

# Preschool and Pre-Kindergarten Parent Handbook 2020-2021



Guardian Angels Central Catholic School  
408 E Walnut Street  
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402.372.5328

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# Philosophy

## Our goal:

- to educate the whole child: spiritually, intellectually, emotionally, physically, and socially
- to help children become independent, self-confident inquisitive learners

## Our Mission:

- to prepare young children to participate successfully in formal school while assisting them in developing positive self-concepts
- to form Christian attitudes of loving, helping, sharing, and growing closer to The Lord

## Our Method:

- young children learn best by doing
- play provides the foundation for school learning; play is the work of the young child
- strive to help children become enthusiastic learners
- encouraging children to be active and creative explorers who are not afraid to try out their own thoughts
- allow them to learn at their own pace and in the ways that are best for them

# Weekly Routine

Circle Time – Prayer, Pledge of Allegiance, Songs, Rhythmic Reading, Math and Literacy review, and story time.

Prayer Time – bible stories, Story of God's Love curriculum, daily prayer, and songs.

Learning Centers – Children go to centers daily. The children will get to choose where they would like to go. Center activities include drawing, dramatic play, library, blocks, puzzles, board games, sensory table, and more.

Math Time – Children will be exposed to math through small group time. They will build a foundation for math by working with shapes, colors, and numbers. They will practice patterning and sorting skills.

We believe these learned skills will help to build a love of math in our students.

Literacy Time – Children will build their literacy skills in the areas of speaking, listening, reading and writing. Many quality children’s stories will be read to students each day, and students will have multiple opportunities to engage with these texts. Students in Pre-k will talk about their stories as well as draw and write about them. They will learn foundational literacy skills that will set them on the path to becoming strong readers and writers.

Tummy Time – Washing hands and prayer plus sharing a snack and milk

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

Large Motor – Physical play using large muscles. We do a lot of dancing, singing, marching, and coordination skills.

Recess – The children will have the opportunity to play and explore the outdoors during recess time.

## Curriculum

GACC Preschool and Pre-Kindergarten works to develop five basic curriculum goals: Spiritual, Social, Emotional, Physical, and Intellectual.

Spiritual – To help the 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, 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 fine and gross motor skills and feel confident about what their bodies can do.

Intellectual - To provide curriculum that is developmentally appropriate for Preschool and Pre-Kindergarten students.

The students will work daily with the alphabet, numbers, colors, and shapes. Each week there is a letter of the alphabet, number, and theme that is developed.

## Admission Policy

Children will be admitted into preschool and pre-kindergarten program according to the admission policies of Guardian Angels Central Catholic School.

Families wishing to enroll a child in GACC 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

- Preschool and Pre-Kindergarten round up is scheduled sometime in January or February.
- Registration for current students is held in the spring. Registration materials are available at the school office. Applications must be returned promptly to assure proper student placement. Students are placed based on first come first serve basis. A placement fee of \$ 100 must be paid prior to student placement.

### Requirements

- For a child to be admitted to Preschool, the student must be three years old and **completely potty trained** on or before July 3 1st.
- For a child to be admitted to Pre-Kindergarten, the student must be four years old and completely potty trained on or before July 3 1st.

### New Student and Transfer Students

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

\*GACC Pre-Kindergarten students need a current immunization record\*

## Tuition

Half-day	5 days	annually \$1513.00	monthly \$151.30
Half-day	3 days	annually \$908.00	monthly \$90.80
Half-day	2 days	annually \$605.00	monthly \$60.50

## Sessions

GACC Preschool program has the option of 2-day morning program on Tuesdays and Thursdays or a 3-day morning program on Mondays, Wednesdays, and Fridays. GACC Pre-Kindergarten program is a 5-day program offered in the morning or afternoon.

## Arrival and Dismissal

### AM Session

You may bring your child into the classroom at 7:45 – 8:05 each morning. Please do not bring your child any earlier. Students will hang up their backpacks and coats in the hall by their name. If your child will be missing class for any reason, please notify the school office at 402.372.5328.

The students will dismiss in the front of the school building at 11:15. The children should be picked up promptly. If you know that you are going to be later, please call the school office. If someone other than a parent is going to pick up a child, the teacher must be notified by a parent. The preschool and pre-kindergarten students will be dismissed only when the teacher identifies the parent.

### PM Session

You may bring your child into the classroom at 12:10 – 12:20 each afternoon. Please do not bring your child any earlier. Students will hang up their backpacks and coats in the hall by their name. If your child will be missing class for any reason, please notify the school office at 402.372.5328.

The students will dismiss in the front of the school building at 3:30. The children should be picked up promptly. If you know that you are going to be later, please call the school office. If someone other than a parent is going to pick up a child, a parent must notify the

teacher. The pre-kindergarten students will be dismissed only when the teacher identifies the parent.

