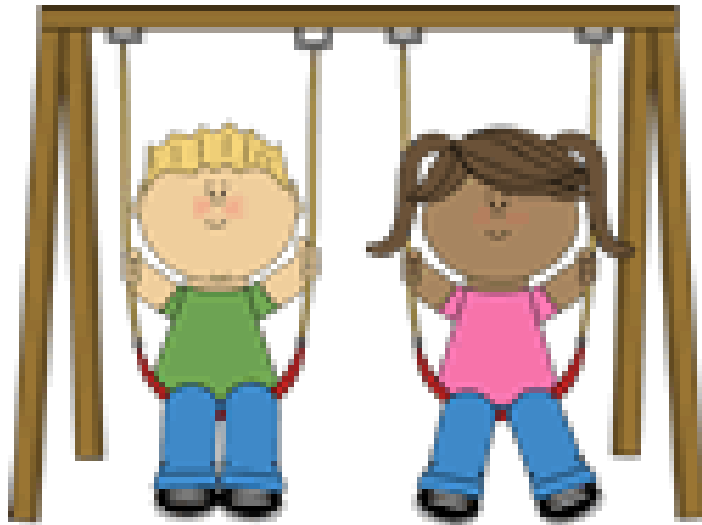


Little Angels  
Preschool Handbook  
2020-21



## **Welcome!**

At St. Anthony Parish and School, we are excited about our preschool/daycare program. This program is dedicated to providing a faith-based, educational program that will be a good foundation for your child's school years. Our goal is to meet the needs of each child and begin their faith and education journey in a positive, motivating manner. We are ready to begin another year with this program. These past few years have been very successful for students, parents, and staff.

Preschoolers are bright, outgoing, honest, and eager to please. They are ready to learn, curious, energetic, and caring. It is our job to enhance these characteristics and to help each child grow in self-esteem. Children will engage in activities that help develop social and motor skills, and help to promote an understanding of themselves and others. Our Catholic faith, the wonder of God, and our beautiful world will be the basis for our curriculum.

Every child is a gift from God and is special in his/her own way. Parents and teachers share the important task of guiding that child spiritually, socially, physically, intellectually, and emotionally as he/she reaches for the future.

Thank you for being part of our program. This program has been a wonderful experience for all of us who are involved. As we tried new activities and procedures, changes were made along the way. Your child's welfare was and is our main concern. We welcome communication and suggestions from you and hope that you will be willing to share your thoughts and ideas with us.

### **The Mission Statement of St. Anthony School**

St. Anthony School assures all students the opportunity to receive a Catholic, faith-based education founded in the teachings of the Gospel message ready to begin a journey of higher learning.

## Philosophy and Goals

The philosophy of education at our Little Angels Preschool is in line with St. Anthony Elementary School: assures all students the opportunity to receive a Catholic, faith-based education founded in the teachings of the Gospel message ready to begin a journey of higher learning.

The preschool is child-centered and encourages child input and choice. Developmentally appropriate activities will be planned that enhance self-image and foster favorable dispositions towards learning.

The following goals provide the focus of Little Angels Preschool and its curriculum:

1. To meet the needs of each individual child and nurture growth intellectually, emotionally, physically, socially, culturally, and spiritually.
  - a. to encourage and continue the learning process at the preschooler's level.
  - b. to build self-esteem that will lead to later educational and personal success.
  - c. to encourage development of physical skills and healthy attitudes.
  - d. to begin to develop social skills that will aid living in our ever-changing world.
  - e. to develop respect and appreciation in the likes and differences between people.
  - f. to help each child realize he/she is a Child of God and to begin to develop his/her faith in the light of our Catholic beliefs.
2. To instill favorable dispositions toward later learning.
3. To develop the potential in each child, valuing the individual interests and qualities and building on strengths and weaknesses.
4. To provide a structured, organized, safe classroom atmosphere that is flexible and interesting.

