

# SAINT ANDREW SCHOOL

IS A COMMUNITY WHICH BELIEVES...

In following our Lord, Jesus Christ

In the Uniqueness of Every Child

In Strong Academics

In Parental Involvement

And in Service to One Another



Pre-Kindergarten

Parent Handbook

2024-2025

# **SAINT ANDREW SCHOOL**

*Saint Andrew School is a member of the Belleville Diocesan School System, Belleville, Illinois and is recognized by the Illinois State Board of Education.*

**School Address: 723 Mulberry Street, Murphysboro, IL 62966**

**SCHOOL OFFICE - (618) 687-2013**

**SCHOOL FAX NUMBER - (618) 551-4382**

**PARISH RECTORY - (618) 687-2012**

**SCHOOL EMAIL ADDRESS - Admin. Asst. - [secretary@sasmboro.org](mailto:secretary@sasmboro.org)**

**Jenny Martin, Principal - Email: [martin@sasmboro.org](mailto:martin@sasmboro.org)**

**WEBSITE - [www.saintandrew-school.org](http://www.saintandrew-school.org)**

## **PRE- K STAFF**

**Mrs. Mary Jean Lauzon - Pre-K Teacher**

**Mrs. Mary Nadolski - Pre-K Aide**

# Welcome

We would like to welcome you and your child to our pre-k classes. Please take a few moments to read and become familiar with our class procedures.

Pre-K is often the first experience children have for formal learning and creative experiences. We are excited to have a part in this. We will strive to meet the various needs of each child. Learning activities will provide opportunities for developing fine motor, gross motor, language, cognitive, socialization, and self-help skills.

Children enrolled in our classroom have the option to enroll full or part time. Arrival and dismissal times will be strictly adhered to. Your student(s) can arrive between 7:30 & 8:15 a.m. Part-time days run from 8:15 – 12 p.m., or Full-Time from 8:15 a.m. – 3:00 p.m. Part time can either be mornings every day or three full days a week. **Please do not arrive with your child before the designated arrival time. Children should be picked up promptly at the dismissal time unless participating in the Extended Care program.** The children participating in the after school Extended Care program will be escorted to the program as soon as school is over. Extended Care is available from dismissal – 5:30 p.m. (Visit or call Saint Andrew's Main Office for availability and fees).

## Philosophy of Our Classrooms

We believe the following:

**Children Learn By Doing.** They learn through a concrete, hands-on, manipulative approach; through experiencing; through their senses; through play; and through their own talk with other children and adults. Concepts, behavior, and skills are developed and practiced in a meaningful environment.

**All Children Can and Want to Learn.** The desire for learning is increased when children are given the opportunity to develop at their own rate. A child's early experiences provide the foundation for future achievements. Success in early learning experiences encourages a love of learning enhanced by a positive self-image. To promote learning by doing, the environment is staged to meet the individual needs of a child.

The learning environment should be a place where the child has many opportunities to make decisions about the types of learning that are important to him/her. The learning environment is designed to promote cognitive, physical, social, and emotional development in the young child. The curriculum is inspired by Mother Goose Time and reflects the importance of child-initiated learning activities with a wide variety of interest centers within a safe, comfortable climate

## **Key Rules & Policies**

### **Attendance and Absenteeism**

In order for your child to get the most out of our program, it is important that they come to school on a regular basis.

If you know your student(s) is going to be absent, a written excuse stating the child's name, the date, and the reason for his/her absence from school, signed by a parent or guardian, is required. These forms can be requested from the school office. Parents/guardians are required to call and inform the school office before 8:15 a.m. if their child will be absent from school that day. A phone call (using the emergency form data) will be placed as to the whereabouts of the student and a reason for absence if the school office is not notified of the circumstances of their absence.

If a child goes directly to the doctor, dentist from home, or is late for any other reason, he/she must be signed in at the office by the parent/guardian in order to be admitted to class. If a child has to leave class before dismissal, a written note signed by the parent must be presented to the teacher and the office stating the reason for the child's leaving.

