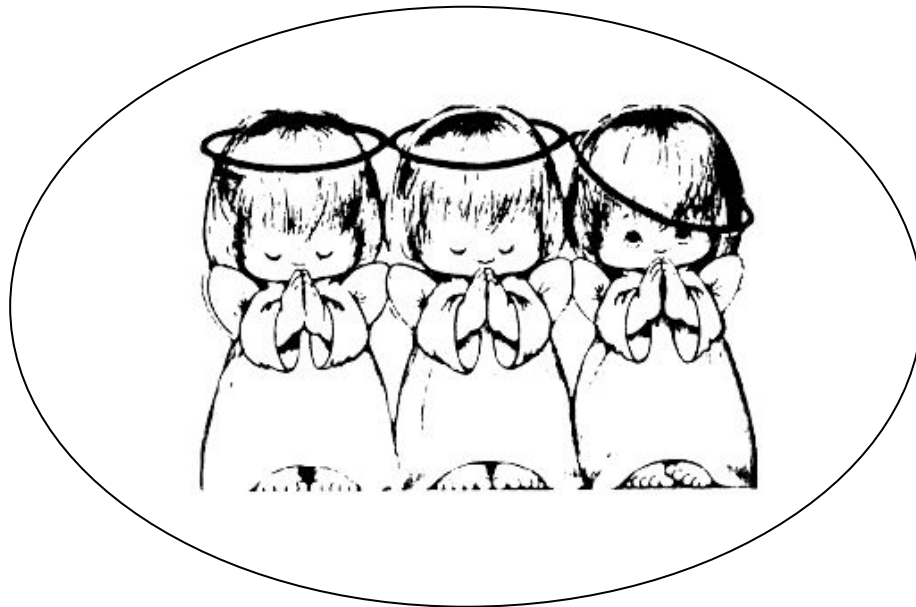


**St. James  
Preschool Program**

... serving  
Highwood, Highland Park,  
And adjacent communities



**2010-2011**

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# Preschool

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## PARENT HANDBOOK

### Preschool Motto:

*Learning to Play—*

*Playing to learn!*



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# Preschool Parent Handbook

St. James School  
140 North Avenue  
Highwood, IL 60040  
(847) 432-2277  
(847) 432-2303  
Fax # - (847) 432-1321

Rev. Thomas Baldonieri  
Pastor

Mary Kay Tschanz  
Principal

*St. James School*

*Mission Statement*

***Saint James School is committed to developing educated  
Christian citizens for tomorrow.***

Dear Parents,

We welcome you to our preschool. We know you recognize the importance of early childhood education, and we thank you for choosing our preschool program for your child. We hope to work with you in providing the love and nurturing care your child needs during these formative years. We want to make your child's first school experience a positive one. We will do this by providing learning experiences through play.

This handbook has been prepared to serve as a comprehensive overview of our preschool program. Please read it through carefully now, then keep it on hand as a reference throughout the year. We welcome your comments.

We look forward to working with you and your child in our Preschool.

Sincerely,

---

Mary Kay Tschanz  
Principal

## **PRESCHOOL PHILOSOPHY**

Our preschool philosophy is developmentally appropriate. Our philosophy is child centered with emphasis upon the balanced development of each child. We believe in letting the child be a child. We believe that play is the child's developmental medium and that through exposure to creative play situations, we can provide challenging learning experiences that will help the child develop spiritually, emotionally, intellectually, physically and socially. To play is to orient oneself to test, to discover. Play instills social values such as learning to share and to cooperate. Play leads a child to self discover basic truths and concepts. Play enhances the thinking process which enables a child to problem solve more effectively.

Our children do not experience the tedium and frustration of typical readiness programs. We encourage the children to discover the joy and fulfillment that comes through the creative process. Less emphasis is placed upon the finished product.

Our program recognizes that each child is a unique individual with special talents, thoughts, feelings and interests. We encourage each child to be himself/herself. We strive to develop one of the most important ingredients in the learning process, the child's positive self-image. We encourage a strong home-school partnership to help us realize this goal.