## Clothing

Since uniforms are not required for preschool and pre-kindergarten children, any type of comfortable and washable clothing may be worn. Tennis shoes are required for safety in the classroom and recess equipment. Flip-flops and sandals are not allowed. Special days will be set aside as GACC preschool and pre-kindergarten T-shirt day when the students will wear their special t-shirts. The children will get their t-shirt in the first month of school.

Please send an extra set of clothing (including socks) in a plastic zip-lock bag with your child's name clearly marked. This set of clothing will be kept in their backpack. Preschool and Pre-kindergarten students must be completely toilet trained.

## Potty Training

Your child must be **completely potty trained**. Your child must be able to use the toilet independently and be a self advocate by asking to use the bathroom, cleaning self and washing hands.

## Communication

### Handbook

This handbook will provide you with basic outlines and procedures for GACC Preschool and Pre-Kindergarten.

### Sycamore & Email

Sycamore and email is a great tool to keep your teacher informed of out-of-class activities, behavior, or share helpful constructive feedback regarding your child.

### Conferences

Parent-teacher conferences will be scheduled during the first quarter and again during the third quarter. Parents are welcome to

visit anytime. It would be helpful if you would check with the teacher first in case there is a change in the daily routine.

## Newsletters

We encourage communication between parents, children, and school. Guardian Angels Central Catholic 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 twice a month. This envelope needs to be signed and returned in two days.

A newsletter and monthly calendar is sent home from the preschool and pre-kindergarten teacher to keep you informed of upcoming events.

## Discipline

Good behavior will be positively reinforced. In our preschool and prekindergarten rooms, we will have a large "traffic light" with green, yellow, and red lights. Each day your child will begin the day with their picture on green. If they are not able to problem-solve and make good choices your child will be asked to move their picture to yellow. If they are still not able to make good choices and problem-solve, they will be asked to move their picture to red and take some time to think about how to make safe and respectful choices. Children also have the choice to work hard and earn/change their "color" back to green as the day progresses – we explain to them that they have to work extra hard at making safe, respectful and responsible choices to "go back to green."

We will also use "think time" when it is appropriate. It is important for children to take the time to think about their choices and return to the group when they are ready. Our goal is for all children to learn and grow in a safe, developmentally appropriate, positive and caring environment.

## Health/Emergency Procedures

Nebraska State Law requires that students receive the following immunizations before entering preschool and pre-kindergarten:

4 doses of DtaP, DTP, or DT vaccine

3 doses of Polio vaccine

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

3 doses of pediatric Hepatitis B vaccine

1 dose of MMR or MMRV given on or after 12 months of age

1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age

4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age

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

If a child becomes ill or needs medical attention, the parents will be called at home or at work.

## Medication

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

School personnel are not permitted to administer any medication including Aspirin/Tylenol without parents' 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 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.



## Snacks

Snack time is an important time to learn socialization skills, prayer and hygiene. Each child will be assigned a week to bring snack for the children. The cost of milk for snack is included in registration fee. Some snack ideas can be: goldfish, crackers, fruit snacks, pretzels, cheez-its, etc.

## 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. If you plan to bring treats, please inform the teacher. Please do not bring cupcakes or cake.

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

## Field Trips

Field trips are an integral part of the early childhood experience. They enhance learning by offering opportunities not available in the classroom. Parents are notified of upcoming field trips at least 1 week in advance. Parental permission is required.

## Parent Volunteers

Parent volunteers for field trips or in the classroom are always welcomed and encouraged. If you choose to volunteer, you must have Safe Environment training.

## Weather

In case of severe weather, cancellations will be announced on local radio. You can also find cancellations on the local radio stations

webpage site [www.kwpnfm.com](http://www.kwpnfm.com). You can also sign up for our school's Beacon and a message will be sent right to your cell phone and/or email. If there is a late start, the morning session will be cancelled.

## Helpful Hints

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

1. Keep talks about school simple, do not overwhelm. Constant reminders tend to overwhelm some children
2. Drop and Go – the best way for parents to handle the apprehensive child is to: deliver them, tell them goodbye, reassure them you will return, and go with a smile.
3. Bedtime – It is essential for children to get a good night's sleep!

