fine motor activity.

**8:30-9:00 a.m. Begin Our Day....**put work away and gather on the carpet.  
Circle Time...

- a) Song "Welcome To School Today"; Counting Children; Song/Rhyme of the Day;
- b) Share with the group something new that may have happened.
- c) Go over the calendar and do the Weather with "Weather Bear"
- d) Zoo Phonics (recite the alphabet, song & movement)
- e) Word of the Day - Each kiddo comes up with a word that starts with the letter of the week.
- f) Fun Facts about the Star of the Week (Zoo Phonics letter)
- g) Story time; Whole & Small Group Activity on the carpet

**9:00-9:15 a.m.** - Table Time where the kids come together at the tables to practice writing or doing an activity relating to the letter of the week.

**9:15-10:00 Centers** (playtime) Directed Arts & Crafts (all based of themes and concepts)

- 10:00-10:15 a.m.**
1. Clean up
  2. Gather on the carpet and read Devotions and say Prayer
  3. Bathroom Break
  4. Snack time

**10:15-10:30** - Do a warm-up activity  
-Activities with whole group;

-Teacher directed-Independent Movement Activities (gross motor)

**10:30-10:45 Playground** (weather permitting)

**- Gross Motor Activity**

**10:45-10:55 - Get ready to go by collecting folders and packing them in their backpacks.**

**11:00 - Dismissal - Line up for dismissal to go home**

This Handbook is provided via electronically to parents.

I have received the St. Joseph Preschool Program Handbook.

---

(Parent/Guardian Signature) Date

I have read and am aware of the program's policies and expectations.

---

(Parent/Guardian Signature) Date

---

(Parent/Guardian name printed) (Parent/Guardian Signature/ Date)