## PROGRAM GOALS

The goal of our preschool program is to provide a facility which insures the basic health, safety, and well-being of all the children. We want every child to find an enjoyable and pleasant home away from home while participating in a developmentally appropriate curriculum within a Christian environment. Our program is designed to integrate the spiritual, academic, social, emotional and motor development of every child. At the end of the child's Preschool experience each child should:

- have an awareness of being a child of God.
- have developed a sense of self worth.
- have developed basic social interactive skills.
- have an increased sense of independence.
- have developed a sense of respect towards adults.
- have enjoyed participating/sharing in group experiences.
- have developed a sense of respect for others' rights.
- have accepted responsibility for their own behavior
- have developed a curiosity for and a love of learning.

**ELIGIBILITY**

Preschool is open to all children between the ages of 3-5 regardless of race, color, religion or creed. It is understood that all children must be toilet trained to be accepted into the program.

Age requirements follow the State of Illinois entrance age requirements. **Children must be three or four years old before September 1st.**

**Children with Special Medical/Educational Needs** will be accepted into the Preschool program upon professional recommendation **ONLY** if we can provide the necessary services. Children with special needs that cannot be accommodated by the program are referred to the local public school or other appropriate agency for testing and/or service. For all other cases, a plan is developed with staff and parents as needed.

**PROGRAM CAPACITY**

Class placement will be determined by the principal of St. James School and the head teacher based upon the child's chronological age, maturation level, recommendation from any previous teacher, and parental preference. The needs of the child will be of primary importance in every decision made.

**The teachers reserve the right to schedule children into sessions based upon age and the number of children registered for a group. You will be notified during the first week of August as to the placement of your child.**

**EXTENDED DAY OPTION – Let's Play Some More**

St. James School offers an extended day program available only for our enrolled preschool children, on the day they attend preschool. Let's Play Some More is an imaginative and creative program where your child will develop an awareness of his/her world, enhance all of his/her developmental skills and enjoy exploring and learning through play.

We strongly believe in the Power of Play for our Preschoolers.

Options are as follows:

- 2 Day (M-W) or 3-Day (M-W-F) – Your child would attend Preschool from 8:30-11:00 a.m. and remain with us from 11:00 a.m.-3:00 p.m. for Extended Day Program
  - PM Angels would attend a 2-Day (T-TH) from 8:30 a.m.-12:30 p.m. in Extended Day Program and attend Preschool from 12:30-3:00 p.m.
- This program would begin the first Monday of the third week of September and end on the last Friday in May.
  - Tuition for the Extended Day Program may be paid in full in August or paid with your monthly/quarterly preschool tuition. Tuition does not change for long or short months nor for vacation time. A \$25.00 annual enrollment fee is required to guarantee a spot.
  - Parents must provide a nutritious lunch for their child and a blanket or a sheet for their resting mat.

**CLASSES OFFERED**

**SEEDLING ANGEL PROGRAM** - 2 Day A.M. Class

Children who are 3 years of age by September 1st

*Monday & Wednesday, 8:30 – 11:00 A.M.*

\*Class size not to exceed 15 students.

**OPTION FOR THE SEEDLING ANGELS** -

Yes, I am interested in the third day option for my child if there is space available. I will be notified by June 1st.

*Friday, 8:30 – 11:00 A.M*

**BUDDING ANGEL PROGRAM** - 3 Day A.M. Class

Children who are 3 years of age by September 1st

*Monday, Wednesday, Friday, 8:30-11:00 A.M.*

\*Class size not to exceed 15 students.

**BLOSSOMING ANGEL PROGRAM**

Children who will be 4 by September 1

**3 Day A.M.**  
*8:30 to 11:00 A.M.*

*Monday, Wednesday, Friday,*

**5 Day A.M.**  
*Monday, through Friday, 8:30 to 11:00 A.M.*

**3 Day P.M.**  
*12:30 to 3:00 P.M.*

*Monday, Wednesday, Friday*

**5 Day P.M.**  
*Monday through Friday, 12:30 to 3:00 P.M..*

\*Class size not to exceed 18 students.

Pupil/Teacher ratio for all classes: 1-10

Full-time teacher aide in all classes.

