

Immaculate Conception



PRESCHOOL INFORMATION

2019-2020

MISSION STATEMENT

Immaculate Conception preschool is committed to the teaching of Catholic doctrines and Christian values. It is dedicated to providing quality academic programs integrated with religious truth and value. The administration and faculty pledge to encourage the appreciation of learning, and seek to develop in each student a love for God and Church, a respect for person, and thirst for knowledge.

CURRICULUM

PRE K3 uses Frog Street Press.

PRE K4 uses Hand Writing Without Tears and Houghton Mifflin.

Both Pre K classes use Pflaum Faith Formation Program.

ENROLLMENT

- A child must be 3/4 years of age on or before August 1st to enter the 3/4-year-old class
- Maximum size of the 3-year-old class is 18 students
- Maximum size of the 4-year-old class is 22 students
- Full-Time 5 days Monday through Friday 7:15 AM. - 3:10 PM.
- Part-Time 3 days Monday-Wednesday-Friday 7:15 AM. - 3:10 PM.

Our curriculum is designed for a five-day week. When possible, missed activities will be sent home.

ATTENDANCE

All holidays, early closing, etc. will fall under the school calendar and guidelines. Our classrooms open at 7:15 AM and dismiss at 3:10 PM. Children not picked up by 3:25 will attend our After School Care program and pay additional fees.

EARLY OUTS

There will be at least one early out each month. On these days, your child will need to be picked up at 1:30 PM or arrangements for after school care will need to be made.

Early Out Days for 2019-2020 School Year:

August 14, 15 & 16
September 6
October 4, 23 & 24
November 1 & 22
December 6 & 20
January 10
February 7
March 6, 18, 19 & 20
April 3
May 1 – *NOON* (no after school care available)
MAY 22
May 27 – 11:00 a.m. (no after school care available)

ARRIVAL

Because independence is a primary focus in the preschool curriculum, upon arriving each day, children will be encouraged to **independently** take care of all personal belongings. For example, each child will carry and hang his/her backpack, lunch box, and coat or jacket. 4 year-olds are responsible for making their own lunch choice. Exceptions will be made for the first week of school only.

DEPARTURE

School dismisses at 3:10 PM. Children not picked up by 3:25 will be placed in our after school care program. There is a \$12.00 fee per child for this service. If picking up your child before 3:00 PM, you must check out through the school office. ***If you are not picking up any siblings, you may pick up your pre k student at 2:50.**

SIGNING IN/OUT

- Children must be signed in and out each day. All Preschool will arrive at the door of their classroom and sign in.
- All preschool will be picked up at the drive thru pick up line by Immaculata Hall. Teachers will put students in their car seats. You will be required to sign out your child. If someone new is picking up, please note this at the bottom of the sign in/sign out sheet along with your signature. We require a photo ID be shown at pickup. Older siblings will be dismissed at the youngest child's pick up location. If you are not picking up any siblings, you may pick up your pre k student at 2:50.
- It is important that you arrive no later than 7:45 each morning. This allows children time to put away their things independently and get settled prior to saying our Prayers and the Pledge promptly at 7:50.
- The doors to our classrooms are locked at 7:50 AM. Students arriving after 7:50 must check in through the school office. After checking in, your child will be brought to the classroom by a member of the school office or classroom teacher.

AFTER SCHOOL CARE

See Afterschool Care Program Information Sheet included with this packet.

CORRESPONDENCE

All correspondence between home and school will be managed through your child's folder. This is the best way to keep you informed of the classroom and school activities. **Please check the folder daily.** If you send money to school, please enclose it in an envelope or Ziploc bag with your child's name on it.

PARENT TEACHER CONFERENCES

Conferences are scheduled twice a year, but may be requested at any time by parents and/or teachers.

