



Preschool Handbook

“To focus on Developmental Learning of Young Children”

St John Campus
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Guilford, IN 47022

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All Saints Catholic Academy

A Parent Co-op Preschool

To focus on Developmental Learning of Young Children

Introduction

Hello! My name is Sally Teepe-Bertram, and I am the Director/Teacher of ASCA Pre-School. I graduated from the University of Cincinnati in 1981 with a degree in Early Childhood Education. For fifteen years I owned and operated a pre-school located in Cincinnati. In 1994, I moved to Indiana and now direct and teach at St. John's. The school operates from 8:30 am to 3:45 pm - Monday through Friday. You, as parents, may enter our school at any time during these hours of operation, although you need to notify your child's teacher that you are arriving or departing with your child.

The school has a large classroom and muscle room that occupies 14; 2-5 year old children at one time. We take children ages 2-5 years of age. Each 4-5 year old class will have 1 teacher and 1 parent helper to 14 children. Each 3-year-old class will have 1 teacher and 1 adult helper to 12 children. For our toddler program, there will be 1 teacher and 1 parent for every 10 children. The age cutoff for all classes is August 1st.

As a Parent Co-op Pre-School, I will provide a program beneficial to both the parents and the child. Each child will be helped to discover what their worth is to themselves and to others. Your child will also gain the experience of sharing you, their parents, with other children. You, the parents, will gain perspective of your child and the age group in general. You can help us by contributing ideas and talents. You will also learn about your child's experiences by attending our parent programs and by helping out once a month in your child's classroom. I will also be able to answer any questions you have about ASCA Preschool or your child by calling 812-576-2197 after 4:00 pm. Also, a conference will be held each year in the month of January to update you on your child's progress.

The school does not discriminate against race, color, religion, sex or national origin.

Purpose and Goal

Our Preschool doesn't take the place of home; it adds to it. The children will learn to get along in a group while at the same time get the personal attention that is so necessary. The children will be able to express themselves through creative play. They will be able to sing, paint, crayon, build with blocks, go on field trips, and many other exciting and fun-filled activities.

Licensing

The Indiana State Law does not require part time pre-schools to be licensed by the state. For the benefit of the children and for safety reasons, I feel it is very important for All Saints Catholic Academy to follow the Indiana State Laws pertaining to child daycare. Therefore, I will do my best to stay in compliance.

Tuition Policy

Tuition may be mailed to All Saints Parish, 25743 State Rt. 1, Guilford, IN 47022.

The tuition will be due on or before the first day of each month.

~ There will be a monthly late fee of \$10 for tuition not paid on time ~

Payments not made by the end of the month will result in expulsion of the child from pre-school until all payments are up-to-date.

Tuition for children attending school on Tuesdays and Thursdays is \$140 per month plus registration.

Tuition for children attending school on Monday, Wednesday, and Friday is \$165 per month plus registration.

Tuition for children attending our toddler program is \$140 per month plus registration.

There is also a non-refundable \$25 registration fee and September's tuition due by May 1st of the preceding school year to enable us to hold your child's space in class.

(Please note: The registration fee and first month's tuition are non-refundable)

Overtime charges will result in a penalty of \$1 every 5 minutes you are late in picking up your child. You will not receive any refund on tuition if you withdraw your child.

Workdays

Each parent is expected to help out in their child's classroom once a month. If a parent is unable to complete their workday, it is up to that parent to find a replacement. If a replacement cannot be found, a \$25 substitute fee will be assessed. The fee will be due at that time. All we ask is that the helper be at least 18 years of age. Under no circumstance is any parent allowed to bring along another child on their workday who is not a member of the class. Our insurance policy only covers children who are registered for our school. At the beginning of each school year you will be given a complete roster of the names, addresses, phone numbers, and parents' names of children in your child's classroom (providing the parent or guardian has given written permission for us to do so). All helpers are required to participate in the Safe Parish program. This allows us to do a background check.

Snow Days

If Sunman-Dearborn Schools are closed, we are closed. If they are on a delay, we are still open at the regular classroom time. Parents are to listen to an early broadcast from a local radio or television station. You are still required to pay tuition for days that the school is closed due to weather conditions.

Daily Schedule

1. Teacher greets children in the classroom
2. Children have muscle room time for 30 minutes
3. Exercise (10 minutes)
4. Bathroom time (5 minutes)
5. Snack time (10 minutes)
6. Story time (10 minutes)
7. Classroom time (1 hour)-Computer Room (30 minutes)
8. Group time (15 minutes)
9. Children go outside (10 minutes)
10. Children are dismissed

Committees

There are three parties scheduled each year: Halloween, Christmas and Valentine's Day. The members of the Committee may be asked to help make favors or a special snack for the party. The Committee works in conjunction with the teacher in planning games and possibly a puppet show or other activity.

Emergencies, Accidents and Illnesses

Steps:

1. The injured or ill child would remain alone with a staff member who is trained in First Aid.
2. If the child can be moved, he/she is placed on the cot in the empty room (depending on which room is being used at the time).
3. The parent would then be contacted for pick-up.
4. If parent cannot be reached, we will then contact the person previously designated by parents as secondary contact.
5. If child needs emergency assistance, a life squad will be called with legal guardian's consent.
6. Child's medical records will be sent with child to designated hospital.
7. The parent helper will take over full control of the classroom while the teacher deals with the emergency.

Rules Concerning the Communicable Diseases

These rules are given to parents to improve the health standards of our school. It is also done as a protection to the children so they may attend without coming in contact with unnecessary diseases. The Communicable Disease Chart will be posted on the parent Information Bulletin Board near the entrance of the school. In the case of severe emergency, a life squad will be called.

READMITTANCE TO PRE-SCHOOL: No child will be able to re-enter the school until he/she has been observed by a trained staff member, who can recognize the common signs of the communicable disease (if this is necessary).

The school will not administer medication or vitamins to the children. We will supplement snacks if a child has an allergy.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or guardian. This includes staff members and parents also:

- a) Unusual spots or rashes
- b) Sore throat or difficulty in swallowing
- c) Infected skin patches
- d) Unusually dark urine and/or gray or white stool
- e) Vomiting
- f) Evidence of lice, scabies or other parasitic infections
- g) Stiff neck

RULES CONCERNING the COMMUNICABLE DISEASES:

Severe Coughing-	Causing the child to become red or blue in the face or to make a whooping sound; difficult or rapid breathing; yellowish skin or eyes; conjunctivitis
Temperature-	Temperature of 100°F, taken by an auxiliary method when in combination with any other sign of illness
Skin Rash-	Skin rash other than a localized diaper rash
Diarrhea or Vomiting-	Diarrhea and/or vomiting two or more times in the same day
Lice-	Evidence of lice infestation and procedure
Chicken Pox-	If date of contact is known, keep children home from the 12 th day on. If nothing develops after 21 days, the child may return to school. If the child has had the disease, keep home at least the first 7 days after the symptoms appear, and until <u>all</u> scabs are crusted. Incubation period is 12-21 days.
Mumps-	If contact is known, keep home from 14 th day on. Child may return to school if nothing develops by the 21 st day. Incubating period is 14-21 days.
Measles (Regular)-	Incubation period is 7-18 days.... usually 10-14 days. It is impractical to segregate the children.
Measles (German)-	Commonly called 3-day measles. Incubation period is 14-21 days after exposure.
Colds-	Child should be kept home at least 3 days or while throat is red.
Other Skin and	

Eye Conditions- Keep the child at home until the nature of the condition is determined by a doctor.

ALL CHILDREN EXPOSED TO COMMUNICABLE DISEASES WHO SHOW SIGNS OF ILLNESS SHOULD BE KEPT HOME.

IF A CHILD IS EXPOSED TO A COMMUNICABLE DISEASE AT SCHOOL, IT IS THE TEACHER'S DUTY TO NOTIFY THE CHILD'S PARENTS.

ALL CHILDREN AND TEACHERS NEED AN UPDATED PHYSICAL BEFORE THEY ENTER THE SCHOOL AT THE START OF THE YEAR.

ALL STAFF MEMBERS ARE TO TAKE A STANDARD MULTI-MEDI FIRST AID COURSE AND COMMUNICABLE DISEASE COURSE EVERY THREE YEARS.

IN CASE OF A MILDLY ILL CHILD, WE ASK THAT YOU KEEP THE CHILD AT HOME WHERE HE/SHE CAN REST COMFORTABLY.

Field Trips

1. A person trained in the first aid shall be available on the trip to meet the state requirements.
2. Children must wear a name tag with the child's name, school address, and phone number on it.
3. We must see that children have attempted to use the toilet before we leave the school.
4. Make sure all car doors are locked and cars use low speed.
5. Adults assigned to children will know where these children are at all times.
6. The number of adults needed depends upon the make-up of the particular group and trip.
7. Parents PLEASE DO NOT talk and visit among other parents during the trip. This is very annoying to the children and teachers.
8. We take a first aid kit and always buckle the children in car seats.
9. If a child misbehaves, pull off to the side of the road.
10. No other children may attend field trips.
11. All parents must have liability insurance coverage in case of accident.

12. A signed and dated permission slip must be on file at school for all trips.

Safety Policies and Rules

In School

1. An adult should be in the room at all times. If the adult needs to leave, make sure another adult can replace her/him.
2. Floors should be clear from litter (especially toys out of traffic pattern).
3. Do not allow children to climb with toys or objects in their hands.
4. Wipe up wet spots on the floor immediately to avoid slippery spots.
5. Parents need to supervise the bathroom.
6. If a child wishes to bring an animal to visit, notify the teacher ahead of time to make arrangements.
7. An adult should supervise while child pets or holds animal.
8. Socializing should take place outside of school.
9. Parents who are scheduled to work need to be on time.
10. Parents should keep themselves positioned so they can survey the room at all times.
11. Parents should ask the teacher what they are needed to do. However, if there are no children in your area, you need to **MOVE INTO THE CLASSROOM AND WORK WITH THE CHILDREN. PLEASE DO NOT STAND AROUND.**
12. A phone is located on the parent information wall in the school. It may be used by parents or staff members at any time.
13. In case of an accident, an Injury Report will be filled out by the staff member trained in first aid who tended to the needs of ill or injured child.
14. Encourage walking in the classroom rather than running.
15. An adult should supervise all climbing equipment.
16. Blocks are to be built no higher than the child who is building it.
17. Use of spray aerosols shall be prohibited when children are in the school.
18. A child care staff member shall notify Children Services Agency if a staff member suspects a child has been abused or neglected.

Weather

In Case of severe weather alert, children are to go into the downstairs Classroom and sit on the floor against the wall...with heads between their legs.

1. This drill is conducted on a regular basis.
2. Weather alert plan is posted on the Parent Information wall in the school.

Fire

1. For fire protecting, all should be familiar with exits and methods of getting the children out of the school.
2. Become familiar with operation and location of fire extinguishers.
3. Fire drills are done monthly. There is a plan posted in each room showing designated exit doors.
4. Fire Alert Plan is posted in each classroom.

Arrival at School

1. Parent (or teacher) should escort children to the room and wait until teacher acknowledges arrival.
2. Before parent leaves, try to read the bulletin board.
3. Socialize outside.
4. Parents may need to help children remove outer clothing.
5. The child should at no time be unsupervised. Someone must know where he/she is at all times.
6. We are not responsible for the children until they come into the school.
7. Children are to arrive only 5 minutes before the scheduled class time. Doors will remain locked prior to that time.

Leaving School

1. Parents notify teacher before taking their children.
2. Children need to go to the car with their parents.
3. Call if someone else is to pick up your child. Give us their name, phone number and a description of the person.
4. Please be prompt in picking up your child. Delay will involve a penalty fee.

Snack and Clean-Up

1. Always wipe off tables with cleaner and sponge or paper towels.
2. Adults sit at the tables to eat with the children. This is a pleasant social time. Adults place themselves where they are especially needed.
3. We provide the snack, but we welcome parents who would like to bring in a special snack. Please notify the teacher ahead of time.
4. Children must clean up after themselves.

General Clean-Up

1. Wipe off tables and chairs when necessary.
2. Sweep under tables and sand box.
3. Sort all papers on tables.
4. Straighten up around the room after the class has been dismissed.
5. Empty dirty water in bucket and fill back up with clean water.

Please assist teacher as a first priority, then do clean up.

Discipline Policy

The school's actual methods of discipline shall be restricted as follows:

1. There shall be no cruel, harsh or unusual punishment.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room.
5. No child shall be humiliated or subjected to profane language or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toilet accidents.
7. Techniques of discipline shall not unnecessarily humiliation, shame or frighten a child.

Our philosophy of discipline is to meet the needs of each individual child. Each and every teacher has been trained in T.E.T. (Teacher Effectiveness Training). We talk to the child and let him/her express what his/her feelings are. This enables us to help see the problem. As we do this the children learn to get along in a group when at the same time they get personal attention that is so necessary.

Routine Activities

Clean-Up with Children- Children will put one thing away before getting out another.

1. I give the children a warning a few minutes ahead of time so that activities may end gracefully. It helps to mention the activity to follow.
2. I announce clean-up time so that all can hear. It helps to go to each little group to announce pick-up rather than speaking loudly to a large group.
3. I have an attitude of expectancy..."Here's a car for you to put away" instead of "Do you want to put away this car?"
4. I give praise when children do help, especially if they don't seem interested in the activity.

Bathroom

1. I encourage the children to do as much as possible for themselves.
2. Both girls and boys use the bathrooms at the same time.
3. I encourage children to use the toilet BEFORE washing hands. However, some do not have to use the toilet during nursery school.
4. I encourage the use of only one paper towel per child.
5. Towels will be put in the wastebasket.
6. I watch to see that objects are kept out of the toilet.
7. Parents need to give each child one squirt of soap to wash their hands.

Creative Activities

Block Building

This activity helps children to translate their experiences into their play. Blocks are tools, which stimulate the imagination and develop coordination.

1. We will help children start building out of the way of other children and equipment.
2. We will encourage the children to use the blocks. Set up some blocks with them.
3. We will give encouragement and suggestions, but we will not dominate block play.
4. Children may push over their own building, but not other children's buildings.

Easel Painting

We will display an interest in the children's work, but we do not ask what they have made. They may not know. Suggestion: "Tell me about it."

1. We will have only one child at one side of the easel at one time.
2. Every child must wear a paint apron.
3. Help children to keep brushes in the correct jars.
4. The child paints on easel paper only.
5. We will encourage children to wipe up spills. They like to do this.
6. Child's name will be written with pencil in the upper left-hand corner or back of the paper.
7. When printing the child's name, we will use lower case letter. For example: "Johnny" not "JOHNNY".
8. Children may paint as many pictures as they wish.
9. After a child is finished, the picture needs to be hung on the drying rack.

Finger Painting

This is a much-loved experience.

1. The child must wear a painting smock.
2. Child's name must go in the upper left-hand corner or on the back.
3. We do not leave this activity unless an emergency arises.
4. The dried finger painting can be ironed on the wrong side and framed.
5. The child may use finger, knuckles, thumbs and wrists while painting.

Pasting and Gluing

Another pleasant, messy experience...especially if children are allowed to paste with their fingers.

1. Make sure children only use what is necessary.
2. Put child's name in upper left-hand corner or on the back.
3. Place glue and pastes back on art shelf after the children are finished.
4. We see that children wash after pasting.

Chalk

Chalk is another variety of messy experiences, especially for the older children.

1. Wearing paint aprons will protect clothing.
2. Children should wash hands as soon as they are finished.

We do not ask the children what they are making. We comment on a pretty color or an interesting design.

1. We see that the children color on the paper at the table. Crayons should not be carried around the room.
2. We help the children return crayons to the bucket when finished.
3. We sit at the table with the children. This will help to further interest in a rather short activity.

Cutting

Adults will be interested in the children's cuttings, but we do not ask what they are making. Children are manipulating and experimenting with materials at this age.

The adult will be present at all times and aware of where scissors are being used.

1. We show children how to hold scissors if they need help.
2. The scissors should be used at table only, when seated.
3. The children may use scissors with play dough or silly putty.

Play Dough

In contrast to clay, which is moist and fairly firm, dough is dry, soft and pliable. Play dough is especially good for younger children to use in the beginning, as it promotes manipulation.

Silly Putty

In contrast to clay, which is moist and fairly firm, putty is wet, soft and spongy. Silly-putty is especially good for younger children to use when they begin to use scissors.

1. About 4-6 children can use dough and putty at the table at one time.
2. We do not ask, "What are you making?"
3. We keep play dough and silly putty picked up and off the floor.
4. Dough is not to be carried around the room.
5. Silly putty is not to be carried around the room.
6. When finished, place dough and putty in tightly covered containers.

Music

Music comes out all day long when children and adults are happy. The child's humming as he/she pushes the car as a musical accompaniment to play. Chants during dramatic play are rhythmical. Children sing when dusting the housekeeping center or building a high tower with blocks. We also offer a fifteen-minute period when the children do exercises and dancing.

1. We participate with the children in singing, finger plays and other musical activities.
2. At music time we sit on the floor near the children and participate in the activities.
3. We can help children learn to enjoy responding to music by enjoying it ourselves.
4. Sometimes children, who often take part in the music, prefer to just watch. This is very common on days that the child's parent works in the classroom.

Story Time

Reading to children develops an interest in reading and the child wanting to read later on.

1. The parents will sit and listen to the story with the children.
2. The children will not have toys to hold, to distract their attention.
3. A child who is disturbing others may need an adult's lap. If this is not enough a parent needs to remove the child. This is one area where a teacher needs a parent to assist her.
4. All children need to be seated at all times.

Housekeeping- An expression of real life experiences.

1. This can be revealing, so we please ask parents to use their discretion before repeating any situating that occur while they are observing.
2. We do not laugh at boys dressing up as mothers or girls as fathers or half-and-half. They need a chance to experiment with different roles.
3. Mother or father helpers can sit at the table in the housekeeping center and let children fix food for them or have a tea party with them.

Water and Sand Play

We have children put on smocks when playing at the water table.

Water should stay in the water table. No splashing on the floor or on other children, In the sand table we supplement flour, corn, pebbles, rice, and snow throughout the year.

Muscle Room

1. Must always be supervised.
2. If a child has to go to the bathroom, one mother should take him/her.
3. We assist children to take turns with the equipment.
4. We are aware of safety at all times.
5. No child is permitted to run in the muscle room at any time.

Computer Room

1. Each child is encouraged to use the computer for a 10-minute period daily.
2. Software is selected by the teachers.
3. Earphones and mouse are to be sanitized daily after use.
4. Computers must be shut down at the end of the day.