5. To promote positive, two-way communication with parents that will result in a relationship that best benefits the child, parents, and teacher.

### Staff

Teachers: Lisa Duren and Nancy Gasper

Daycare: Amy Lopez, Carol Boman, Judy Gates, Kristen Jones, Amy O’Kane, Ann Hefti

Billing: Ann Hefti

Pastor: Fr. Ross Burkhalter

Principal: Amy Sokol

Operated under the guidelines of the Omaha Archdiocesan Board of Education and St. Anthony Board of Education.

Licensed by the State of Nebraska Department of Health and Human Services.

### Sessions

M-Th Mornings 8:00-11:00

T-Th Mornings 8:00-11:00

Enrollment is limited to per session not to exceed the teacher/student ratio required by law. This amount depends on the age of the students. Classes begin on Wednesday, August 19th for the 3-day group and Thursday, August 20th for the 4-day group. Monthly calendars will be sent home noting special events and themes for the month. A schedule can be found on the last page of this handbook for the 2020-21 vacation days.

### Fees

4-day sessions \$1480 tuition, 8 monthly payments of \$185.00

3-day sessions \$1256 tuition, 8 monthly payments of \$157.00

Payments will start in Aug. - Sept. Then, an envelope will be sent home the first week of each month. Parents should enclose

cash or check made out to “St. Anthony Preschool” for the appropriate amount and return to the preschool by the 15th of each month. **Please keep lunch, preschool, and daycare checks separate.** Fees includes milk each day. Students will be asked to bring school supplies. If this is not possible, supplies will be given by the school. Parents will be asked to supply treats several times during the year for their child’s class.

A \$25 fee is collected at the time of registration.

### **Birthdays**

Each class will make a point of celebrating birthdays. The family may wish to donate a book or a toy to the preschool in the child’s name in recognition of this special event. Please contact the teacher for suggestions. A child may also bring a treat to send home with the other children on the day closest to their birthday, or, often, the assigned treat day will match the birthday. Children with summer birthdays can celebrate a “half -birthday” or pick the beginning or ending month of the school year that is closest to the actual birthday month.

**Students are allowed and encouraged to bring birthday treats for their actual birthdays or half -birthday. Birthday treats do not have to follow the Smart Snack Guidelines this year. This year due to Covid restrictions all treats need to be prepackaged or purchased at the store. Please refrain from purchasing cupcakes at the store because they have too much frosting.** If you have any questions, feel free to call school or the classroom teacher.

### **Child Protection**

Teachers are required by law to report suspicions of child abuse/neglect to the Child Protective Services Hotline or to the Department of Social Services. The Hotline number is 1-800-652-

1999 and may be used by anyone to report possible abuse, anonymously, if desired.

### **Clothing**

Students may wear any kind of comfortable clothing. Some play will be on the floor so delicate, lacy outfits may become soiled. **Please wear shorts under dresses. Children are not allowed to wear tank tops.** Please label all coats, hats, mittens, book bags, etc. with the child's name so they do not become lost. Preschool students may purchase the St. Anthony sweatshirt worn by the older students. **Book bags should be regular -sized, not the small size because of notes and calendars. Please make sure your child is dressed for the weather, because there is outdoor playtime. We will go outside each day. During winter, please send boots along with shoes to go outside and play. Also, please do not have your child wear sandals or open -toed shoes to school. This type of shoe is not safe when on the playground equipment or running in the gravel.**

### **Discipline**

Children will not be physically disciplined - i.e. spanked, slapped, or hit. Children will not be denied food, drink, or bathroom privileges as punishment. Instead selective reinforcement and motivational techniques will be used. In certain cases a "time -out" may be used to calm a child. Parents and teachers will work together to work out possible solutions to specific problems so that the child will experience consistency at home and school. The principles of Love and Logic will be used to help children grow in self-discipline skills.