LUNCH/SNACK

The cost for hot lunch is approximately \$100.00 for 22 lunches or \$4.50 per healthy, balanced hot lunch. A sandwich lunch is also available for \$4.00. Lunches can also be purchased at registration. **If you are running late, please call the school (835-0771) and let us know before 8:15 AM if your child will be receiving a hot lunch that day.**

Because the preschool is licensed to operate by the Arkansas Department of Human Services, certain state guidelines must be met pertaining to what each child's lunch contains. In order to comply with these guidelines, each child will be provided a carton of milk with their lunch. IC offers a nutritional hot lunch that meets all state guidelines. A lunch menu will be provided via Renweb.

If you choose to send a lunch to school with your child, we ask that the lunch contain food from each of the four basic food groups. A fruit and/or vegetable must be included to meet state requirements. We will provide a morning snack and drink for the children. Please do not send snacks from home.

***** Please inform the teacher of any food allergies or special dietary needs.**
*****Lunches and fees subject to change**

BEDDING

Washable sleep mats must be purchased through the school at orientation, The Toggery or a previous preschool family. The sleep mat includes pillow and cover combination. These mats are compact and designed for a child's independence. **Other sleep mats must be approved by the teacher.** Mats will be sent home to wash every week. Children may bring a **Beanie Baby size "lovie"** for naptime.

MASS

Starting in October, the preschool classes will attend Mass and will attend some Holy Days of obligation. On these days all children need to be at school by 7:45 AM. **If you are running late you are welcome to sit in the back of the church with your child and after Mass your child can join their class. No Mass shirt is needed for the preschool program.**

***** PK-3 will attend Mass on Early Out Fridays ONLY.*****

SHOW AND TELL

Your child may bring something to share with the class on Show and Tell days only. Please do not bring toys to school on any other days. We will have show and tell on Early Out Fridays. The item should be able to fit into your child's backpack.

FIELD TRIPS

Our preschool program may take one or two field trips during the school year. Volunteers are needed to accompany us on our outings. We have always had a wonderful response from parents wanting to go with us and this provides the safety we need for each child. Children will wear their red preschool t-shirt on all field trips.

- ❖ **You must complete CMGConnect training.**
- ❖ **By law, all children under the age of six must be in a car seat or a booster seat with a shoulder harness.**

FAIR SHARE HOURS

Preschool Families are required to fulfill 10 volunteer hours per year (5 hours for single-parent families approved by office) or make a monetary payment. See FSHP in handbook for more details.

HOLIDAY CELEBRATIONS

We have several Holiday Celebrations throughout the school year. These will be marked with a special snack, brought in by parents. On several occasions, we may request volunteers in the classroom as well. We will solicit additional volunteers when needed.

BIRTHDAYS

Birthdays are a very special time in the life of a child. You are welcome to send small cupcakes, cookies, brownies, donuts, etc. in recognition of your child's birthday. These must be easy to eat and do not require cutting. There must be one for each child in the class. Please check with the teacher to see if they need parental assistance. The birthday celebration will be determined by the class room schedule.

For birthday parties, we will be glad to hand out individual party invitations if there is one for every child; otherwise, you will need to send invitations through the mail.

EXTRA CHANGE OF CLOTHING

Children have bathroom accidents, spills, and generally get messy. Please provide a spare change of clothing, including pants, shirts, underclothes and socks in a Ziploc bag. **Extra change of clothing does NOT need to be school uniform. Please label the Ziploc bag with your child's name.**

BOOK ORDERS

As part of our program, we participate in Book Clubs that offer age appropriate books for preschool children. The more books ordered, the more "POINTS" we earn allowing us to obtain items for our classrooms. This is strictly voluntary. You will find information on the book orders several times throughout the school year in your child's folder.

MEDICATION

You must have your child's name on medication, and medication must be in the original container and given to the teacher or school office. A Medical Release Form must be signed by a parent with the dosage amount indicated and time to be given. Please inform the teacher of any food allergies, dietary, or medical needs your child may have. Students are not allowed to have hand sanitizer in or on their backpacks at any time. No medicated chap stick is allowed in their backpacks.

PARENTAL VISITORS TO CLASSROOMS

While I.C. School realizes that parents are the first and primary educators of their children, we request that parent observations/visits to class be kept at a minimum. It is very distracting to have an additional adult in the classroom during the school day.

