

PRESCHOOL HANDBOOK 2023-2024



**Assumption School
203 W. Third Street
O'Fallon, MO 63366
Phone: 636-240-4474**

Assumption Preschool Staff

Administration

Fr. Nick Kastenholz, Pastor-Assumption

Dr. Pat Hensley, Principal

TBD, Director of Religious Education

Teachers

Mrs. Jamie Burbridge	Preschool Teacher & Early Childhood Division Leader
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Mrs. Kristin Collier	Preschool Teacher
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Mrs. Lisa McDonald	Preschool Teacher
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Mrs. Katie Gates	Preschool Teacher
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Mrs. Yvonne Dierkes	Early Childhood Learning Consultant
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Instructional Aides

Mrs. Nancy Rocha

Mrs. Jenna Rohr

Mrs. Katie Olsen

Mrs. Sharon Kerns

IMPORTANT NOTE for Preschool Parents/Guardians: This Preschool handbook is intended to provide you with important information and procedures to help the school year run smoothly. **In addition to this handbook, please take the time to familiarize yourself with the Assumption Parent-Student Handbook as well.** It contains additional school- wide policies regarding tardiness, illness, immunizations, tuition, etc. It can be accessed online via the Assumption School website.

PURPOSE OF THIS HANDBOOK

This Student/Parent Handbook contains established policies and procedures for the 2023-2024 school year. Since it is not possible for this Handbook to address every situation that may arise during a school year, the school administration in consultation with the School Board reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Upon registration, Parents/Guardians agree to follow the Handbook. Thus, the Handbook is a **CONTRACT** between the Parent/Guardian and the School.

MISSION

MOTTO: LEARNING, LOVING and LIVING CHRIST

MISSION STATEMENT:

Assumption of the Blessed Virgin Mary Elementary School,
united in Christ and guided by the spirit of our Blessed Mother,
is rooted in the Gospel message of love and acceptance.
In educating the whole person, "Mind, Body, and Spirit",
we transform each student through the power of faith and knowledge,
inspiring each to bring Christ to the world.

ACCREDITATION

Assumption of the Blessed Virgin Mary School (PreK-8) is accredited through the Archdiocesan Catholic School Accreditation Board.

PARENTAL WITNESS STATEMENT

The Church through the ages has consistently called its parents to understand and appreciate their special dignity as God's instruments of love to their children. In recent years the Church in its official teaching has given even greater prominence to the importance of the truth. The Second Vatican Council in its "Decree on the Apostolate of the Laity" stressed the importance of the Parents' providing the first experience of their faith to the children:

The (Christian husbands and wives) are the first to communicate the faith to their Children and to educate them; by word and example they train their offspring for the Christian and apostolic life. (Paragraph #11)

The Council Fathers even more emphatically expressed the irreplaceable role of the Parents in communicating the Faith to their children in its "Declaration on Christian Education":

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Hence, parents must be acknowledged as the first and foremost educators of their children. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. (Paragraph #3)

Parents of Assumption, when enrolling their children, are expected to:

- acknowledge and accept their responsibility to be the primary religious educators of their children.
- participate consistently and actively in the Sunday Eucharist.
- speak to their children about the things of God, and to make prayer an integral and important part of the environment of the home.
- participate and cooperate, as our Catholic School requests, in the religious education, the sacramental preparation of their children, and in human sexuality education.
- accept their responsibility to support the moral teachings of the Catholic Faith in order not to contradict in the home what is proclaimed in the school.
- teach their children by word and example to have a love and concern for the needs of others, especially the poor.
- financially support the Catholic School and the school program of service.
- support all school procedures, disciplinary expectations, and policies.

Curriculum: The most important function of our curriculum is to guide your child to be a creative, confident thinker. This means offering him/her opportunities for hands on exploration and discovery that help build lifelong critical thinking skills and foster confidence. We value play as a vehicle to understanding the world by challenging your child to question, hypothesize, wonder, predict and investigate. It also means supporting your child to take initiative, accept responsibility, feel confident and have a sense of belonging. We will encourage active learning in which your child is immersed in his/her own interests and discoveries as he/she poses questions and figures out answers with the teacher as the "tour guide" in the classroom. Students will then begin to see themselves as explorers, discoverers, problem solvers and inventors. Your child will be applying knowledge and developing skills in meaningful and purposeful ways.