**The administration reserves the right to cancel a class if enrollment is insufficient.**

## **PERSONNEL REQUIREMENTS**

### Teacher:

Shall have a college degree in education with Early Childhood courses or experience and letters of recommendation which indicate the skill and competence necessary to contribute to each child's physical, intellectual, spiritual, personal, emotional and social development. Performance shall indicate:

- emotional maturity when working with children.
- respect for children and parents.
- flexibility, cooperation, and patience.
- appropriate physical and mental health.
- competent oral and written communication skills.
- strong organization/planning skills.

### Teacher Aide:

Shall have a minimum of a high school diploma. Some college credits from an accredited college or university, or experience in a nursery or day care center is highly desirable. The aide will work under the direct supervision of the teacher.

The teachers and aides are highly qualified and do provide an outstanding early childhood experience for our children.

**REGISTRATION**

All children must be registered by a parent or legal guardian prior to being admitted to our program.

Enrollment will be ongoing throughout the school year. Registration forms for new students can be picked up at the **main office at St. James School** at any time. In the event that maximum class size is reached, the following admittance order will be followed: current registered K-8 families , current registered PK families, St. James/Immaculate Conception Parishioners, new families.

**TO BE COMPLETED OR PRESENTED AT THE TIME OF REGISTRATION:**

- (1) Registration Form
- (2) Registration Fee: non-refundable. Reserves child a place in the program.
- (3) Health Form
- (4) Birth Certificate
- (5) Baptismal Record (if applicable)

**TO BE COMPLETED OR PRESENTED AT THE ORIENTATION DAYS IN AUGUST:**

- (1) Tuition Contract
- (2) Family Profile Form
- (3) Medical Emergency/Authorization Form Information
- (4) Classroom Fee: non-refundable. Includes classroom supplies, archdiocesan fee, cultural arts
- (5) Beverage Fee:
- (6) Blue Canvas Bag Fee
- (7) St. James Blue Shirt (Optional)
- (8) Extended Day contract for the Let's Play Some More Program Enrollment

## TUITION

The tuition schedule is reviewed annually by the School Board to determine any changes in the tuition rate for the coming school year based upon escalating costs and program needs. A tuition schedule may be obtained from the school office.

### Payment Stipulations

The first tuition payment is due on Registration Day, including fees. The second payment is due the first school day of October and then on the first school day of each succeeding month. Final payment is due the first week of May. Checks and money orders are to be made payable to:

**St. James School**

Monthly tuition has been divided into 10 equal amounts.

The tuition does not change for long or short months. December is considered a full month with full tuition due, as is the month during which spring vacation occurs.

The monthly tuition does not change for school holidays, teacher in-service days or vacation periods.

**Tuition will not be refunded for personal vacations or for extended illnesses.**

A minimum of two weeks notice, in writing, is required when a child is to be withdrawn from the Preschool program.

### Parent Involvement Program

The success of every school depends on its parent involvement. St. James School offers parents the opportunity to be an involved parent and share your talents to make your child's school the best. The Parent Involvement Programs works on a point system. Each family earns points for their hours of service. The minimum points needed are 10. But we hope that you will continue being involved even after you have reached your goal. Your help and commitment are wanted. *If a family feels that they do not want to participate in the program, they can make a \$200 payment to the school.* Each family will keep track of their hours of service. This tracker will be turned in to the office. The families will receive a report notifying them of the number of points they have accumulated.. Please refer to the 'Something for Everyone' pamphlet to review the points and activities that are available.

It's important for you to be a part of your child's educational experience!  
Make it a positive one by being an involved parent!

## **DISCHARGE PROCEDURES**

Children will be released only to their parent or legal guardian or to a representative designated by the parent/guardian in writing.

Signed consent forms will be required from the parent/guardian for the following:

- field trips or walking trips or any excursion off the school premises.
- daily release of the child to a designated person.
- use of facility transportation, where applicable.
- health care and treatment, including emergency first aid.
- use of photographs of children for publicity purposes, if applicable.

## HEALTH CRITERIA

### Physical/Immunization Requirements

A complete physical exam by a licensed physician is required for all children entering preschool. It should be reported on forms prescribed by the Illinois Department of Public Health and dated no earlier than six months prior to enrollment. The physical report must include all required immunizations that are up-to-date. A T.B. test must be included in the exam.