### **Potty Trained**

Children are to be independently potty trained before entering into our program. This means no pull-ups or diapers. We understand accidents can happen. The teaching staff is able to assist a child if they need help cleaning up or changing clothes after an accident.

### **Dress Code/Extra Clothes**

Pre-K does not have a formal dress code however, children must wear shoes that have a rubber sole and no open heels, toes, or cutouts, no sandals, crocs, etc.) Socks must be worn with all shoes. As

explained above, accidents can happen. We do ask that each child have **at least** one set of extra clothes to be kept at school. **Please make sure their name is written somewhere inside all items of clothing including jackets, hats, gloves, socks, underwear, shirts, and pants.** If an article of clothing found in the room has no name written in it then it will be placed into Lost & Found in the office for 30 days. After that, it will be donated to Goodwill or other clothing drop boxes.

## **Illness**

Even though children at our school follow good hand washing practices, it is still really easy for them to spread germs to each other. In order to keep **all** of our children as healthy as possible, we cannot allow children who are sick to stay at school. If we are not sure what illness your child has or how contagious they are, we may ask for a note from your child's doctor before they can return to school. **Remember, children must be fever free for 24 hours before they can return to school.**

**If your child becomes sick at school,** we will make sure your child is comfortable, well cared for, and that he/she has an opportunity to rest while we contact you to come and pick up your child. By removing sick children from the classroom, we can reduce the chance that other children or staff may become sick, too. To make sure we can keep an extra close eye on your child, we will have them rest on a nap mat in a location outside of the classroom where a staff member who is not responsible for other children can look out for them. **If your child is sick and we can't get in touch with you, we will contact the people you have listed on the pick-up list.**

**If your child has head lice** he/she cannot come to school. Children with head lice who come to school will have to be sent home in order to reduce the chances that other children at school will become infected. In order to tell if your child has lice, look closely at their hair, especially behind their ears and along their neck. You are looking for small whitish pearly colored eggs or nits from the lice. They are about the size of a pinhead. Children with any nits will not be able to stay at school. Remember, lice is nothing to be embarrassed about. Many young children have at least one experience with lice during the early school years.

**If your child needs to take medicine at school,** we must have a written statement from the doctor. The statement must give specific consent for school personnel to administer the medication, the name of the medicine, the dosage, and how often and/or when it should be given. It must also have the label from the pharmacy clearly visible on the medication container. The parent/guardian is responsible for getting this written consent and must give school personnel permission to administer the medication.

While it may seem that there are a lot of requirements when it comes to health, it is important that programs that care for young children pay close attention to health and safety. We take our responsibility very seriously for keeping your child safe and reducing the chance of them getting sick.

## **Program Fees**

Online Application Fee: \$30 Per Student Due upon completion of online application.

**Supply & Activity Fees \$235** Due by July 15 in FACTS Management ([www.factsmgmt.com](http://www.factsmgmt.com))

- *Supply Fee/Books \$100 Per Student*
- *Technology Fee \$100 Per Student*
- *Home & School Fee \$35 Per Family*
- *FACTS Agreement Fee \$25 (Pay In Full/Quarterly) or \$55 (10 & 12 month payment plans)*

### Tuition:

Full-Time \$5,000.00

Each Additional PK Sibling \$4,250.00

Part-Time (five mornings) \$4,000.00

Part-Time (three full days) \$4,000.00

## **Outdoor Play**

At school, children play outside every day unless it is raining or colder than 32 degrees. When the temperature is near 32 degrees and there is a strong wind, the wind chill will make it too cold to be outside. We know you want your child to be comfortable when they are outside so it is important that your child has a **warm** coat, mittens, and a hat. Also, send your child in tennis shoes or soft soled shoes for safety. **Please no sandals, flip flops, or crocs.**

