



***Building the Body of Christ, One Student at a Time***

# **Preschool Handbook**

The mission of Corpus Christi Catholic School is to nurture every child by providing opportunities to grow in faith, achieve academic success, and serve others as disciples of Jesus.

# **Corpus Christi Catholic School Preschool Handbook**

*Building the Body of Christ One Student at a Time*

## **Preschool Philosophy**

The Mission of Corpus Christi Catholic Preschool is to provide children with a safe, loving, nurturing environment to learn and grow. Our school provides a quality experience for our students to help them develop cognitively, socially, physically, spiritually, and emotionally. Our students enjoy coming to school and are enthusiastic about learning.

## **Approach to Learning**

Students at our school have the opportunity to learn through language arts, math, religion, science, and social studies. Students are able to explore and be creative in their learning. Responsibility and good manners are stressed.

Centers are an important part of a preschooler's day. The block center, home living center, dramatic play center, science center, and book center facilitate learning and develop skills necessary for success. Children are naturally curious, and exploring their environment teaches them about their world. Table time is an important time to learn to use school tools, do art projects, and use math manipulatives. We also learn through daily circle time and outdoor exploration on the playground.

Our PreK2 class gives students the opportunity to explore materials, learn through their senses, engage in concrete, tactile experiences, and interact with peers and adults. The K2 curriculum is geared toward helping students learn through play. Students are exposed to stories, coloring, rhymes, prayers, songs, colors, shapes, counting, and letters. Students play in centers, participate in small-group activities, participate in whole-group activities, and play outside several times a day. Students will also have weekly visits from special teachers; Library, Music, and Art. Teachers work with parents on potty training.

In our PreK3 class, students have a balance of child-initiated and teacher-initiated activities to maximize learning. Students are active learners, using their senses to explore, observe, and share information about the world around them. PreK3 students learn nursery rhymes, prayers, songs, colors, counting, shapes, health care routines, math concepts, and alphabet concepts. Students use art materials for creative expression and learn to use school tools. Students will also have weekly visits from special teachers; Music, Spanish, and Art. Students will visit the Library for class each week and go to the gym/field for PE four days a week.

Our PreK4 builds on the skills learned in PreK2 and PreK3 to prepare our children for Kindergarten. Students develop their knowledge of math, science, and language concepts to achieve school readiness. PreK4 goes outside once a day and has P.E.

class four times per week. Students also attend Art, Music, Spanish, and the Library weekly. K3 and K4 also introduce social studies and science concepts.

### **Parents as Partners**

Parents are a child's first and most influential teachers. Corpus Christi Catholic School strives to create a continuity of learning between home and school. Teachers send weekly newsletters, informing parents of lessons taught and announcements from the classroom. Parents are encouraged to maintain open communication with their child's teacher. Parents are encouraged to teach their children respect, responsibility, and resourcefulness. Children who respect teachers will pay attention. Children who accept responsibility learn to be responsible. Children who are resourceful will not give up when the going gets tough. Such children are better learners.

### **Behavior Expectations**

In preschool, teachers will promote self-discipline skills. Teachers will encourage students to use pro-social behavior, manners, and good choices. Our teachers help students learn Disciple of Christ Virtues such as courtesy, generosity, gratitude, kindness, obedience, respect, responsibility, and trustworthiness. Incorporating these skills through our Education in Virtue program, behavior expectations are in place to protect the children and teachers in our classes. Our preschool rules include using: Helping hands, Listening ears, Quiet voices, Looking eyes, and Walking feet.

### **Before and After School Care**

Corpus Christi offers before and after-school care in the Preschool building. Students can come as early as 6:00 AM. Students are charged \$3.00 from 6:00 AM-7:00 AM for this early before-school care. There is no charge after 7:00 AM. After-school care fees are listed below:

- One child:\$50.00/week
- Two children: \$70.00/week
- Three children: \$90.00/week 40
- One week consists of three days or more
- Drop-in rate/child \$10.00/day
- Late fees after 5:45 (10-15 minutes late) \$10.00/child

There is a \$30 registration fee. If your child is not picked up by 3:30, they will be enrolled in after-school care.