### School Attendance

Children should not be sent to school if they have a fever, diarrhea, nausea, chills, vomiting, severe cough, sore throat, swollen glands, ringworm, impetigo, or other symptoms of contagious illness. Children will be screened daily for these symptoms. If symptoms appear to be present, the parents will be called and asked to pick up the child.

A child should not be sent to Preschool if he/she must be kept indoors during the playground period. There will be no adult to stay indoors while the class is on the playground.

A child who becomes ill during the class period will be removed from class. The parent will be contacted and asked to pick the child up immediately.

Children sent home with a rash, eye discharge, skin manifestations, etc. must have a physician's statement before returning to school. A child should be free of fever for a minimum of 24 hours before returning to the classroom.

*Parents should notify the school if their child has a communicable disease.*

In the event a child has a contagious disease, all parents of children in the program will be notified so that they will be alert to the potential symptoms and will be able to consult their pediatrician.

**Medication will not be given by the preschool faculty or staff under any circumstances except for life threatening situations such as bee stings or asthma.**

**HEALTH CRITERIA (Cont'd)**

In the event of an injury or an accident to a child, every effort will be made to contact one of the parents or the legal guardian. If neither parent nor the legal guardian can be contacted, the person(s) indicated on the Emergency Card as the authorized person will be contacted. It is important that the information on the Emergency Card be current and accurate. If there is any change in address, telephone numbers, names, etc., be sure to notify the office at the appropriate site:

St. James School Office . . . . . (847) 432-2277

**BITING POLICY**

If a child bites another child, both sets of parents will be called. Depending on the severity of the bite, it may be necessary to remove the biter from preschool for one week or until the problem can be resolved.

**HANDWASHING POLICY**

In order to decrease the spread of infection, children and staff wash hands at appropriate times while they are at school. These times include, before snack, after using the toilet, after handling pets or animals, after wiping or blowing one's nose, and before and after food experiences. When washing hands, children and staff use warm water and soap, rub their hands together under running water making sure to get in between their fingers, dry hands with disposable towels and turn off faucets with the disposable towel.

**SEPARATION POLICY**

Our goal is to establish a trusting relationship with the child, not to replace the parent. On the first day of school: All children must be accompanied by a parent or a person with whom the child has a relationship. The parent should remain with the child until the child is feeling comfortable with his/her teachers. The parent may then hug and reassure the child that he/she will return shortly and then leave.

If your child has difficulty separating, you are asked to stay with your child until he/she feels more secure in this new environment. Gradually with love, patience and time, the child's separation anxieties will subside.

## **HEALTH CRITERIA (Cont'd)**

Keep your breaks clean! Never sneak out without a hug and don't keep coming back into the classroom once you leave. Almost all children stop crying within minutes of the parent's departure. If your child does not, we will work closely with you using different strategies.

Separation anxiety can be heartbreaking for both child and parent. Although a child's pain isn't as terrible as those tears and cries suggest, it is still real to your child.

Your child may bring a small transitional object to bridge the gap between home and preschool (ie picture of parent, blankie, small car, small stuffed animal, etc.). With time and by working together we will come up with words and actions to smooth the way to an unstressful separation.

Here are a few books you may enjoy reading with your angel to ease separation anxieties, *The Kissing Hand*, *The Runaway Bunny* by Clement Hurd, *Little Bears' Friend* by Maurice Sendak, *I'd Rather Stay With You* by Charlotte Steiner.

## **Emergency Evacuation**

There is an emergency evacuation plan for your child's classroom. The plan is posted in an easily visible place by the door and the teachers and students practice evacuating the classroom and building on a regular basis to be prepared for an emergency.

## **CLOTHING**

Children should be dressed appropriately for all weather conditions. All classes play outdoors daily except on extremely cold or rainy days. Each child's coat, mittens, hat, etc. should be labeled. An extra set of medium weight clothing should be provided, also, to be kept in school in case of accidents or emergencies. Your child should wear comfortable shoes with non-slippery soles -- **NO** sandals and clogs.

