



**PRESCHOOL
PARENT HANDBOOK
2011 - 12**

Guardian Angels School
408 East Walnut Street
West Point, NE 68788
1-402-372-5328

Teacher - Mrs. Denise Baumert

Guardian Angels Preschool Philosophy



The goal of Guardian Angels Preschool is to educate the whole child: spiritually, intellectually, emotionally, physically and socially. The mission of the preschool program is to prepare young children to participate successfully in formal schooling while assisting them in developing positive self-concepts. Positive self-concepts are the foundations for developing the Christian attitudes of loving, helping, sharing and growing close to our Lord.

Young children learn best by doing. Play provides the foundation for school learning. Play is the work of the young child. Our early childhood curriculum strives to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their own thoughts. Our goal is to help children become independent, self confident, inquisitive learners. We will allow them to learn at their own pace and in the ways that are best for them.

Preschool - Daily Routine

Circle Time: Prayers, Pledge of Allegiance, Show and Tell, Finger plays, Songs, Rhythmic Reading, Group Skill, and Story time.

Project Time: Children become involved in an activity chosen by the teacher and centered on a particular learning experience relating to the theme of the week.

Learning Centers: Children go to the centers daily. Center activities include drawing, dramatic play, library, computer, blocks, puzzles, board games, sensory table, and more.

Tummy Time: Washing hands plus sharing a snack and juice.

Large Motor Time: Physical play using large muscles. We do a lot of dancing, beanbags, parachute play, marching and coordination skills.

Jesus Time: Bible stories, songs, praying together, and readings about Jesus.

Dismissal Time: Pack up backpacks, coats, prayers and good-bye.

Guardian Angels Preschool Curriculum

Guardian Angels Preschool works to develop five basic curriculum goals:

Spiritual
Social
Emotional
Physical
Intellectual

Spiritual: To help children become aware of God and how he has made each of them very special.

Social: To help children feel comfortable in school, trust their new environment, make friends, and feel they are part of a group. To help children learn to interact appropriately with children and adults. To help children behave appropriately in the classroom setting.

Emotional: To help children experience pride and self-confidence, develop independence and self-control and skills such as the ability to solve problems, ask questions, and use words to describe their ideas, observations and feelings.

Physical: To help children increase their large and small muscle skills and feel confident about what their bodies can do.

Intellectual: To provide a curriculum that is developmentally appropriate for preschool students.

The preschool students work daily with the alphabet, numbers, colors and shapes. Each week there is a letter of the alphabet and special theme that is developed. The Scholastic Alphabet program is used to assist the children in learning the letters of the alphabet. Some of the topics used for the weekly themes are:

I Am Special	Dinosaurs
Healthy Habits	Weather
The Five Senses	Friendship
Water Around Us	Safety
Seasons	Noah's Ark
Community Helpers	Bugs/Insects
Farm	Zoo
Holidays	

As part of our Guardian Angels Preschool Curriculum we use the SEEDS lectionary based religion guides for weekly discussions about God. These guides use the topic of each Sunday's Mass to help the children learn basic information about our Catholic Faith.

Computer skills are introduced and developed through fun and educational games. The teachers make use of the New Bridge CD series to assist them in offering the children a well-rounded preschool curriculum.

The preschool students have music, physical education, computer, and Spanish with the Guardian Angels music, gym, computer, and Spanish teachers once a week.

Each month families have the opportunity to order books through Scholastic book orders.

ADMISSION POLICY

Children will be admitted into the preschool program according to the admission policies of Guardian Angels School.

Families wishing to enroll a child in Guardian Angels School must demonstrate a desire for the integration of Catholic teaching and moral formation with the education program. This includes:

- *participation in the social and spiritual life of their parish/church.*
- *agreement to assist in the financial support of the school education program.*
- *compliance with policies and procedures of the school and the Diocese.*
- *willingness to cooperate with the teachers and administration in the total development of their child.*

Registration

- *Kindergarten and Preschool Round Up is scheduled sometime in February.*
- *Registration for current students is held in Spring. Registration materials are available in the school office. Applications must be returned promptly to assure proper student placement.*

Requirements

- *For a child to be admitted to Preschool, the student must be four years old on or before October 15.*
- *For a child to be admitted to kindergarten, the student must be five years old on or before October 15.*
- *Transfer students will be placed at the level recommended by their prior school.*

New Students and Transfer Students

New students may register by contacting the school office. Children registering for the first time must submit a birth certificate, immunization records, baptismal certificate if not baptized at St. Mary's, St. Aloys, St. Boniface or St. Anthony's.