Our curriculum is aligned with the Missouri State Standards for Early Learning. We focus on 34 objectives for development and learning that include 118 early learning skills. The following are the areas of development that we focus on throughout the curriculum and in our daily Learning Centers:

- **Literacy Development-** literacy as a source of enjoyment, vocabulary and language, phonological awareness, knowledge of print, letters and words, comprehension, and books and other texts. To reinforce the learning objectives within literacy we utilize the Wilson Reading System, Foundations Program.
<https://www.wilsonlanguage.com/programs/foundations/>
- **Mathematics Development-** number and operations, geometry and spatial sense, measurement, patterns (algebra), grouping and data analysis.
- **Physical Development -** independent self-help skills, self-control of body, spatial awareness, fine motor development, gross motor development and safety awareness.
- **Science Development-** the physical properties of objects and materials, sensory exploration, characteristics of living things, and Earth's environment.
- **Social and Emotional Development -** the ability to adapt to different environments, accept transitions, follows routine, exhibit self-awareness skills, work cooperatively with others, build relationships with others, and develop self-control.
- **Social Studies -** people and how they live, change related to people and places, community helpers and simple geography.
- **Religion -** Stories of God's Love, religious curriculum. This program is Christ-centered, nurturing young children's natural tendency to seek a relationship with God, reinforcing a strong sense of community and love. It is a developmentally appropriate curriculum that utilizes hands-on, experiential learning techniques such as art, dramatic play, music, crafts, and discussion to fully engage and energize the children at home and in the classroom. The curriculum includes 22 story leaflets and 8 seasonal leaflets for each 3 year old and 4 year old programs. Each student will bring home all 30 leaflet lessons throughout the year.
<http://rcfbstoriesofgodsllove.com/about>
- **Technology-** Students use classroom iPads that encourage fine motor development, literacy skills, mathematics skills and critical thinking skills. The use of iPads in the classroom is an additional tool for learning and success.
- **Teacher's Role -**The curriculum is designed to help teachers plan and implement developmentally appropriate, content-rich program for children at all skill levels. Recent research indicates that the way adults interact with children is the primary mechanism for child development and learning. The teacher's role is to help guide students to become well-rounded learners. The curriculum also offers daily opportunities to individualize instruction by helping teachers meet the needs of every learner, with a particular focus on literacy and language development.

- **Creating a Classroom Community**-We purposefully create a classroom community by building a relationship with each child and helping children build positive relationships with each other. We foster these relationships by teaching children to be kind and loving friends and keeping Christ in the center of all that we do.
- **Guiding Children's Behavior**-With the children, we develop rules for the classroom community, teach them the steps for solving social problems, and respond to challenging behaviors. We guide children's behavior in ways that promote self-regulation and conflict resolution skills. The practice of the Safe Place, S.T.A.R. Spot is used as a feelings management center. Children go there when they feel angry, sad, scared, happy, disappointed, anxious, frustrated or calm. The child goes to the STAR Spot to relax, regain composure, maintain self-control and to do calming techniques. It is a safe place in the room that your child can go to at any time as long as it is not disruptive to the learning environment.
- **Assessing Children's Learning**-We track children's progress and plan instruction by using a systematic approach that is based on the objectives for development and learning. This process includes: 1) observing and collecting facts; 2) analyzing and responding; 3) evaluating; and 4) summarizing, planning and communicating. Teachers document students' progress daily by using pictures, anecdotal notes and hands on assessments. Your child's assessment portfolio is documentation of what skills they work on throughout the year and will include special projects, pictures, samples of their work and completed assessments. Report cards will be sent home per semester and progress reports are sent home the first and third quarters.

Birthdays

We will honor every student's birthday at school by singing to them, announcing their name to the school and making it a special day for them. Children may also dress out of uniform on that day. If you are passing out invitations at school, please invite the whole class or at least every boy or every girl in the class. If not, we ask that any party invitations be sent through the mail. We celebrate summer birthdays on your child's half birthday. Due to allergies, we do not allow birthday treats to be brought in on your child's birthday.

Child Custody Protocol

When parents of school children are living separate and apart and the school has not been advised through official court documentation regarding the role and responsibility of the parents, Assumption School administration, staff, and teachers will recognize the direction and claims of custody made by the parent with whom school administration works with on a regular basis. Official court documentation is a certified copy of an official court order in its entirety, which should bear the original signature of a court officer, judge, or commissioner.

If one parent is in receipt of and presents a certified copy of an official court order in its entirety indicating that the parent has been awarded custody of the child, school administration, staff, and teachers should recognize the validity of that order, notwithstanding the prior relationships between the school and another parent. Child custody situations should not disrupt a child's school environment.