## HOME-SCHOOL COMMUNICATION

### Calendars

In September a St. James **school calendar** is sent home which provides an overview of the year's activities, including the preschool activities. This helps parents who have other children in St. James School to plan ahead and to know when St. James School is closed, but the Preschool is open. Every month a school **monthly calendar** is sent home which focuses on the month's activities, school-wide. Every month a preschool activity calendar accompanies the school calendar. The activity calendar is specific to the preschool and parents are expected to share each day's activities with the child BEFORE he/she leaves home each day.

### Conferences

A scheduled conference will be held twice a year in November and March. Parents will be notified in writing of the date and time. Children should not be brought to this conference. At this time, the teacher will share a detailed assessment in every area of child development with the parent. Progress and concerns are reviewed and recommendations are made at this time.

If for any reason a parent or guardian wishes to confer with the teacher during the year, this is encouraged. Please contact your child's teacher and arrange an appointment ahead of time.

### Parent Participation

Who is the most significant teacher in a young child's life? The parent, of course. Parents are the potters at the potter's wheel. Parents have the ultimate responsibility to guide, to nurture, and to love a child from birth. One day a parent will awaken to the wonder of a caring, responsible, intelligent adult standing before their eyes. We need parental support in our classroom to form a strong bonding between parent, child and school. We encourage our parents to come to play and to learn with us at any time throughout the year. If a parent has a special talent or hobby he/she would like to share, we encourage you to do so.

## HOME-SCHOOL COMMUNICATION(Cont'd)

### Virtus Training

Anyone who wishes to be involved in the life of the school in any way is required to attend a Virtus Training Session offered by the Archdiocese of Chicago. This is part of the nationwide program established by the Catholic Bishops of the United States, in response to the sexual abuse scandal. The program is entitled, "Protecting God's Children." This is indeed what we want to do... protect our children from any kind of abuse! We all need to be trained to recognize dangerous situations and know what signs to look for in adults which may help us protect the children from abuse. This training is critical to all parents, guardians, teachers, priests, child care providers. You may register for any one of a number of sessions around the archdiocese by logging on to [www.archchicago.org](http://www.archchicago.org). Click on the link "Virtus Training" and follow the directions provided.

Another requirement of the Archdiocese is that all regular volunteers participate in a Criminal Background Check.

### Handling Difficulties and Differences

When a parent has a concern about something that is going on in the school or the classroom, the first person that should be contacted is the classroom teacher. Often these situations can be readily explained or remedied when the teacher and parent work together. If there is a continuing concern on the part of the parent and/or teacher, the principal will be invited to participate in the problem-solving process, in a continuing effort to bring home and school together on behalf of the student.

## **CURRICULUM OVERVIEW**

Our curriculum is based upon our philosophy that children learn best through the sensory experiences of touching, tasting, listening, smelling, and viewing. The activities in our program are designed to give each child plenty of opportunities to manipulate, experiment, create and explore. Daily activities are provided to promote self-esteem, to develop social skills, to develop language expression, to encourage thinking, to develop problem solving skills and to improve small and large motor coordination.

## **CURRICULUM OVERVIEW (Cont'd)**

### **Learning Skills in Preschool**

#### **Pre-Reading Skills**

We follow the Rowland Pre-Reading Happily Ever After Program for our Preschoolers. Through reading wonderful stories together the children become familiar with the written words, new vocabulary and concepts, letter recognition, listening and following directions.

1. Oral Language and Vocabulary
  - a. Read to our children everyday
  - b. Explain and define words
  - c. Sequencing: "what happened first?"
  - d. Make predictions: "what do you think will happen next?"
2. Print Awareness
  - a. How to hold a book and turn pages
  - b. Go from left to right
  - c. Point to each word
3. Phonological Awareness – Language is made up of many different sounds (phonemes). Individual sounds are blended together to form syllables and words

#### **Word Level**

Rhyming – make it meaningful!

1. Child identifies words that rhyme (receptive)
2. Child creates a word that rhymes

#### **Creative Art**

Art activities for preschoolers should be process rather than product oriented. To foster creativity in children, it is important to avoid using patterns and models for them to copy. We must respect each child's ideas and creative attempts in order for the child to develop an interest in art.