### **Lunch and Snacks**

Preschool students may bring a lunch from home or purchase a lunch from our food service provider. K4 students will eat lunch in our cafeteria, and K3 and K2 students will eat lunch in their classrooms. Suggested lunches from home would include whole-grain crackers or sandwiches, vegetables, fruit, yogurt, cheese, and a drink. Please do not

send candy or chocolate to school. Please send a healthy morning snack with your child in the outside pocket of his or her book bag marked clearly with your child's name.

### **Potty training**

Children enrolled in K3 and K4 must be fully potty trained before attending preschool. We realize accidents may happen. "Accidents" are, by definition, unusual incidents and should only happen infrequently. Fully potty-trained preschoolers no longer wear diapers or pull-ups, can tell the teacher when they need to go to the restroom, and can attend to their own hygiene (wiping, dressing, and handwashing). Each child is unique in their growth and development.

A three-week grace period *for potty accidents* will be allowed at the beginning of the school year for K3. This time will give students an adjustment period for using the restroom at school and sleeping during nap time without accidents. If accidents continue to occur after three weeks, a meeting will be held to discuss future plans.

### **Illness, Medication, and Injuries**

Please do not send your child to school when they are sick. Students who have had an illness must be fever, diarrhea, and vomit-free for 24 hours without medication before returning to school. Please write or email a note if your child is absent from school for recordkeeping.

To be administered at school all medication, prescription and non-prescription, must have a prescription signed by a physician and the school medication form. Medication must be left in the health room, across from the office in the main building, in its original container. The school office will help coordinate this process.

If your child has a minor injury or a scratch at school, the wound will be cleaned, and a Band-Aid may be applied. All injuries to the head and neck will be evaluated, and it is our practice to let parents know anytime there is an injury above the shoulders.

### **Clothing**

Our K2 students do not wear uniforms. Students in K3 and K4 may only wear the school uniform, shoes, and outerwear as listed in our uniform list. Please write your student's name on all clothing, outerwear, and shoes. Uniform pants should have an all-around elastic waist, and white shoes should have Velcro. Please send an extra change of labeled play clothes and socks in a bag labeled with your child's name in case of spills or accidents.

### **Safety and Security**

All exterior doors of the school are locked at all times. The preschool play areas are completely fenced and locked as well. Our preschool building has a front desk monitor from 6:00 AM-8:30 AM and 2:45 PM-5:45 PM who will buzz in parents and staff entering

the building. Between the hours of 8:30 AM and 2:45 PM, parents must report to the main office for assistance. In addition to the exterior doors, there is an additional door that must be unlocked for parents to access the classrooms in the preschool building.

Only the people on the official school form are allowed to pick up your K2, K3, & K4 child. If someone different is picking up, please notify the teacher. The person will be required to show a photo ID. All students in all grades being picked up from school must first report to the school office.

### **Miscellaneous**

At the beginning of the school year, there will be an open house meeting for parents in which the teachers will provide more detailed information about the guidelines, schedule, and routines specific to each individual classroom. We look forward to having your family at Corpus Christi Catholic School and joining you as partners in your children's education and faith formation.

### **Carpool**

Morning carpool drop-off from 7:20 AM-7:55 AM

ALL Preschool parents will park to walk their child into the preschool. Parents may park in either the parking lot adjacent to the preschool or diagonal from the preschool. *No cars will park in front of the preschool.* Parents will unload and escort their children through the front door of the preschool to their classroom. Parents will “say their goodbyes” at the classroom door, and the teacher will guide the student into class.

Afternoon carpool pick-up beginning at 2:45 PM.

PreK3 and PreK4 parents will pull into the parking lot on the side of the preschool, as outlined in the map below. Parents will display car tags provided to them by classroom teachers. When all cars are stopped, Teachers and Assistants will assist students in getting into their cars. Cars will be directed by a teacher on duty. Parents may exit their cars to help their students to load and buckle.

PreK2 students are picked up by entering through the front door of the building. Parents will park in the parking lot, diagonal to the preschool. Parents dropping off preschool students during Morning Care from 6:00-7:00 a.m. or picking up students from Afterschool Care from 3:30 - 5:45 p.m. will do so through the front door of the preschool building.

Half-day preschool students will be picked up from the front of the preschool building.

## Afternoon Preschool Carpool