The court ordered custodial parent is the only parent who can actually visit the school and discuss any aspect of a child's school life with school personnel unless an official court order in the orders entirety states differently or the custodial parent advises school administration, staff, and teachers differently. If conflicting court orders exist, or if there are questions as to the content of the orders, legal authorities determine which order to follow in the orders entirety.

Both parents have access to school-related information unless, official court order in the orders entirety states differently.

Conferences

Individual parent-teacher conferences will be held January 10 and 11, 2024. Prior to Christmas break, your child's teacher will provide you with the ability to sign up for your 20 minute conference, on a first come first served basis. Conferences will be virtual with daytime and evening opportunities. School is in session for your child during parent-teacher conference days.

Contact Information/Communication

We feel open communication is crucial to the success of each and every student. You may call the main school line at 636.240.4474 and ask to leave a message with your child's teacher, text using the Class Dojo application OR send an email via Teacher Ease. **Please note that important information, such as changes in pick-up, need to go through the main school office or text via the Class Dojo app, as email and phone voice messages may not be checked until the end of the school day.** If your contact information changes mid-year, please let us know immediately. Notes may also be sent to or from school in your child's blue, home –school communication folder, so we ask that you check this daily.

Health and Wellness

All immunization records must be up-to-date and returned by the first day of school or the child will not be allowed to attend school.

- **General Guidelines for Sending an ill Child Home:** 1. Diarrhea, sleepiness, and abdominal cramping. 2. Fever (>100.4) or 1-2 degrees above the child's normal temperature and/or appearing ill. (A child needs to be fever free, diarrhea free, vomiting free for a minimum of 24 hours before returning without the aid of Tylenol®, or any other fever reducing substance.) If leaving school, parent will sign a "24-hour return"
- **Emergency First Aid:** Every student must have emergency contact information updated in Teacher-Ease. Please take the time to review and update.
- **Minor Injuries:** For minor injuries, such as cuts and abrasions that occur on the grounds, the school nurse or staff will assess the injury and utilize first aid supplies to care for the child.
- **Serious Injuries:** If the injuries are **serious**, the parent or emergency contact will be contacted immediately. If the parent or emergency contact cannot be reached, St. Charles County Ambulance district will be notified via 911. If the injuries are life threatening, an

ambulance will be summoned via 911 immediately. The parents will then be contacted. Serious injury is defined as loss of consciousness, seizure, severe bleeding, difficulty breathing, choking, broken arm or leg, or disorientation to surroundings (time, place, and people).

- Religious and medical immunization exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine- preventable diseases occur

Medication:

- Under the Missouri Health Law, a student is not permitted to have in his/her possession any medication/drug or to take such. By the Missouri Law, the school is **NOT ALLOWED** to administer medication such as aspirin, etc., to the children unless the parent sends the medication and directions to the school office. There is a medical form available in the office to be filled out and signed by the parent and physician. If medication absolutely “must” be given during school time, **send only the correct dosage for ONE DAY**, marked with the child’s name, dosage, time, and parent’s signature. **Medications sent in plastic bags will NOT be distributed.**
- **Medications should be brought to school in a container appropriately labeled by the pharmacy or physician.**
- Medications to be taken three times daily should be administered before school, after school, and before bedtime. They should NOT be sent to school for a mid-day dosage. Do not send cough medicine. If medication is found in the possession of the student, the medication will be taken away and the school will notify the parents.

Items Children Need Daily: We ask that each child come to school daily with the following items: the preschool tote bag (labeled with his/her name), the blue home/school communication folder, lunch from home, a nonperishable snack, refillable water bottle with **water only** and tennis shoes. (no toys or electronics from home, please).

Lunch

Students need to bring a nutritious lunch from home, as we eat in the classroom daily. This allows students to gain communication and language skills through socialization. Our recess/lunch time frame is from 10:30-12:00, depending on the day, as we will have Music on some days between recess and lunch. We do not have lunch on half- days, however each student will need to bring a healthy snack.

Lost and Found

Articles that have been found anywhere on the premises will be kept in the primary building. Several times during the school year, all unclaimed articles are given to the St. Vincent DePaul Society for those in need. Parents are asked to please **label** sweaters, gloves (both of them), lunch boxes, etc., with your child’s name.

Parent Weekly Newsletter and Monthly News

Each week, Parents receive via Teacher-Ease (the parent email portal) a weekly all school bulletin with activities and events in the upcoming week. This is also posted on the website.

Each month Assumption School generates a monthly all-school newsletter providing pictures of the events that have occurred, sign-up form for events to come, and general information about programs and happenings. In addition, your child's teacher will send home monthly newsletters that are specific to your child's classroom. Additional flyers and resources come home in your child's folder or sent via email. Please check your child's folder and your email daily.