HEALTH AND SAFETY **REQUIREMENTS**

The preschool follows the state guidelines for all required immunizations. Any student having or suspected of having a communicable disease (as defined in the Arkansas Department of Health Rules and Regulations pertaining to communicable disease) will be excluded from school for the period of time designated in the guidelines.

It is the responsibility of the teacher, teacher assistant and aide to report a suspected child abuse or neglect of a child to the county SCAN or social services office. The statewide Child Abuse "Hotline" number is 1-800-482-5964. Children are subject to be interviewed by licensing staff, by child services investigators, or by law enforcement officials for investigative purposes and/or determining compliance with licensing requirements.

Routine emergency drills, such as fire and tornado shall be practiced monthly, and staff shall be thoroughly familiar with safety drill procedures.

A daily sign in sheet will be provided and must be signed with the time noted upon arrival and departure for the purpose of protecting the child's safety.

DISCIPLINE

Corporal punishment is contrary to Diocesan policy and will not be used as a means of control. Discipline shall be consistent and individualized for each child and directed toward teaching the child acceptable behavior and self-control (e.g. time-out at the length of one minute per year of the child's age, and patient discussion between the child and teacher about misconduct).

TEACHER AND TEACHER'S AIDE

The IC principal shall select the preschool teacher and teacher's aide. The principal shall be responsible for background checks to determine the employee's suitability for childcare. This includes contacting references, checking employment records and running criminal background checks. The teacher shall be in authority while the preschool is in session and will plan the teaching program following the objectives established by the IC pastor and principal.

*** IC school does not honor specific teacher requests from parents.***

UNIFORMS

The following is the REQUIRED apparel for all preschool children:

SHIRTS

- Red IC Preschool T-shirt (available through The Toggery)
- Standard white polo shirt without logo, decorations or cap sleeves
- Monday shirts (available for purchase during school registration.)

SHORTS/PANTS

Navy blue; no cargo style pants, drawstring pants, sweatpants, or belts. Elastic shorts or pants are acceptable for preschool children.

SKORTS

Navy blue or IC plaid

ONE-PIECE JUMPER

IC Plaid

SWEATSHIRTS & FLEECE JACKETS

Only IC sweatshirts or fleece can be worn. Available through The Toggery. In addition to these a warmer coat may be needed during the cold months.

SOCKS

White **crew style** without symbols, logos, or frill (**NO ANKLE SOCKS**).

TIGHTS/LEGGINGS

- Navy blue plain, full-length tights (No designs)
- Navy blue, full length leggings (no designs) may be worn tucked into socks
- No leg may show and ankle must be covered.

SHOES

- Athletic shoes that cover the entire foot only.
- Mary Jane style shoes are acceptable for girls.

HAIR

- Girls' appearance shall be neat, appropriate and out of the face.
- Boys' hair length shall be trimmed above the shirt collar, ears and eyebrows.

RIBBONS/HEADBANDS

IC plaid, navy, red, white, yellow/gold, or a combination of these colors is acceptable. No feathers, flowers, or anything that might be a distraction.

EARRINGS/JEWELRY

Girls may wear one (1) stud type or button type earring per earlobe; no hoop or dangling earrings may be worn for safety. Boys may not wear earrings. No other jewelry or accessories may be worn. For example, no tiaras, feathers, flowers, hats, or anything else that may be deemed a distraction to learning.

NAIL POLISH

No nail polish may be worn.

TAG DAY

This is a time for students to wear clothing other than the school uniform. Students may wear "street clothes" like jeans, pants, capris, denim shorts (hemmed), or shorts of uniform length (no athletic shorts), with a casual shirt. No costumes, dance outfits, or items that may be a distraction. * **Athletic shoes must be worn.**

See the IC school handbook for complete details.

BACK2SCHOOL DAZE - Monday, August 12th

*meet your teacher * drop off supplies* complete paperwork *

sign up for volunteer activities

8:30 am for new families

3pm-5pm for returning families