### **Drop Off and Pick Up**

Morning classes are dropped off on the east side and will come directly into the Daycare entrance. Students may come in at 7:50 and have free time until 8:15. Parents who have to drop off students before this time, can use the daycare which opens at 6:30 a.m.

For picking up students in the morning classes, please park **in the gravel in the parking lot south of the church** . Parents must park their cars and either come up to the building or make sure the teacher sees them and walks the child to the car. Please try to have your child picked up within 10 minutes of the end of class.

Children may be picked up by a parent, an older sibling, the emergency contact person, or a person designated in writing by the parent. A “before and after school” child care program is available for families from 6:30 a.m.-5:30 p.m. on days attending school.

**NOTE: Babysitters and grandparents may pick up children only if the teacher is notified in writing or if their name is placed on the release form by the parent. Thank you for your cooperation with this requirement. Our main concern is the safety of your child.**

### **Drug Free Workplace**

St. Anthony School follows state guidelines for a Drug Free Workplace. Unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited. There is no smoking on the premises.

### **Equal Opportunity**

Little Angels Preschool will admit students of any faith, race, national, or ethnic origin. The preschool will provide instruction concerning the Catholic faith in its curriculum. The facility is also handicapped accessible and will welcome children with mild to moderate disabilities.

### **Field Trips**

Throughout the year, preschool classes may take field trips to supplement the learning in the classroom. Parents will always be notified in advance of trips requiring a vehicle.

**If traveling by vehicle, the children will be required to bring their car or booster seats.** Parents will be asked to help drive and chaperone. Drivers will be asked for proof of insurance.

A permission slip for field trips is sent home prior to each field trip and must be signed and returned before the child may go.

### **Health**

Any child with a communicable illness associated with a fever or contagious condition, such as ringworm, head lice, pink eye, scabies, diarrhea, chicken pox, strep throat, or measles, will not be allowed to attend preschool. The child may return when the illness has run its course or when the condition has cleared. **The child needs to be fever free without medicine for 24 hours.** A doctor's note may sometimes be required to assure the teacher that the child is no longer contagious.

Any medication to be given during the preschool hours must be in its original container and be accompanied by clear written instructions for administration. Medicine will be kept under lock while at the school. Please try to schedule medicine dosages around preschool if possible.

Immunization records will be required within 30 days of enrollment.

### **Parents' Role**

Parents and family are the most important influence in a child's early life. Preschool can only build on what has been taught at home. Communication and mutual support are very necessary between home and school.

Please feel free to call your child's teacher at any time. She will strive to keep you informed of on-going activities so you have a basis for visiting with your child about "what's happening" at school.

Also, feel free to visit preschool at any time. It would help if you would call first in case another visitor is coming or another conflict occurs. There will be times when parents and/or relatives will be invited to participate in activities. There will also be times when the children will be asked to do an activity at home -like finding



a rock or collecting other items for an activity at school. Please read all notes to find out about these activities!

During the course of the year, the teacher will share ideas and information about what is important for young children's learning. Parent Information Notes will be sent home explaining why certain activities are preferred over others and will contain ideas for home use.

### **Schedule**

Each preschool session will include Circle Time (such as prayer, calendar, sharing), unit activities based on the theme, learning centers, active play, snack time, story time, and sharing at the end of the day. Unit activities can include music, fingerplays, art activities, simple math and letter activities, and religious activities.

Times for activities must be flexible depending on the activities that are planned. On field trip days, the activities may be skipped.

Each student's interests and needs will be used in planning so activities may vary session to session. Our program is child-centered and will adapt to match the children enrolled in each session.

Please feel free to make suggestions as the year progresses. Parent input is a valuable part of our program.

### **Show and Tell Days**

Once a month, beginning in October, there will be Show and Tell Color Days. The children will bring an item (of a particular color) from home, hidden inside a paper sack. Parents help their child think of a clue to tell the class. The other students try to guess what is in the sack. This encourages language development. Children are encouraged to wear the color of the day on Show and Tell Days.