**Preschool Math**

The pre-school program uses a ‘hands on’ approach to the introduction of basic skills. Through the use of such manipulatives as cubes, blocks, tiles, shells, buttons, puzzles, etc. the students acquire a concrete knowledge of beginning math. Research has proven that it is only after the young child has manipulated objects that he or she is able to understand the symbolic operations of mathematics.

The following skills are introduced: sorting and classifying objects; identification of basic shapes; identification of colors; one-to-one correspondence to ten; numeral recognition to ten; patterning, graphing; more or less; set recognition; and simple measurement. All of these concepts are introduced around books and seasonal themes.

**Spirituality in Preschool**

Because our preschool classes are part of the Catholic school system, Religion is an important part of the curriculum. Christian values are integrated into all the learning experiences and all the social interactions. This is done with sensitivity to other faith traditions. Children learn about God’s creation and how we respect each other and all of life.

Four year olds in our program use a religion activity book that focuses on belonging to God’s family. Children do liturgical seasonal activities, and they also learn about talking to God everyday.

**Social Skills**

These skills are developed through play and interaction with others. Ability to greet others appropriately, take turns, share play materials, request and offer help, follow directions. Ability to solve problems, and cooperate with others.

**Large Motor –**

Exercise, dance, outside activities, skipping, running, hopping, balance.

**Fine Motor –**

Scribbling, free drawing and tracing. Painting, scissors, gluing beads, manipulatives.

## SPECIAL LEARNING EVENTS

### Birthday Celebrations

Birthdays may be celebrated in the classroom. Parents are welcome at snack time to celebrate a child's birthday with us. The parents may bring a birthday cake; however hats, favors or other party items are not permitted.

On your child's birthday he/she may bring a wrapped book to give as a birthday present to the class. We encourage children to select one of their favorite used books from home or a new book to present as a special gift to the class. Please print your child's name and the donation date inside the book. If your child's birthday is during the summer vacation, you may wish to arrange to have a special celebration on another day during the school year.

If you are planning a class birthday party, inform the teacher in advance. Birthday invitations to parties celebrated in your home **may not** be passed out at school **unless all the children in the class are invited.**

### Field Trips

We view field trips as enriching experiences. They are extensions of the classroom curriculum. Field trips provide an excellent opportunity for the child to learn first hand and to experience what has been talked about in school. Parent volunteers are important to this experience, not only from the standpoint of involvement, but also as chaperones. Each child is required to bring a signed permission slip. A telephone message of approval **is not sufficient permission for a field trip. In adherence with the new Seat Belt Law passed on January 1, 2004, all children under 8 years of age are required to be in a car seat.**

### Field Trip Volunteer

If you volunteer to drive for a field trip

- 1) You are responsible for the children in your charge (three children including your own child)
- 2) You must care for the children in your charge for the entire length of the field trip. It is not permissible to change the children's grouping during the trip.
- 3) A roll call will be taken by your classroom teacher before leaving the field trip area.
- 4) You must leave the field trip area at the same time as the teacher to return to the preschool.
- 5) If you have signed up to drive for the field trip and you have a last minute scheduling conflict, please call your child's teacher immediately.

### **SPECIAL LEARNING EVENTS(Cont'd)**

- 5) Please bring current insurance card and driver's license to verify expiration dates.
- 6) Siblings are not to accompany you on the field trips. In the past, preschool parents have exchanged baby-sitting with each other.

We have confidence that by working together we can make our field trips a safe and enjoyable learning experience for our angels.

#### **Second Language**

The 3 and 5 Day Class children are introduced to the French language. Children learn French songs, words and phrases in the course of the year. We have a wonderful, colorful French picture book for the children to enjoy.

#### **Show and Tell**

The 2 Day Class Angels will be given an assigned day.

The 3 and 5 Day Classes are assigned special days for Show and Tell. A Show and Tell roster is sent home at the beginning of each month. Children should be allowed to bring their favorite toys, books, collection items, etc. to school.

#### **Snack Time**

Snack time is a special moment of sharing in the day. The children join together using their best table manners, "break the bread" and engage in conversation. Parents are to provide a nutritious snack.