- **Guardian Angels Preschool students do not need a physical exam.**
- **Students entering the Guardian Angels Preschool must be completely toilet trained.**

Arrival and Dismissal

A teacher or aide will bring the morning session students into the classroom at 8:00. Students will hang up their backpacks and coats. Please do not arrive later than 8:15. This can cause your child to feel uncomfortable about arriving after class has started. The afternoon session should come right into school at between 12:15-12:30. If your child will be missing class for any reason, please notify the school office at 372-5328.

The students will dismiss at the same door that they enter. The children should be picked up promptly. If you know that you are going to be detained, please call the school office. If someone other than the parent is picking up a child, the teacher must be notified in writing by a parent. The preschooler will be dismissed only when the teacher identifies the parent.

Clothing

Since uniforms are not required for preschool children, any type of comfortable and washable clothing may be worn. Tennis shoes are strongly advised because of the type of activity that goes on daily in the classroom. Special days will be set aside as GA Preschool T-shirt day when the students will wear their special T-shirts.

Please send an extra set of clothing (including socks) in a plastic zip-lock bag with your child's name clearly marked. This extra set of clothing can be kept in their backpack. When cold weather arrives, it would be helpful to label coats, hats, mittens, and boots with your child's name.

Conferences

Parent Teacher Conferences will be scheduled at the end of the first quarter and whenever necessary. The official conferences will be scheduled for afternoon or evening times. Parents are welcome to visit anytime. It would be helpful if you could call first in case another visitor is coming, or there is a change in the daily routine.

Newsletters

We encourage communication between parents, children, and school. Guardian Angels School sends a parent newsletter home on Tuesdays with the oldest child in each family. This letter comes home in the family envelope. If your child is the oldest, he/she will be bringing this envelope home once a week. This envelope needs to be signed and returned no later than the following Monday.

A news letter and monthly calendar is sent home from the preschool teachers to keep you informed of upcoming preschool events.

Discipline

Good behavior will be positively reinforced. If a behavior problem should occur, the child will be given a “time out” (*3 – 5 minutes of sitting quietly away from the group*). After this time appropriate behavior will be discussed, the child will be reminded of the rules, and then allowed to rejoin the group. If behavior problems persist, a parent-teacher conference will be held to work out possible solutions. Continuing serious behavior problems, especially those that interfere with the well being of self or others, can result in the child’s dismissal from preschool.

Field Trips

The preschool teachers try to plan one field trip a month to local area attractions such as the Post Office, John A. Stahl Library, St. Joe’s Retirement Community, a fish aquarium, etc. For these outings the children are encouraged to wear their special Guardian Angels Preschool T-shirts. We also invite guests such as a dental hygienist, firemen, and others to come and visit us.

Each field trip is planned with an educational purpose. A letter from the teacher will notify parents in advance of field trip plans and a permission form will need to be signed and returned.

Health/Emergency Procedures

Nebraska State Law requires that students receive the following immunizations before entering preschool.

- 3 doses of Hepatitis B Vaccine

- 4 doses of Dtap, Dtp, or DT Vaccine

- 3 doses of polio vaccine

- 1 dose of MMR vaccine given at or after 12 months and

- 3 doses of Hib vaccine or 1 dose of Hib vaccine given at or after 15 months of age.

- 1 dose of Varicella (chicken pox)

Children who have any sort of communicable illness will not be permitted to attend preschool. **A child should be kept at home if he/she exhibits any of the following: fever, diarrhea, vomiting, eye or skin infections, or severe coughing or congestion.**

If a child becomes ill or needs medical attention, the parents will be called at home or at work. If neither the parents nor the emergency contacts indicated on the emergency form can be reached, then the child’s doctor will be contacted. In the event of an extreme emergency, the child will be taken to the closest emergency service.

Medication

Medication should be administered at home whenever possible. When medically necessary for a student to take a prescription medication during school hours, please refer to the Guardian Angels medication policy.