### **Targeted Age Group**

The Preschool Class (3-day session) is targeted towards those who will attend two years of preschool before starting Kindergarten.

Pre-K Class (4-day session) is for those who will attend Kindergarten the following year. We try to enroll students of the same age in each group. At such a young age, a spread of too many months (6+) makes it very difficult to plan activities that are appropriate for the entire group.

### Telephone

St. Anthony School has an office and the number is **564-4767**. This phone is answered by the school secretary and is the best number to call if you have a message or instructions concerning your child or a question. If necessary, your call can be transferred to the preschool facilities and you can speak directly to the teacher. If your child will miss class for any reason, call the school office so that we know where your child is on that day.

Also, feel free to call Mrs. Duren (402-910-4251), Mrs. Gasper (402-270-2219), or Mrs. Sokol (402-564-4585/402-910-1661) at home if you have any concerns.

### Treat List

A treat list is prepared and sent home each month for students to take turns bringing treats each day. Milk will be provided.

**Snacks will follow the Smart Snack Guidelines established by the USDA. Healthy snacks include fresh fruit and vegetables, and anything that has the first ingredient whole grain, protein food (e.g., nuts), dairy, fruit, or vegetable. If you want to check to see if a snack is a Smart Snack, you can go to <https://foodplanner.healthiergeneration.org/calculator/>.**

Students should not bring potato chips, tortilla chips, candy, cookies, **or fruit snacks**. Students will not be allowed to eat snacks that are considered unhealthy. **If a student does bring an unhealthy snack, he/she will be offered whole grain crackers instead.**

**NO CANDY OR GUM PLEASE!**

You can be creative for your snacks and have them match the weekly theme but it is not necessary. Just have fun and let your child be involved in the process.

### **Weather**

The preschool will observe the same weather precautions as other schools in Columbus. Please listen to KLIR/KKOT for announcements.

You can go to <http://www.mycentralnebraska.com> and click on the Weather Threat.com link on the right hand side of the page. Cancellations and early dismissals due to weather will be broadcast. **If St. Anthony School has a late start, the preschool session will be canceled,** but the day care will open when staff can arrive.

**\*\*St. Anthony School will use the Beacon messaging system to send out cancellation notices, reminders, and announcements. Messages will be sent as a text or email. It is the responsibility of the parent to register on Beacon Messaging through our school website. Please be sure to do this as soon as possible. It is also a parent responsibility to make changes to email addresses or phone numbers if these change during the school year.**

The following days will be included on the monthly calendar, but are listed here to facilitate your long-range planning for trips and family activities:

There will be no preschool on:

Monday, September 7 - Labor Day

Thursday, October 1 - Parent Teacher Conferences

Wednesday, October 17 - End of 1st Quarter

Wednesday-Friday, November 25-27

Thanks giving Break

Monday, December 21 - Wednesday, January 6

Christmas Vacation

Monday, February 1 - Teacher Inservice

Wednesday-Friday, March 10 - 12 Spring Break

Thursday/Friday/Monday-April 1-2, and 5 Easter Break

**A Word of Advice -Read and save your calendars and notes!**

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**Please sign, cut, and return by Thursday, September 3 .**

### **RESPONSIBILITY FOR WHAT IS IN THIS HANDBOOK**

Now that you and your children have read the handbook, you are held responsible for adherence to the school policies and rules. If you have not read it, please read it now. Once you have read it, please fill out the form below and return it to the preschool teachers.

### **ACKNOWLEDGMENT OF RESPONSIBILITY FORM:**

As parents and those who will be attending St. Anthony's Preschool, we understand, agree, and will comply with the rules and regulations contained in the Preschool Handbook. **We also understand that payments need to be current for our child to return to class the next month.**

DATE \_\_\_\_\_

Mother's Signature \_\_\_\_\_

Father's Signature \_\_\_\_\_