Parent Teacher Organization

The Parent Teacher Organization seeks to bring a close working relationship between parents and teachers. The P.T.O. meets throughout the year to discuss various school activities and to seek ways to improve our children's Christian values through the school. The group sponsors fundraisers that help subsidize additional teacher resources, our annual school picnic, various enrichment programs, and parish community building events.

Parties

We will hold classroom celebrations throughout the year. Additional information and requests for volunteers will be posted via Teacher Ease or the all-school newsletter as those dates approach.

Pictures

School portraits are taken in the Fall and Spring. Students may dress out of uniform on this day. Information on ordering portraits will come home in your child's folder and via email.

Rest Time

Students will rest every afternoon. Pre-K 4 students will sleep for 60 -90 min. and Pre- K 3 students will sleep for 60 - 120 min. Students that are unable to fall asleep after 30 minutes or longer will be able to rest their bodies with quiet activities. Students will use nap mats with a thin removable body pillowcase, a small thin blanket and one small stuffed animal. The body pillowcase (and blanket if you leave it all week) will be sent home the last day of the week to be laundered and returned at the beginning of the following week. Please stick to the nap pad dimensions given on the school supply list as the larger pads are too bulky for storing in the classrooms. (pillows, sleeping bags, thick fleece blankets, thick body pillow cases and stuffed animals that talk/light up are not allowed)

School Supplies

A list of school supplies is available via the school website. Parents will be notified if there are any additional supplies your child may need. We are requiring the preschoolers to use the Assumption Tote Bag instead of a backpack. The tote allows for ease of loading your child's school work, accomplishments and unloading any communications from home. We ask that your child refrain from bringing any toys, dolls, stuffed animals or trinkets from home unless they are requested to do so in writing for a special event.

Special Annual Events

- **Catholic Schools Week:** Catholic Schools Week is a nationwide celebration of the contributions made to the church and society by the Catholic schools. It is usually observed the last week in January/ first week in February with special events held each day. The parish community is encouraged to participate.
- **Field Day:** Field Day is a class day, held outdoors, where students compete physically in a spirit of good sportsmanship, both singularly and in teams. This event occurs in the spring on the campus. Teachers supervise the students and eighth grade students facilitate the events.
- **Mission Game Day:** Mission Game Day is a long standing annual tradition at Assumption that occurs each year in spring. This activity, sponsored by the eighth grade and their teachers, benefits a specific Catholic mission.
- **School Picnic:** School Picnic at 6-Flags is organized by the P.T.O. each year. The day begins with a Prayer Service, followed by a parade. Students are then released, to the supervision of their parents, for the remainder of the day to participate in a P.T.O.-sponsored event.

Snack

Students will have one afternoon snack each day. Please send in one nonperishable, healthy snack daily. (Please bring an additional snack if your child will be attending aftercare)

Toileting Training Policy

Children enrolled in preschool must be toilet trained before attending preschool.

Please see the Toilet Training Policy Contract – this is a separate form that will need to be signed and turned in prior to your child attending our program.

Uniform: Please dress your child for play! We will be playing outside, painting, cooking and using sensory materials and we want the children to feel free to explore the classroom and all materials without worrying about their clothes. The uniform t-shirt (Gray for 3 year olds, Navy for 4 year olds) and comfortable pants/shorts are required, along with tennis shoes and socks. Tennis shoes are the safest for classroom and playground use and result in fewer accidents. Please dress your child appropriately for any type of weather, as we go outside daily, even when it is hot or cold. Labeling your child's belongings will ensure that lost items find their way back to their rightful owner. (The "old" gray preschool t-shirts are no longer part of our uniform. Please purchase the assigned grade level colored t-shirt) There will be a designated spirit wear day, you may purchase a spirit wear t-shirt to wear on this day. This is not required. Order forms will be sent home. (Keep an extra set of clothes at school for accidents and messes – they do not have to be the uniform shirt)

DROP-OFF AND PICK-UP PROCEDURES PreK-8th: AM Drop-Off



NOTE:

- There is NO dropping-off from lots C & D or 3rd Street.
- All morning traffic must come into Lot A off of Main Street and proceed to Lot B.

7:00-7:30: Parents dropping off students between 7:00am and 7:30 am will pull up to the main school entrance and drop off their students to wait inside the gym. Supervision is provided by a teacher or teacher-aide. Parents will exit onto 3rd St.

