



2022-2023 Preschool Handbook

Archangel Gabriel Robinson Campus
5760 Steubenville Pike
McKees Rocks, PA 15136

*Hours for the M/W/F and T/Th students 8:00 – 2:00

*Hours for the five-day students 8:00 – 2:30/2:45

PRESCHOOL CURRICULUM

Archangel Gabriel Catholic School curriculum is developmentally appropriate for preschool children. Our main goal is for your child to develop a positive self-image and positive attitude towards learning, which will be reflected in his/her personal growth and achievement.

- Religion - Developing feelings of warmth, love and acceptance in learning about God and others.
- Language - Developing listening and speaking skills through visual and auditory discrimination, visual and auditory memory, stimulation of the five senses, story time, finger plays, alphabet exposure, etc.
- Math Readiness - Developing recognition of colors, shapes, sets, numerals, counting and classifying.
- Motor Skills – Developing gross motor skills such as walking, running, jumping, hopping, skipping, catching, throwing, etc. Developing fine motor skills by coloring, cutting, pasting, painting, stringing beads, hammering, manipulating clay, left-to-right progression, etc.
- Personal Development - Knowing name, age, address, phone number, taking care of belongings, respecting other people and their belongings, separating from a parent without difficulty, taking care of toilet needs and washing hands.
- Social Development - Playing with others, sharing, following directions and participating in group activities.
- Art - Painting, pasting and using crayons in a variety of mediums for creative activities.
- Music - Using rhythm instruments and movement, dancing, singing, listening to music.
- Play - An essential component in a child's learning environment, role playing, housekeeping, building blocks, etc.

THE DAILY SCHEDULE

The daily schedule will include guided religion and/or academic lessons, arts and crafts, music, snacks, gross motor activities, story time and free play. There will be variations in the schedule due to special events, etc. A detailed schedule will be sent home during the first month of school.

ARRIVAL AND DISMISSAL

Arrival begins at 8:00 and ends at 8:30. The students in the M/W/F and T/Th program will enter through the front of the building (Door 1).

The five day a week program will enter around the corner from the front entrance through the Holy Family door (Door 15).

Parents are to park in one of the parking spaces and walk their child to the door. **Please do not park along the sidewalk, as it blocks the flow of traffic for drop off of the older students.**

*There will be a designated school employee meeting the children and assisting them to their classroom. For safety/health reasons, parents are not permitted in the school hallways.

Preschool dismissal for the M/W/F and T/Th programs will be promptly at 2:00. If you are not there at dismissal time, your child will be waiting in the school office.

Mrs. Crawford's class will be dismissed through Door 1 (the front door of the building). Mrs. Boylan's class will be dismissed through Door 15 (located around the corner from the front entrance through the Holy Family door).

Dismissal for the five day a week program will begin at 2:30 and run until 2:45 through Door 15 (located around the corner from the front entrance through the Holy Family door). Dismissal for K-8 begins at 2:45 so for safety purposes we want to make sure they are picked up by 2:45.

- Either the father or mother may pick up a child unless there is a court order on file indicating otherwise.
- Only the people listed on your child's "authorized pick-up list" will be permitted to take your child from school. If your child is to be picked up by someone on the list, who is not his or her "regular" transportation, a note should be sent to the teacher. In emergency situations, you may call the office no later than ½ hour before dismissal.
- For identification purposes, a photo ID may be required for a parent or designated adult who is not known by the teacher before a child is released.

***Your child should be completely ready for a transition into a school program. If they are unable to easily separate from their caregiver, we may have to reassess their readiness for the program.**

SEPARATION

- Be low-key about your child beginning the school year. Creating too much excitement can actually increase feelings of anxiety.
- Do not leave without saying "good-bye" to your child. Reassure him/her that you will be back in a little while. Never slip away!
- As a parent, you may have mixed feelings about your child's first day. This is normal!
- Delayed reaction can take place. Your child may have separated easily before but perhaps does not want to go to school on a particular day. Handle this situation in a firm but positive manner. Keeping the child home will only make things worse.

- Keep in mind that after long periods of time at home (for example: a long weekend, Christmas vacation, an illness), separation problems may occur. They are usually resolved once the child gets back into the routine.

