

# PRESCHOOL HANDBOOK 2018-2019



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

## **Assumption Preschool Staff**

### **Administration**

Rev. Mitch Doyen, Pastor-Assumption

Dr. Hensley , Principal

Mrs. Melinda Kruper, Director of Religious Education

### **Teachers**

Ms. Jamie Osdieck                      Preschool Teacher

Mrs. Kristin Collier                      Preschool Teacher

Mrs. Teresa Holliday                      Preschool Teacher

Mrs. Lisa McDonald                      Preschool Teacher

### **Instructional Aides**

Mrs. Dallas Spinale                      Osdieck IA

Mrs. Julie Philipp                      Collier IA

Mrs. Sarah Summers                      Holliday IA

Mrs. Heather Byrne                      McDonald IA

## **ASSUMPTION SCHOOL MISSION STATEMENT**

At Assumption School, we are passionate about academic excellence and Catholic values. We are LEARNING, LOVING and LIVING CHRIST.

Assumption School is committed to aiding the parents of Assumption and St. Barnabas Parishes in their Holy calling to nurture the Catholic faith of their children. Assumption School will, with a deep faith in Jesus Christ and a focus on a solid academic education, prepare students to go out and transform the world. The administration, faculty, and staff will strive to enrich the life of each student – body, mind, and spirit. The atmosphere at Assumption School will demonstrate without a doubt that Christ is known in our every gathering. Our school will work together with the faith community so that each child will be strengthened and encouraged to reach his/her fullest potential.

## **ASSUMPTION SCHOOL PHILOSOPHY**

The priests, faculty, staff, parents, school board and students of Assumption School hold the following beliefs:

... that children, as creations of Almighty God, are to be respected, loved and cared for;

... that the children in our school have been entrusted to the faculty by their parents as their most precious gifts; these gifts, the priests and faculty, too, cherish very highly;

... that it is the task of our Catholic school, as a vital part of the entire Christian community, to aid parents, the prime teachers, in the Christian education of their children. To the priests, faculty and parents of Assumption School, this means that our school must be a Christian Community: every aspect of the school environment must reflect the spirit of real Christian concern for one another; all educational programs initiated or perpetuated within our school must work toward the end that the students involved will be aided in good, solid Christian living at this time in their lives in order that in their adult lives and in eternity they may share fully in the love of God.

Assumption School has an earnest commitment to integrating all pastoral and religious education programs into a unified whole. In our programs heavy emphasis must be placed on liturgical worship. We are convinced that children need to be trained in the actual practice of Christian praise. In the spirit of Vatican II and in the long tradition of the Catholic Church, our children likewise must be exposed to the solid doctrines of the Catholic Church and to its various moral precepts;

... that, in justice to the students in our school, our academic program must be the best we are able to offer in order to help prepare the students well for their future lives. This means that while we value a solid program of academia, we likewise consider the teaching of religion and religious values of paramount importance. Special effort must be made to meet the needs of our students at whatever level each is;

... that as parents and teachers entrusted with such a challenging task as Christian education, we must be prepared, through academic courses, private study and active involvement, to participate to the best of our ability in the Assumption program of child development;

... that the students, in a spirit of Christian charity and justice, be encouraged to assume personal responsibility in their education and also be furnished opportunities to service others. This service may express itself both locally and in the larger community.

We feel it is important that all members of our school community -- priests, parents, school board, faculty and students (as far as they are able) – review, affirm and revise, if necessary, our mission statement and philosophy on a regular annual basis. We also believe that all new members of the school community should be oriented to the purpose of our school by a study of both our mission statement and school philosophy and the various policies and practices of the school.

**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 based from the Creative Curriculum Philosophy of Education. We focus on 38 objectives for development and learning that are aligned with the Missouri State Standards for Early Childhood Education. 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.

**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 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, and simple geography.

**Religion-**Alleluia! (OSV Pub) 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.

**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.

### **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 and bring a special birthday treat to share with the class. Please check with your child's teacher for any allergies in the class and we ask that you do not bring in homemade treats. 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.

### **Conferences**

Individual parent-teacher conferences will be held January 17 - 18, 2019. Prior to Christmas break you will be able to sign up for conferences on a first come first serve basis. We do accommodate parent work schedules and offer evening time slots. Additional conferences may be held at any time deemed necessary by the teacher and/or parents.

### **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 Remind application OR you may send a message via Teacherease. **Please note that important information, such as changes in pick-up or daycare, need to go through the main school office or text via the remind 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 home-school communication folder so we ask that you *check it daily*.

**Items Children Need Daily:** We ask that each child comes to school daily with his/her preschool tote bag labeled with his/her name. Your child will also need to bring the home/school communication folder each day. Full-day students will also need a lunch from home if they are not buying the school lunch.

### **Lunch**

Students may bring a nutritious lunch from home or buy a lunch at school. The monthly lunch menu is available on the school website. Cafeteria service will be provided by Assumption. Each child will have an account and will be given a meal card. You may deposit money into an existing account, at any time during the school year via online or checks only. Cash will not be accepted this year. **Preschoolers will be served the main hot lunch choice for the day only.** We will be eating in the cafeteria (Parish Hall A and B) most days. In the event of extreme weather, preschoolers will eat lunch in the classroom. Parents are welcome to join their child for lunch, provided they check-in and out with the office. Our lunch/recess time is from 10:45-11:45.

### **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 poor. Parents are asked to please **label** sweaters, gloves (both of them), lunch boxes, etc., with the child's name.

**Medication** If your child needs any type of medication while at school, we must have a medication consent form signed by the parent, physician and school nurse. Families are encouraged to administer all doses of medication at home.

**Illnesses** We ask that your child be symptom and fever free for 24 hours without medication before returning to school if illness is present. This includes fevers, rashes, vomiting, pink eye and other communicable symptoms and diseases.

### **Parties**

We will hold classroom celebrations throughout the year. Additional information and requests for volunteers will be posted via Teacherease 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.

### **Rest Time**

Full-day 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 will be able to rest their bodies with quiet activities. Students may use nap mats with a removable body pillow case, a small thin blanket and one small stuffed animal. The body pillow case (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 try to stick to the nap pad dimensions given on the school supply list as the larger pads are too bulky for storing in the classrooms.

### **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.

### **Snack**

Full-day students will have one snack each day. A snack calendar will be sent home each month listing the day that you will be asked to send in a healthy snack for all students in the class. Please reference the approved snack list that is included in the orientation packet.

### **Toileting**

An extra set of your child's clothing (including socks and underwear, sometime shoes too) will be kept in the classroom in case of a bathroom accident. If a child has an ongoing problem with frequent accidents, an appointment will be scheduled with the parents to discuss the child's readiness for preschool. Being toilet-trained is a requirement in registering your child. The child may need a semester in which he/she can become more independent with bathroom skills at home. Independent skills such as pulling up pants, wiping own bottom, washing hands etc. are a part of the this process and are a requirement in registering your child for preschool.

**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 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.

This 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, as it contains additional school-wide policies regarding tardiness, illness, immunizations, tuition, etc. It can be accessed online via the Assumption School website and a paper copy is available to each family.