# **YOUR CHILD'S DAY**

## **Arrival**

Staff Greet Children

Wash Hands

## **P.E./Spanish**

P.E. – Two days a week

Spanish – one day a week

## **Gathering Time/Large Group Time**

Calendar

Weather

Rules

Stories

Music/Finger Plays/Songs

Religion

## **Small Group Time**

Curriculum

Language

Health/Safety

Writing

Nutrition

Art

Religion

## **Active Play (large motor)**

Outdoor Play/Indoor Play (weather permitting)

## **Learning Center Time**

Reading

Writing  
Science & Discovery  
Math  
Blocks  
Dramatic Play  
Table Toys

### **Lunch Time (10:45am)**

Wash Hands  
Eat  
Conversation  
Clean-up

### **Transition Time**

Half Day Children Depart – 12:00pm  
Tooth Brushing  
Books/Table Toys

### **Rest Time**

Full Day Children Rest

### **Snack Time**

Wash Hands  
Eat  
Conversation  
Clean-up

### **Small Group Time**

Mother Goose Time  
Language  
Health/Safety  
Writing  
Nutrition



Art  
Religion

## **Active Play (large motor)**

Outdoor Play/Indoor Play (if weather is bad)

## **Departure of Children (2:45pm)**

## **Learning**

### **Education**

Your child's first experience in a school setting includes the teaching staff and a classroom environment that makes learning fun and helps your child feel good about him/herself as a person and student. When children enjoy learning and feel good about themselves, they are more likely to do well in school and be successful later on in life. Our education program is geared towards the unique way that young children learn.

Children learn and grow in many different ways, and therefore need a variety of opportunities and experiences within and outside the classroom. The most important way young children learn is through active, hands-on play. In other words, they learn by doing. Sometimes, when we see our children in the classroom, we think they are just playing and could not possibly be learning anything. The amazing thing about young children is that everything is new to them and they learn from every new experience. When it comes to learning, young children need to have opportunities that promote their thinking and problem solving skills, learning skills to deal with different feelings in an acceptable way, and the ability to get along with others. They also need an opportunity to exercise their muscles and build new physical skills.

## **The Classroom**

**Learning Centers** – Our classroom is divided into learning centers or small areas that focus on particular skills. Children will find areas that promote pre-reading, writing skills, language, math skills, imagination, science, a love of books, art, and music.

Weekly lessons will be planned and the games, activities, and toys within the classroom will be changed regularly so children have a wide variety of learning experiences. Each day in the classroom, time is set aside as “Center Time”, where children are involved in the learning center of their choice. During this time, the teaching staff is able to work in small groups or one-on-one with the children. As children participate in planned activities they are learning pre-writing, language, math, science, and pre-reading skills.

**Religion** – Religion is part of our curriculum in the classroom. Each day the children will learn to say prayers, listen to Biblical stories, sing songs about religious people, and learn about religion through a lectionary-based series called “Seeds”. “Seeds” is a weekly periodical that helps children connect the Gospel value to everyday life situations. Within these weeklies the children will learn about Catholic sacraments, commandments, and prayer.

**Curriculum** – The curriculum is inspired by the Mother Goose Time. The curriculum nurtures the whole child and supports the child's social, emotional and intellectual growth. Each month is designed to cover a wide range of Pre-K skills such as math, language arts, science, creative arts, and social studies. The curriculum is on a 3-year cycle, in which no theme repeats itself. Every year, the curriculum is revised and updated.

**Outdoor or Gross Motor Play** – As a parent of a young child, you know how much energy they have. That’s why it is so important that the children have an opportunity to jump, climb, run, and use their large muscles (legs and arms) each day. When weather permits, the children have a chance to go outside on a daily basis. The playground includes swings, climbing equipment, merry go round, slides, and balls, just to name a few. Outdoor play is a favorite time of day for many of the children. If the weather prohibits outdoor play then the children will be able to play indoors in the gym.

**Small Group** – During this time in our Pre-K classroom, the teacher and/or teacher’s aide will work with small groups of children on specific skills such as colors, numbers, shapes, or activities that use fine or small (hands and fingers) motor skills. Sorting, counting, puzzles, working with shapes, or coloring are all types of “play” that also help Pre-K age children build math skills.