# Preschool and Pre-Kindergarten Supply List

## Preschool

- 1 regular size book bag
- 1 Paint shirt
- 1 Box of Kleenex
- 1 Large Container of Clorox Wipes
- 1 Box of Crayola crayons
- 1 Box of Crayola Fat Markers
- 1 Box of Crayola Thin Markers
- 1 Pocket Folder

## Pre-Kindergarten

- 1 regular size book Bag
- 1 Paint Shirt
- 1 Box of Kleenex (morning class)
- 1 Container of Clorox Wipes (afternoon class)
- 1 Pocket Folder
- 2 boxes of Crayola crayons
- 1 Box of Crayola Skinny Markers
- 1 Box of Crayola Fat Markers
- 2 Notebooks (used for math and science)

## Early Childhood Education Center

- 1 regular size book Bag
- 1 Box of Kleenex
- 1 boxes of Crayola crayons
- 1 4 oz. Bottle of Elmers School Glue
- 1 Box of Crayola Skinny Markers
- 1 Box of Crayola Fat Markers
- 1 Blanket (for rest time)
- 1 Fitted Crib Sheet (for rest time)

# Early Childhood Education Center Parent Handbook 2020-2021



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408 E Walnut Street  
West Point, NE 68788  
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Mrs. Lindsey Marr  
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- allow them to learn at their own pace and in the ways that are

# Tuition

\$5.00 / half day

Attendance in the ECEC will be kept daily. A monthly ECEC charge will be added to your monthly tuition statement.

# Enrollment

The Early Childhood Education Center is for children who are currently enrolled in GACC Preschool or Pre-Kindergarten classes.

# Daily Activities

Bible Stories – Each week a new bible story will be chosen to focus on. There will be multiple activities included with the bible story theme. Prayers, songs, and crafts are just to name a few!

Arts & Crafts – Children become involved in an activity chosen by the adult and centered on a particular learning experience related to the needs for early childhood development.

Games – Children will become involved in playing games with their peers. They will learn to take turns and play nicely with one another. The games may consist of ABC games, number games, Candy Land, Zingo, etc.

Sensory Play – The children will have the opportunity to have sensory play. The sensory table could be filled with water beads, corn, rice, water, etc. Children will learn to play with different textures.

Story Time – Children will become involved in daily story time. They will have the opportunity to engage with these stories in multiple ways.

Structured Play – The children will get to play each day. They will learn how to share, play with others, and make positive choices. Activities may include puzzles, dramatic play, sensory play, computer, legos, blocks, and art.

Snack Time – Children will share in snack time and prayer with their peers. There is a snack sign-up for donations.

## Early Childhood Education Center Hours

It will be open daily for enrolled preschool and pre-kindergarten children. This provides your child with the all day school option. When your child is not attending preschool or pre-kindergarten, they have the option to attend the Early Childhood Education Center. Enrolled preschool students can also attend the Early Childhood Education Center on days they do not attend preschool. Students can be dropped off between 7:45 – 8:05 and will be dismissed at 3:30.

## Clothing

Since uniforms are not required for preschool and pre-kindergarten children, any type of comfortable and washable clothing may be worn. Tennis shoes are required for safety in the classroom and recess equipment. Flip-flops and sandals are not allowed. Special days will be set aside as GACC preschool and pre-kindergarten T-shirt day when the students will wear their special t-shirts. The children will get their t-shirt in the first month of school.

Please send an extra set of clothing (including socks) in a plastic zip-lock bag with your child's name clearly marked. This set of clothing will be kept in their backpack. Preschool and Pre-kindergarten students must be **completely potty trained**.

## Lunch

Your child will go to lunch at 11:25. If your child is attending an afternoon session of pre-kindergarten, they will go to Miss Mollie's classroom after lunch.

## Potty Training

Your child must be **completely potty trained**. Your child must be able to use the toilet independently and be a self advocate by asking to use the bathroom, cleaning self and washing hands.

## Discipline

Good behavior will be positively reinforced. In our preschool and prekindergarten rooms, we will have a large "traffic light" with green, yellow, and red lights. Each day your child will begin the day with their picture on green. If they are not able to problem-solve and make good choices your child will be asked to move their picture to yellow. If they are still not able to make good choices and problem-solve, they will be asked to move their picture to red and take some time to think about how to make safe and respectful choices. Children also have the choice to work hard and earn/change their "color" back to green as the day progresses - we explain to them that they have to work extra hard at making safe, respectful and responsible choices to "go back to green."

We will also use "think time" when it is appropriate. It is important for children to take the time to think about their choices and return to the group when they are ready. Our goal is for all children to learn and grow in a safe, developmentally appropriate, positive and caring environment.

## Rest Time

The children will have the opportunity for rest time. Your child will rest from approximately 12:30-1:40 pm. For rest time, your child will need a crib sheet and blanket. Children must rest. They do not need to sleep. Their sheet and blanket can be kept in the Early Childhood Center. No pillows or stuffed animals.

## Weather

In case of severe weather, cancellations will be announced on local radio. You can also find cancellations on the local radio stations webpage site [www.kwpmfm.com](http://www.kwpmfm.com). You can also sign up for our school's Beacon and a message will be sent right to your cell phone and/or email. If there is a late start, the Early Childhood Center will be open at 10 am.