

# Saint Teresa School Pre-Kindergarten Handbook



**“Christ is my love. He is my whole life.”**

**-St. Teresa**

Saint Teresa of the Child Jesus and the Holy Face,  
pray for our children.

Updated March 2018

## **PRE-KINDERGARTEN GOAL**

Our goal is to provide a social introduction to a Catholic School atmosphere for 4 and 5 year olds--operating within the framework of stimulating the child's spiritual, intellectual, physical, social and psychological growth and development.

## **ADMINISTRATIVE POLICIES**

### **AGE REQUIREMENTS**

Students must be 4 years old by July 31.

### **PROCESS OF ACCEPTANCE**

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|--|------------|
| -Current Pre-K students in Saint Teresa School               | (January)  |
| -Pre-K age children who have siblings in Saint Teresa School | (February) |
| -Pre-K age children in Saint Teresa Parish at large          | (March)    |
| -Pre-K age children outside Saint Teresa Parish              | (April)    |

### **REGISTRATION PAPERS**

- Application for Admission
- Preschool Admission Application
- Birth Certificate – need original and then we will make copy of it to return to you.
- Baptismal Certificate
- Custodial Papers – if applicable
- Immunization Records
- Volunteer Papers

**Note:** To reserve a place for your child in the upcoming preschool class, the Application for Admission, Preschool Admission, and the \$25.00/\$50.00 Registration Fee must be turned in to the school office.

### **FEES**

Registration Fee - \$25.00 per child. \$50 for out of parish.

### **SCHEDULE & TUITION**

MWF 8:00-11:00 \$100/Month (\$900/year) (about 99 classes or 297 hrs. of class)

T/Th 8:00-11:45 \$90/Month (\$810/year) (about 72 classes or 270 hrs. of class)

M-F 12:30-3:15 \$150/Month (\$1,350/year) (about 163 classes or 448 hrs. of class)  
(No afternoon session on early dismissal days. This is taken into account.)

Please note that tuition is determined on the basis of the number of school days for the entire year. The actual number of teaching days will vary slightly from month to month (work days, Christmas, Holy Week). To simplify matters, we have determined the same fee for each month. Even if there are fewer teaching days in a month (May, for example), the full monthly fee, and not just part of it, should be paid.

Checks may be made payable to St. Teresa School and sent monthly to the school office or the rectory. (September through May)

**SCHOOL HOURS:** The pre-kindergarten will open during the first full week of school. All vacations will coincide with the regular school calendar. (For example, Thanksgiving and Christmas).

## **CLASSROOM INFORMATION**

### **DAILY ACTIVITIES**

The daily schedule will involve the following:

- +Calendar/Circle Time: focuses on counting, days of the week, etc.
- +Alphabet Time: phonological awareness, print awareness, oral language skills
- +Centers/Small Group Time: one on one time with the teacher
- +Content Area: Religion, Math, Science, Social Studies, Music, Art

### **RELIGION**

Religion will be included not only as a separate subject but as a frame of reference for all our subjects, as we are a Catholic School basing our teaching on Catholic values and philosophy. Besides meeting our priests and sisters, your child will hear and learn prayers, religious songs and stories. In art we will have some religious projects. Your child will learn to make the Sign of the Cross and to pray the Prayer Before Meals, Morning Offering and Guardian Angel Prayer.

### **PHYSICAL FITNESS ACTIVITY**

Large muscle development will be encouraged through various games and exercises in the room. When weather permits, the children will play on the playground. If the weather is inclement, they will go to the gym or play in the room.

### **ARTS AND CRAFTS**

We have art or craft activities which help develop small muscle coordination as well as an appreciation for art.

### **AUDIO-VISUALS**

We will use audio-visual aids – tapes, CDs, videos and DVDs– to enrich our program.

### **SNACKS**

Parents will be asked/required to provide daily, healthy snacks for the students on a rotating basis.

## **OTHER POINTERS**

### **ARRIVAL AT SCHOOL**

Students may be dropped off at 7:45 am and wait outside until they are picked up by the teacher at 8:00 am. In the beginning of the year you may bring your child to the room at 8:00 am. As he/she matures and becomes familiar with the building, he/she may be able to come into the school and go upstairs. When bringing your child to school, it is best to bring him or her to the room and leave as quickly as possible. Try to avoid tears, for example, by getting the child interested in a toy. If there is a difficulty over a long period, we will set up a time to meet to discuss the situation alone.

## **DISMISSAL**

At dismissal time the teacher will walk the students outside (or by the front door during inclement weather) until all are picked up by parents. If it is past 11:05 am your child will be in the office area. We do not recommend that prekindergarten children walk home alone nor will we provide crossing guards for children this young. If it is your decision to have a child walk we must have a written note on file stating that you want the child to walk and that you assume full responsibility for his/her safety. If at any time you are unable to meet your child after class, please send a note or call to let us know who will be taking your child home.

## **CLOTHING**

In order to prevent lost or misplaced mittens, we strongly recommend that all mittens be attached to coats and jacket sleeves. You can use a string through the sleeves or purchase clips. It would be very helpful if each child had his/her name on all personal items.

Please bring an extra set of clothing in a large ziplock bag labeled with your child's name. Please include the following: shirt, shorts, pants, underwear, socks.

## **COMMUNICATION ENVELOPE**

You will receive notes from the school in the weekly Communication Envelope every Wednesday. The teacher will send home periodically information of the different activities in your child's book bag.

THANK YOU AND GOD BLESS YOU FOR CHOOSING  
ST. TERESA'S PRE-KINDERGARTEN!