*School personnel are not permitted to administer any medication including Aspirin/Tylenol without parent's signing a "Request of Giving Medicine at School" form. Forms are available in the school office. All medicines will be kept locked in the school office. **In order to dispense any medication at school, the following procedures will be followed:***

- 1. Prescription Drugs-If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, drug, dosage, and directions for administering. Written permission from the parent is required.*
- 2. Over-The Counter Drugs-If a request is made to dispense an over-the counter drug, it must be brought to the school in the original, properly labeled container. Written permission is required from the parent together with instructions, dosage, time and date the medication is to be given.*
- 3. The school will not provide Aspirin/Tylenol. It may not be requested to be given out for the whole year as needed. Specific date and time is required.*

REQUEST FOR GIVING MEDICINE AT SCHOOL (FORM)

This form must be filled out by parent/guardian each time there is a need to have medicine administered at school. Additional forms are available at the school office.

Name _____ Grade _____

Medication _____

Time to be given _____ A.M. Time to be given _____ P.M.

Date from _____ To _____

This medicine is to be furnished by parent or guardian in an original pharmacy container with the student's name, name of medication, dosage, time of day and duration of treatment.

I hereby authorize _____ to be my agent to give the above named medication to my child, _____ as ordered by Doctor _____

The above form can be obtained from the Preschool teacher or the school office. The medicine will be stored in the school office in a locked cabinet.

Show and Tell

Every child will have a chance to bring home the Show and Tell Bag. It is an excellent opportunity for developing language skills. Children may bring an item of their choice from home when they have the bag. They should be able to tell why the item is special to them. Unacceptable items are those relating to war, violence, and power figures of all types. A student will not be allowed to share such an item. Thank you for cooperation on this matter.

Snacks

Snack time is an important time to learn socialization skills, prayer and hygiene. A snack and juice will be provided. The cost of the snack and juice is part of the \$50.00 registration fee paid in August.



Birthdays

What a joy to celebrate God's gift of life! We will celebrate as close to the date as possible. Summer birthdays will be celebrated together before the end of the year. The birthday child may bring a snack on his/her special day. **PLEASE DO NOT SEND CUPCAKES AS THEY ARE A BIT MESSY.** If you plan to bring treats, please inform the teacher.

Do not send birthday invitations to school unless the whole class is included.

Weather

In case of severe weather, cancellations will be announced on AM 84 or FM 108 (*West Point Stations*). You can also find cancellations on the local radio stations web site www.kwpnfm.com and on the school's [Sycamore Home Page](#). We will follow the Guardian Angels and Central Catholic Schools. **If there is a 10:00 late start the preschool session will be cancelled.**

Parent Volunteers

Parent volunteers are needed to bring treats and juice for class parties. There are five scheduled parties: Halloween, Christmas, Valentines Day, Easter and Spring Social. There will be a sign up sheet at the August Orientation Day and an opportunity to sign up the first week of school.



PRESCHOOL SESSIONS AND TUITION

Guardian Angels Preschool is a five day program (Monday through Friday) for 4 & 5 year-old children. The child must turn four on or before October 15. We have a morning and an afternoon session. The morning session is from 8:15 – 11:15 a.m. The afternoon session is from 12:30 – 3:30 p.m. (We do have a three-morning program for those desiring it.)

Snacks and juice are provided as part of the program.

TUITION

\$130.00 per month for 9 months. (\$1,170.00 or \$6.61 per half day)

\$80.00 per month for 9 months for those desiring three mornings.

REGISTRATION FEE

We have a one-time registration fee of \$50.00 for supplies, snacks, juice, and a special preschool T-shirt. This fee is paid in August at the time of Orientation.

Helpful Hints

Separation can be hard for some little ones. Here are some suggestions to make those difficulty times easier.

1. Keep talks about preschool simple, don't overwhelm. Constant reminders "aren't you excited" tend to overwhelm some.
2. Drop and Go – the best way for parents to handle the apprehensive child is to:
 - Deliver them
 - Reassure them you will return
 - Tell them goodbye
 - Go with a smile
 - The faster the exit the sooner the child calms down.

Children are given to us on loan for a short period of time.

They come to us like packets of flower seeds,
with no picture on the cover and no guarantees.

We do not know what they will look like, act like,
or have the potential to become.

Our job, like the gardener's is to meet their needs
as best we can:

To give proper nourishment, love, attention, care
and hope and pray for the best.



PARENTS SIGNED AGREEMENT

It is asked that parents or legal guardians sign this page and return it to school during the first week of classes.

“We have read the handbook and agree to make a sincere effort to comply with the regulations set forth.”

Parent Signature

Date

Parent Signature

Date

Comments or suggestions are welcome:
