

ANGEL DEPOT PRESCHOOL HANDBOOK



**St. Joseph Catholic School
520 E. Northview
McPherson, KS 67460
620-241-3913**

www.stjosephmcpherson.com

Forming Little Ones in the Image of Jesus

PLAY TODAY?

By Leila P. Fagg

**You say you love your children,
and are concerned they learn today?**

**So am I — that’s why I’m providing
a variety of kinds of play.**

**You’re asking me the value of blocks
and other such play?**

**Your children are solving problems;
they will use that skill everyday.**

**You’re asking what’s the value
of having your children play?**

**Your Daughter’s creating a tower;
she may be a builder someday.**

**You’re saying you don’t want your son
to play in that “sissy” way?**

**He’s learning to cuddle a doll;
he may be a father someday.**

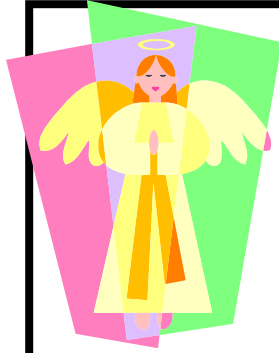
**You’re questioning the interest centers;
they just look like useless play?**

**Your children are making choices;
they’ll be on their own someday.**

**You’re worried your children aren’t learning,
and later they’ll have to pay?**

**They’re learning a pattern for learning;
for they’ll be learners always.**





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TABLE OF CONTENTS

Our Philosophy	4
Our Style	5
Learning Centers	5
Daily Schedule	6
Show and Tell	6
Snack Bucket	7
Special Days	7
Developmental Assessments	8
Preschool Supplies	9
Your Child's Folder	9
Drop-Off Procedures	9
Pick-Up Procedures	10
Parking Lot Diagram	10
Dressing Your Preschooler	11
Angel Depot Fees	12
Enrollment Requirements	12
Angel Depot Sick Policy	13
Document Requirements	13
Class Size and Sessions	13
Religion and Prayer	14

WELCOME TO ANGEL DEPOT

Our goal at Angel Depot Preschool is twofold: 1) to provide your child a stimulating, creative, hands-on learning environment; 2) to provide your child with a continuation of the loving and supportive care you have already given. We consider ourselves privileged to introduce your child to the wonderful world of school. **Welcome to our school family!**

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Matthew 19:14

Our Philosophy

Your children are precious gifts for which we feel **responsible**. We respect your child's individual learning style and developmental process. Honoring your child's personal **rights** is our priority.

We encourage our preschool children to adopt these practices as well. **The Three R's**, as we refer to them in the classroom, are the standards we set at the beginning of the year for classroom behavior. We reinforce them daily.



THE THREE R'S

- **Respect**...I respect my classmates and the things around me.
- **Responsibility**...I am responsible for myself and the things around me.
- **Rights**...I have the right to be treated like a friend and to be a friend.

..It is children's right to be children, to enjoy the pleasures, and not to suffer the pains of a childhood that is infringed by hurrying. In the end, a childhood is the most basic human right of children.

David Elkind

Our Style

The preschool experience is most likely your child's first exposure to a structured education. And we want it to be a good one for many reasons, but mostly because a happy, nurtured child is a learning child.

At Angel Depot, we plan a thematic curriculum to help children understand and retain discovered information. Under the framework of our theme, we encourage our preschoolers to learn primarily through exploratory play. Therefore, it is our job to provide children with many varied and unique opportunities to discover and learn.

Because we try to support learning as a *process*, rather than a *project*, much of the "work" your child accomplishes at school can not be sent home. Rather, we try to help your child build on learning experiences through role playing, imitation of life, cooperation, social interaction and hands-on activities.

Play is the chief occupation of children. It is just as important to them as a job or profession is to their parents. In their play, children prepare themselves to cope with the world of reality: practicing motor skills, learning to discipline themselves in accordance with social rules, imitating adult roles, and reconstructing the events of their lives in their imaginations.

Mary Ann Spencer Pulaski



Learning Centers

The following is a list of the hands-on Learning Centers we provide at Angel Depot .

- ◆ **Art Center:** creativity abounds and fine motor skills strengthen with playdough, paint, scissors, glue and other unique materials; i.e. celery stalk paint brushes, eye-droppers, coffee filter canvases, apple wedge stamps, etc.
- ◆ **Math Center:** opportunity to practice counting, making patterns, identify numerals, making shapes, sorting, comparing amounts, putting objects in order by size, and many other things
- ◆ **Alphabet Center:** reinforcing letter identification and sounds
- ◆ **Writing Center:** pre-writing skill development using various recycled "office" materials to imitate and create; business forms, cards, envelopes, tape, scissors, writing utensils, templates, stickers, stamps, and a mailbox
- ◆ **Building Center:** construction with blocks, Legos, tinkertoys, Duplo blocks and various theme based props
- ◆ **Dramatic Play Center:** taking care of our families and our household; i.e. sweeping, washing dishes, cooking, ironing, baby care, laundry, setting the table, etc.: provides puppets, props and felt board figures with which children may role play or act out stories as a form of language and confidence development



- ◆ **Science Center:** Opportunities to use all five senses to discover many interesting, science-based activities; i.e. practice planting with seeds in soil, take a scent test to identify smells, measure and pour with rice, etc.
- ◆ **Reading Center:** theme-based books available in a quiet, comfortable setting for resting and reading, or books-on-tape to listen to independently or to share with a friend

Daily Schedule

The exact schedule of our days may vary, but the following listing includes many of the activities we experience in a preschool day.

- ◆ **Center Times:** children have free choice of centers. A rotation of skill-building and/or theme-oriented activities are available. Teachers encourage children to make a “plan” and help expand a child’s learning in the centers. Children are allowed to visit as many centers as they wish during Work Time and asked to “organize” their center before proceeding to another.
- ◆ **Clean-up Time:** Children are expected to work together as a team to pick up and “organize” all centers.
- ◆ **Group Time:** Begins with song, prayer, pledge of allegiance and job review. Weather is observed and discussed. Calendar time provides time to learn the days, months and seasons, as well to practice counting. Themes and letters of the week are also discussed.
- ◆ **Small Group Time:** Children are divided into two groups to participate in music/movement, short thematic lessons or table activities. Teachers use this time to assess and build verbal, listening and fine-motor skills. The two small groups rotate and repeat.
- ◆ **Recess:** Children to recess either in the gym or on the playground to exercise large motor muscles.



Show and Tell is always a favorite of preschoolers! The children take turns bringing our classroom Show and Tell bag home to fill with something special. Please make sure to read any notes inside the Show and Tell bag before your child selects an item...many times our Show and Tell will be theme-, letter-, or color-oriented to reinforce what we are learning in school.

No toy weapons, please.

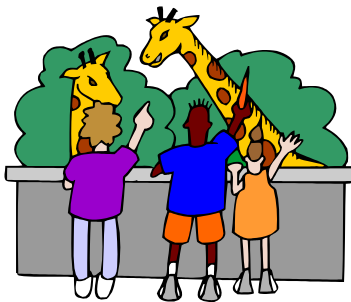
- ◆ **Music Time:** Children have a chance to sing & experience rhythm and movement
- ◆ **Snack Time:** After hands are washed, children pray, share set-up duties, visit and clean up.
- ◆ **Story Time:** Fingerplays and action songs lead up to our quiet listening time. Our story is followed by discussion to enhance comprehension and retention.
- ◆ **Religion Time:** Various aspects of religion and spirituality are blended into our learning throughout each day. Daily prayer and religion times introduce our children to Bible-based stories and nurture their faith and love for Jesus. Pre-kindergarten (morning class) will also attend Mass on Fridays.
- ◆ **P.E. Time:** Children will have a chance to exercise and stretch all muscles. This class is taught by Tamme Lackey.

The Snack Bucket

The children will take turns bringing a snack to share in class. When your child comes home with the Snack Bucket, please send a healthy, pre-portioned snack to your child's next class—i.e. cheese and crackers, yogurt, fruit, pudding. (We can accommodate refrigerated items.) Your support of this daily rotation ensures that our children snack on fresh, healthful foods.



Special Days



Field Trips are scheduled throughout the year for the to provide learning opportunities outside of the classroom. Prior to all field trips, a permission slip will be sent home for parent/guardian approval. It must be signed and returned to school before the field trip. Parent volunteers are asked to drive and help. All volunteers are required to attend a **Virtus Training** session. This is to insure the protection of the children and volunteers. See page 20 for more information.

Holiday Parties are scheduled for *Christmas and Valentines Day*. We ask Room Parents and volunteers to help plan activities, provide treats and help supervise.



Birthdays are special days of celebration in our classroom! We invite parents to provide treats to share on birthdays. Cookies, homemade cupcakes or healthier snack choices are welcome. *We prefer that you **NOT** bring store-bought cupcakes due to the concentrated coloring and mess of the icing.* Snacks should be pre-portioned and ready to serve. Summer birthdays can be celebrated when convenient.

Developmental Assessments

During the first few months of school, Angel Depot teachers carefully observe how each child is reacting to and interacting with the new environment. *A child who is ready for the preschool experience is naturally inquisitive, eager to create, able to join a group activity for a few minutes and recognizes right and wrong behaviors.*

Once settled into a classroom routine, Angel Depot teachers will begin observing and taking note of each child's developmental skills. Teachers will communicate your child's progress via progress reports and parent/teacher conferences. The lists below provide examples of age-appropriate skills children may be achieving by year-end.

Preschool Skills ~ 3 & 4 year olds

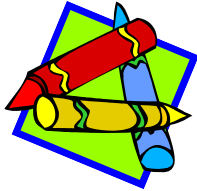
- | | | |
|--------------------------|--------------------------------------|-----------------------------|
| ◇ Recognizes colors | ◇ Participates in games & activities | ◇ Speech is understandable |
| ◇ Matches same colors | ◇ Verbally gives first/last name | ◇ Listens to stories |
| ◇ Recognizes shapes | ◇ Counts verbally to 10 | ◇ Hops on both feet |
| ◇ Matches same sizes | ◇ Identifies body parts | ◇ Walks backwards / to side |
| ◇ Recognizes first name | ◇ Follows one verbal direction | ◇ Verbally recites ABC's |
| ◇ Plays well with others | ◇ | ◇ |

Pre-kindergarten Skills ~ 4 & 5 year olds

- | | |
|---|---|
| ◇ Recites first & last names | ◇ Identifies between whole and half |
| ◇ Recognizes first name (upper/lowercase) | ◇ Completes a 8-10 piece puzzle |
| ◇ Spells first name verbally | ◇ Demonstrates correct pencil hold |
| ◇ Writes first name (upper/lowercase) | ◇ Cuts on a straight line |
| ◇ Recites phone number (no area code) | ◇ Ties shoelaces |
| ◇ Recites address (no zip code) | ◇ Buttons a shirt |
| ◇ Recites birthday (month & day) | ◇ Walks upstairs / downstairs with alternating feet |
| ◇ Recites age | ◇ Kicks a ball while at standstill |
| ◇ Recites family member names | ◇ Walks up to kick a ball |
| ◇ Identifies colors | ◇ Hops on two feet |
| ◇ Listens quietly during group activities | ◇ Walks on tip toe |
| ◇ Says ABC's | ◇ Walks heel to toe |
| ◇ Recognizes uppercase letters | ◇ Stands Still |
| ◇ Matches like objects | ◇ Runs from point A to B in a straight line |
| ◇ Comprehends read-aloud story | ◇ Follows directions to action songs & games |
| ◇ Sequences a story in order | ◇ Walks forward on a balance beam |
| ◇ Tells a story using pictures | ◇ Walks backward on a balance beam |
| ◇ Hears differences in like words | ◇ Hops on one foot |
| ◇ Follows oral directions | ◇ Stands on one foot |
| ◇ Counts to 20 | ◇ Skips using alternating feet |
| ◇ Identifies and recognizes numerals 0-10 | ◇ Catches a ball |
| ◇ Identifies the four basic shapes | ◇ Bounces a ball in place |

Preschool Supplies

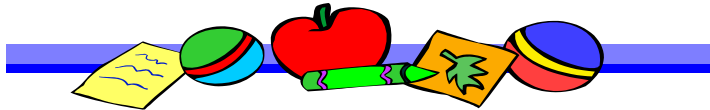
Throughout the year, our classes creatively make use of mountains of recycled goods. We order most of our supplies in bulk and through donations. We do require a \$20.00 (one time) supply fee for the school year. This goes towards the purchase of glue, crayons, finger paints, markers, construction paper, and miscellaneous supplies.



The supplies your child will need to bring to class on the first day of school are the following:

- 1 roll of paper towels (PreK)
- 1 box of tissues (Preschool)
- A set of extra clothing to be kept at school in case of acci-

dents....Please label all articles of clothing with your child's full name and select an outfit that may be worn year round.



Drop-off Procedures

Classes begin at the same time each day. Please be respectful of the times classes begin each day. Your child's teacher uses the time before class to gather supplies and prepare the lesson plans, therefore she is not available to supervise children who come early.

Morning Classes

Class begins at 8:00 AM You may bring your child to class no earlier than 5 minutes prior to the beginning of class. However, if you need to bring your child before 7:55 AM, he/she will need to wait in the gym in an area designated for preschoolers. He/she will be supervised by a teacher.

COMMUNICATION

At the beginning of the year your child will be assigned a folder. This folder will serve as an important vehicle for communication! It will be sent home once a week. The Preschool class will take their folders home on **Thursdays** and the Pre-kindergarten will be bringing their folders home on **Fridays**.



The folders will contain your child's completed work, as well as important notes from the teacher and school.

Please help your child be responsible for bringing his/her folder back to school each week.

Newsletters are posted each week on our **school website**.

www.stjosephmcperson.com

The newsletters let you know what we are doing each week.

If you **do not** have access to the **internet**, please let the teacher know in order to receive a paper copy.



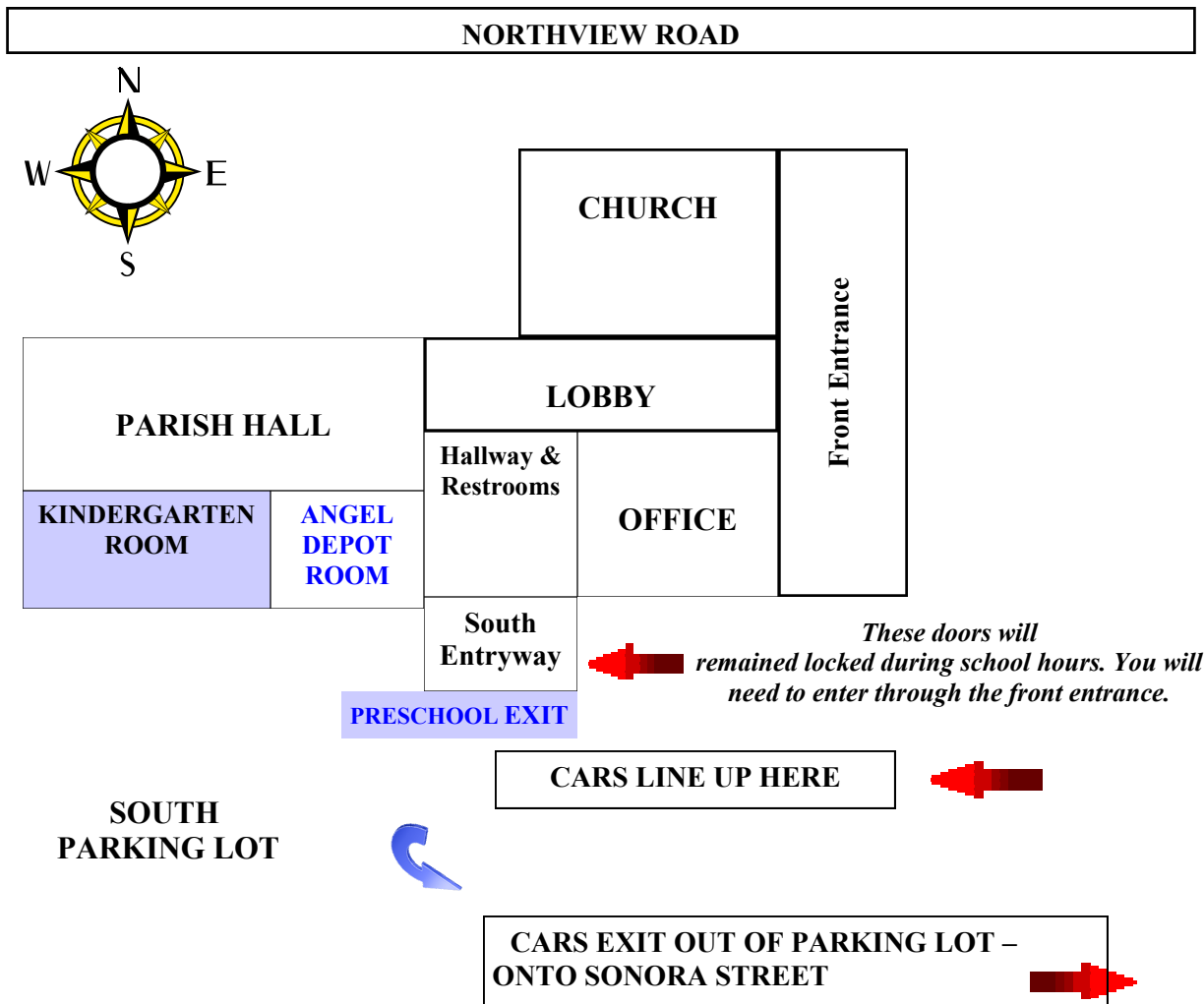
Afternoon classes

Class begins at 12:00 PM. The class door will be opened at 12:00pm. Your child must be accompanied by an adult until 12:00PM (no teachers are available to supervise the children prior to this time).

Pick-up Procedures / Parking Lot Diagram

At dismissal time, a teacher will walk the class out to meet parents/caregivers at the south entrance of the building. Please notify the teacher at drop-off or the St. Joseph School office if someone other than a parent will be picking up your child from school.

When you pick up your child from school, we ask that you form one line with your cars on the south-side of the school building. We will dismiss the child to you. Please exit by pulling out of driveway onto Sonora Street.



Children must be picked up on time.

Parents have a 5 minute grace period in which to pick up their children. If a child is not picked up within the 5 minutes, the teacher will deliver him/her to the office, calls will be placed to parents and a \$5.00 charge will be accrued for every 15 minutes the child is not picked up. This additional billing is to be paid with the enrollment fees for the next month.

Example:

School dismisses at 11:00 AM.

- ◆ *If a student gets picked up between 11:05-11:20 AM, the parent will be billed \$5.00.*
- ◆ *If a student gets picked up between 11:20—11:35 AM, the parents will be billed \$10.00.*



Dressing Your Preschooler

When helping your child dress for school, ask yourself these two very important questions:

1) Can my child use the bathroom independently wearing this outfit?

If “yes”, then you’ve choose a winner! Your child needs to be able to refasten her clothing after potty visits with minimal help. Teachers will always be available to help with those hard-to-do snaps, stuck zippers, etc. For the sake of your child’s privacy, safety and self-esteem, please plan to choose outfits for school that she can manipulate independently.

2) If my child comes home with paint on his clothing, will I be upset?

If “yes”, then you will need to go back to the drawing board. Angel Depot Pre-school’s hands on learning philosophy is based on children’s inherent ability to explore and experience their environment. Often, these creative explorations become messy. While we do not condone inappropriate behavior (i.e. painting others), we do encourage sensory (and potentially messy) experiences (i.e. fingerpainting with pudding). So, our rule of thumb is—**dress for a mess!**



Angel Depot Fees

Pre-enrollment fee \$30.00. The enrollment fee is due at the time of enrollment to reserve a place for your child in the class. This fee will be applied to the first months PS or PK fee. It is non-refundable.

Supply Fee \$20.00. The supply fee is due when school begins along with your monthly fee.

Monthly Fees:

**Preschool (3 year old class)
\$60.00 monthly.
Pre-kindergarten (4 year old class)
\$95.00 monthly.**

*FEES are due by the 5th of each month.
A late notice will be sent home if your fee is not paid by the 15th of the month. If the fee is not paid by the end of the month, we will have to dismiss the child from the Angel Depot Program.*

True education does not come packaged or sequenced. Much of it is spontaneous, an outgrowth of openness and curiosity. It is this attitude toward learning, this openness to questioning and curiosity that parents need to impart to their children.

David Elkind



Angel Depot is a self-supporting program. It does not receive financial support from the parish or from the school. It is imperative that fees are paid in a timely manner in order to operate the Angel Depot. The monthly fee is used for the teacher's salaries, teaching materials, utilities, repairs, and curriculum materials for the Angel Depot classroom.

Enrollment Requirements

Preschool (3 year olds): A child must be 3 years of age and "potty" trained on or before the first day of September to be eligible to enter the preschool class. (Pull-ups may not be worn.)

Pre-kindergarten (4 year olds): A child must be years of age by August 1, and "potty" trained on or before the first day of school.



Angel Depot Sick Policy

- ◆ Children must be symptom free for 24 hours before returning to class if they have suffered from fever, vomiting or diarrhea.
- ◆ If a child is prescribed an antibiotic, it should be administered to the child for 24 hours before he/she can return to class.
- ◆ Runny noses are common during the cold weather and allergy months, but green or yellow mucus can indicate infection and is contagious.
- ◆ If your child will not be coming to class, please call the office to let them know.

St. Joseph's School reserves the right to recommend that a student may not attend the preschool or pre-kindergarten programs based on the child's academic and social development.

Document Requirements

The following documents must be filed in the school office by enrollment day:

- 1. A copy of the birth certificate**
- 2. A copy of the immunization records (up to date on all vaccines)**

We would also like a copy of their baptismal record if applicable.

Class Size and Sessions

All Angel Depot classes will be filled on a "first-come, first-served" basis using the date a student's pre-enrollment form and fee are received in the office.

Preschool (3 year old program)

No more than **12** students per class. If there are not at least **5** students enrolled the class will not be continued. The PS class meets on **Tuesday & Thursday mornings 8AM—11 AM**. At this time there is no afternoon class. If circumstances change it would be open in the afternoon from 12:00 PM—3:00 PM.

Pre-kindergarten (4 year old program)

No more than **14** students and no fewer than **5** students. They will have class on **Monday, Wednesday and Friday mornings, 8 AM—11 AM**; the afternoon class meets on **Monday, Wednesday and Friday afternoons, 12:00 PM—3:00 PM**.

Religion and Prayer

Spirituality is a very special and important part of our preschool curriculum. We Strive to strengthen our children's faith in all that we do - our behaviors, our manners, our attitudes, our actions and our knowledge of the Word.

In addition to weekly Bible-based lessons, we also enjoy daily prayer time together - both spontaneous prayers (prayers from the heart) and memorized prayers. You will find a list of memorized prayers that we will introduce to your child this year. You may find it helpful to practice them with your child at home.

Train a child in the way he should go, and when he is old he will not turn from it.



SIGN OF THE CROSS *+

In the name of the Father,
The Son, and the Holy Spirit. Amen.

GRACE BEFORE MEALS*+

Bless us, O Lord, and these Thy gifts,
Which we are about to receive from Thy
bounty, through Christ our Lord. Amen.

ANGEL OF GOD*+

Angel of God, my guardian dear, to
whom God's love entrusts me here.
Ever this day be at my side to light and
guard, to rule and guide. Amen

HAIL MARY +

Hail Mary, full of grace! The Lord is with
thee; blessed art thou among women, and
blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us
sinners, now and at the hour of our death.
Amen.

OUR FATHER +

Our Father, Who art in heaven, Hallowed
be Thy name; Thy kingdom come; Thy
will be done on earth as it is in heaven.
Give us this day our daily bread; and for-
give us our trespasses as we forgive those
who trespass against us; and lead us not
into temptation but deliver us from evil.
Amen.

* denotes preschool prayers

+ denotes pre-kindergarten prayers

At Angel Depot Preschool, it is our goal to introduce your children to the many joys and achievements school can offer. And without a doubt, the greatest joy we can share is Jesus Christ's unconditional love for us. If we - as teachers, parents, family and friends - can instill this knowledge in every child we touch, then we have all achieved!

Angel Depot Preschool is prayerfully supported by the parishioners of St. Joseph Catholic Church and the families and students of St. Joseph Catholic School.

For this, we give thanks!