7:30-7:45: At 7:30am, the drop-off procedure will transition to six drop off lanes in-between the main school and Early Childhood Education Center. The parking lot monitors and safety patrol will guide you through. Please look for and obey signage indicating when it is safe to exit your vehicle. Everyone will exit on to Third Street.

PM Pick-up

- No one should come any earlier than 2:30 to lineup for parking.
- **Your parking location is based on the YOUNGEST child that you pick-up. With the exception of preschool – see diagram below.**
- Please make sure that your children know on which parking lot you will have parked.

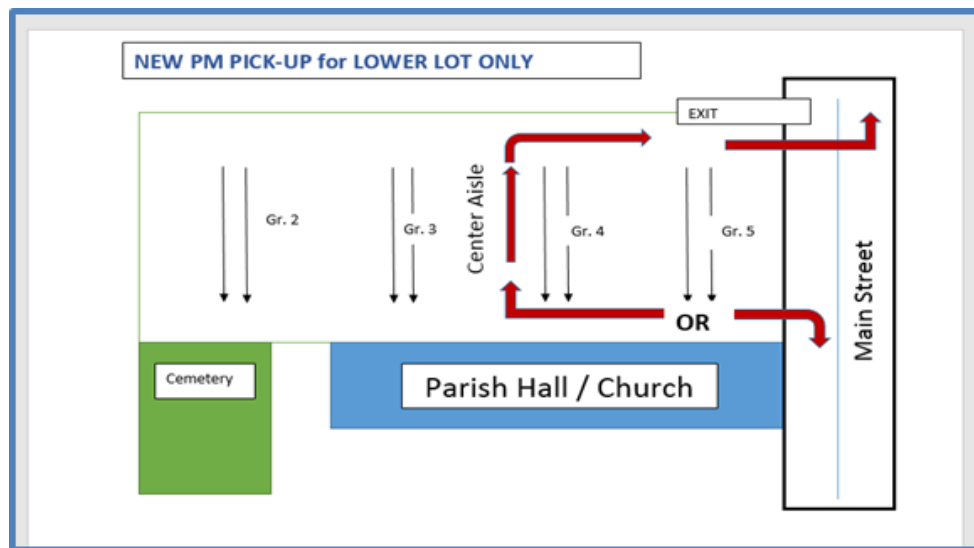
Youngest Child's Grade	Designated Parking Lot	Additional Information
Pre-School	Lot C (across from Chapel)	Exit onto W. 3 rd toward Main. Go to the PreK Door to pick-up child, if this is your only child. If not, follow the pick-up rules for your next youngest child.
Kindergarten 1st	Upper LOT B	All afternoon traffic must come into Lot B off of Main Street through Lot A. Parking Lanes will determine whether you exit onto W. 3 rd toward Main (Park closest to the Early Childhood Center) OR exit the lot and go straight to Civic Drive. (Park closest to the Main School Building.) Patrol students will direct traffic.
2nd, 3rd 4th 5th	Lower LOT A	All afternoon traffic must come into Lot A off of Main Street. Patrol students will direct parked cars by grade level to EXIT onto Main Street. (Each day a new grade level is first to exit.)
6th 7th 8th	LOT D (east of W. 3 rd Street across from the Upper School Lot)	Be sure to use the designated entrance and exit.

Pick-up Procedures for LOWER LOT – Grades 2-5

In the lower lot, we line cars up **WITHIN** the lanes (i.e. **NOT** in parking spots). In other words, cars will line up bumper to bumper. The first car in each line will face the church/parish hall. Each row will have TWO lanes of vehicles. **Signs, cones, teachers, and patrol students will be there to direct you into your appropriate location.**

FOR SAFETY, no cars will move until students are in the cars, we will still dismiss LANE by LANE, as indicated by the patrol student and teacher. As each lane is dismissed, each car may either turn to exit going Right (or turning SOUTH onto) Main Street; OR turn to exit LEFT (or use NORTH exit closest to Church) onto Main Street.

PLEASE follow directions given by Teachers and 8th grade patrol students at ALL times. They are working hard to ensure the safety of the younger children in a treacherous parking lot with limited lines of sight for the drivers.



2023-2024 Preschool Tuition

AGE	DAYS	TIME	TUITION
4 yr. old	MTWTF	Full-time	\$6,420
4 yr. old	MWF	Full-time	\$4,800
3 yr. old	MTWTF	Full-time	\$6,660
3 yr. old	TTH	Full-time	\$3,750

There are no tuition adjustments or refunds for cancellation of classes due to inclement weather, building emergencies, health precautions, force majeure, etc. Likewise, adjustments or refunds will not be made for student absences.