Every month a snack roster will be sent home stating the day your child will be the host/hostess for the day. As a reminder, a snack bag will be sent home with the child on his/her assigned day. If your child is sick on the day that he/she is assigned to bring a snack, please notify the school office by 9 A.M.

Please keep **nutrition** in mind. Cut up fruit, vegetables, peanut butter, crackers, cheese, oatmeal and raisin cookies, non-sugary cereals are all good choices.

**Please avoid sending foods such as cakes, candy and chips.**

## **SCHOOL REGULATIONS**

### Arrival/Departure Procedures

Our responsibility begins when the parent places the child in the care of one of our staff members. Under no circumstance should any child be allowed to find his/her way into the school building. A parent should accompany the child into the classroom. Children should not be delivered to the classroom prior to 8:25 A.M. or prior to 12:25 P.M.

At departure time, 11:00 A.M. or 3:00 P.M., parents should wait in the hall next to the Preschool room. The aide will bring the child to his/her parent. Younger siblings are discouraged from entering into the classroom on their own at these busy departure times. Common sense dictates that small children should not be left unattended in cars. St. James School accepts no responsibility for any accidents which may occur if parents choose to do so.

Children will be released only to a parent/guardian or a designated adult whose name appears on the Emergency Notification Form on file in the office. If you are going to be late picking up your child, please call the office.

*Please be prompt. Teachers need to prepare for the following class!*

### Parking

**Door 1** – Main security door by the library grassy courtyard)

**Door 2** – Security door by preschool (stone courtyard)

**Door 3** – Back parking lot door by PK3 and playground

**Door 4** – Funston North glass door

- 1) Parents of K-8 children who also have preschoolers will drop off the older children in the lot and then should park and bring the preschooler into the school using **Door 3**.
- 2) PK 3 parents who do not have children in K-8 should park in the lot and enter the school through **Door 3** at 8:25 a.m.
- 3) PK 4 parents may park on North Avenue and enter through **Door 1** at 8:25 a.m. or 12:25 p.m.
- 4) For the safety and security of the children, we are making **Door 1** the only main entrance. **Door 2** should be used only as a Handicapped accessible entrance. Mothers with strollers may enter this door, but all other parents, students, visitors and delivery persons will use only **Door 1**
- 5) It is important that everyone put major effort into making this plan work. Julie Leske will inform all visitors of the necessity to use **Door 1**. Preschool teachers will make this known to their parents.

## **SCHOOL REGULATIONS(Cont'd)**

### Child Abuse

Evidence of or suspicion of child abuse will be reported immediately to the proper authorities in accordance with the Office of Catholic Education guidelines.

### Discipline

Discipline means guiding and directing children toward acceptable behavior. The most important goal of discipline is to help children gain self-control over their actions. We believe children need and expect consistent guidelines in order to feel secure and safe. We also believe in reinforcing positive behavior. "Catching" the child doing something good is our standard practice. We praise the child for good behavior. It may take a few weeks to implement this method but with patience it is always successful.

We realize that adjustment to the routines of the classroom takes time. We have a "talking chair" and a "listening chair". If two children are having difficulty sharing and communicating, they are asked to sit in one of these two chairs where they can learn to solve their problems through talking and listening. We believe in treating each child with respect.

### Emergency School Closing

In the event an emergency occurs necessitating the closure of a site, parents will be contacted to pick up his/her child. If parents cannot be reached, the authorized person on the Emergency Notification Card will be contacted.

When the facility is closed because of severe weather, you will be contacted by a room mother. We also suggest listening to the local radio stations for "school closing information". All parents will have been provided with the radio stations which will carry the "closing" information. **DO NOT CALL** for confirmation. If you hear that District 112 schools are closed, you will know that both St. James will be closed, too.

**SCHOOL REGULATIONS(Cont'd)**

Punctuality

Preschool is, for some children, the initial entry to the school experience; therefore, **the need to be punctual** cannot be overemphasized. This also keeps class disruption to a minimum.

Transportation

This is the responsibility of each parent. Car pools may be considered.

**PERSONAL NOTES**