**Large Group** – Taking turns in a group and learning how to listen to our friends is an important and sometimes challenging skill for young children to learn. During large group activities in a pre-kindergarten classroom, children have an opportunity to read and discuss stories or make plans for the day. Other large group activities include exercising to music, songs, or finger plays (songs or rhymes with hand motions).

## Special Events

**Field Trips** – Field trips are designed to give your child an opportunity to learn more about the community and the people in it. They are also a way for children to have an opportunity to smell, touch, and experience the same types of things they are learning in the classroom. Field trips are also a crucial time for parent volunteers. Everyone has a more enjoyable time if the children have more adults watching over them and safety is not a concern. We strongly encourage you to go on a field trip. Your child will feel special having you there and you will have a great time.

In order for a child to go on a field trip they must have a permission slip filled out and returned back to the teacher. These will be passed out a week or so before the field trip is to occur and need to be returned to the teacher by the day before the trip. Parents who chaperone field trips must have a Field Trip Driver Information sheet with proof of insurance on file in the office verifying that they have the minimal acceptable liability limit for privately owned vehicles which is \$100,000/300,000. Each parent must also complete the Initial Child Protection Training, for newcomers, or the refresher training course, for returning parents. All parents need to complete a volunteer application and CANTS form. These forms may be obtained in the school office.

**Parties and Other Special Days** – Saint Andrew School sponsors three regularly scheduled parties: Halloween, Christmas, and Valentine’s Day during the school year. These parties are planned and supervised by homeroom parents. Students may celebrate their birthday by bringing a treat to class. We will celebrate their birthday during our snack time in the afternoon. If the child only attends class for half the day then we can celebrate it during lunchtime. **Each family will have a list of the types of food allergies found within our classroom so they can bring appropriate treats.**

**Lunch** – Lunch is offered to full and part time students. They can purchase a hot lunch from school or bring their own lunch from home. A hot lunch, including milk, costs **2.65/day** for pre-kindergarten. A daily lunch ticket for **\$2.65**. Parents pay for lunch through the FACTS management system. Free and reduced priced meals are available to those who qualify under the guidelines issued by the Federal Lunch Program. Contact the school office for more information. For those who prefer to carry a lunch from home, milk can be purchased for **\$.35**. The menu is published monthly and is posted on the school website.

**Snacks** – During the afternoon part of the day the children have snack time. Snacks are to be provided by each family.

**We do request that you select items that are healthy and not too high in sugar content. Due to various NUT allergies please do not bring any snack that contains any type of nuts. Listed below are some examples of acceptable treats.**

- Cheese and Crackers
- Fresh Fruit, (please slice if needed so it is ready to serve)
- Vanilla Wafers
- Animal Crackers
- Oatmeal Cookies
- Go-gurt
- Graham Crackers
- Fruit Snacks
- Teddy Grahams
- Goldfish
- Juice (preferably 100% juice)
- Flavored water
- Milk

Once again these are only some suggestions there are certainly many other types of healthy snacks that can be purchased.

**Volunteering** – In our classroom the door is always open for parents to volunteer. Volunteers are an integral part of life at Saint Andrew School. If you would like to volunteer in the classroom or on field trips please talk with the teacher.

Volunteers must have on file in the office before performing any service for students:

- 1.) Application for Volunteer Services
- 2.) Child Abuse and Neglect Tracking System (CANTS) form (Must redo every 2 years.)
- 3.) Initial Child Protection Online Training followed by the annual refresher course each year.

Volunteers are always welcome in our classroom. Please just let the teacher know at least the day before you would like to volunteer to make sure there is not someone else volunteering on the same day. **(This excludes party days.)**

Involved parents can greatly enhance the quality of their child's educational experiences. Your commitment and support are greatly appreciated.

**If you have any further questions about anything please feel free to ask Mrs. Mary Jean Lauzon.**