CLOTHING

There is no dress code for preschool. However, your child should be comfortable in the clothes he/she is wearing. All clothing should be labeled: coats, sweaters, hats, mittens, etc. Tennis shoes or rubber-soled shoes are recommended (no high tops). Velcro and slip on shoes are easiest. Please limit the wearing of jewelry. During the winter months, mittens are preferred instead of gloves. Please do not send in umbrellas or snow boots. When weather permits, we utilize our outdoor play area, so please dress appropriately.

Children must be toilet trained. If your child has more than three accidents during the first few months of school, a conference will be held to discuss his/her readiness for preschool. Pull-ups are NOT permitted. Since the toilets are adult size, help may be given to children getting on and off toilets and with buttons, snaps, zippers, etc. However, when dressing your child, you may want to keep in mind his/her abilities to get in and out of clothes for bathroom purposes. Elastic waist pants are preferred. **The wearing of overalls and belts is strongly discouraged.**

An extra set of clean clothes including underwear, socks, and a pair of shoes (perhaps cheap flip flops) in a labeled plastic bag, will be needed in case of a spill or accident. Please note that soiled underwear will be thrown away.

SCHOOL SUPPLIES

Your child will need a lunchbox, standard sized backpack (no wheels), and a labeled folder with bottom pockets (plastic if possible). When the folder becomes worn, you will need to replace it. Please write your child's name on all supplies. All other school supplies will be provided for a minimal fee (\$30.00). This fee (cash only) is due on the first day of school.

SNACKS and LUNCH

****If your child has any food allergies, please let the teacher know****

A snack fee is due for the year (9 months). If your child attends five days per week the cost is \$45.00, three days per week the cost is \$27.00 and two days is \$18.00 for the year. The snack fee (cash only) is due on the first day of school.

We cannot microwave lunch items. Please be sure all lunch boxes and thermoses are labeled with their name. Lunch boxes with ice packs are the most popular as are thermoses of soup, noodles or macaroni and cheese. **Please remember to include napkins and any needed utensils.** If sending fruit, it must be ready to eat (ex: oranges peeled or cut up).

BIRTHDAYS

If your child's birthday falls on their school day, we will try to celebrate on that particular day. If their birthday falls on a day they do not attend school, it will be scheduled as close to the exact date as possible. If your child has a summer birthday, it will be celebrated before the end of the school year.

Your child will be the leader that day and may bring in a snack and drink. For safety reasons, all items sent in must be store bought and individually packaged. Birthday drinks should be in a container or jug. **NO juice boxes please.** Please do not send candles or plan anything that would disrupt the regular school schedule such as sending clowns, piñatas, etc. Birthday treat bags/toys will not be given out at school.

Birthday invitations to "out of school parties" may be given out at school only if:

- The entire class is invited or
- All boys are invited, if your child is a boy or
- All girls are invited, if your child is a girl.

If your plans do not meet these criteria, please make other arrangements for the distribution of invitations.

SHOW AND TELL

Your child may bring in one small item to show the class. The monthly calendar will let you know when this will take place. We cannot be responsible if the item is lost or broken. Please keep this in mind when you are choosing a show and tell item. **Unless it is your child's show and tell day, please do NOT let him/her bring any toys, etc. from home.**

SPECIAL EVENTS

We may have special programs presented here at school throughout the year. A small fee may be required to cover the cost of the programs. These programs are in lieu of field trips.

DISCIPLINE

A verbal warning will be given when necessary. If the behavior continues, then your child will be placed in a time-out chair. If the problem continues, the parent/guardian will be notified and another course of action will be discussed.

COMMUNICATION/CONFERENCES

A monthly calendar will be sent home indicating your child's leader/show and tell day and special events. Other informative notes and emails may also be sent home during the year as the need arises. Please check your child's folder and your email after every day of attendance.

Parent conferences will be held in February for the four-year-old preschool students. The teacher may need to get in touch with you before then. Likewise, if you think a phone call or conference is needed, notify the teacher and arrangements will be made. Please send a note with your child, email the teacher or call the office. Because arrival and departure times are hectic, this is not a recommended time for discussing issues that may be better handled during a conference. Your cooperation is greatly appreciated in this matter.

OptionC EMAILS

All schoolwide emails will come from the OptionC system. This is for families in preschool through eighth grade. Not all emails will pertain to you but each of our families have the opportunity to know what is going on in the school through our email communication system.

VOLUNTEERING & FUNDRAISING

The families of the five day a week program are asked to volunteer 20 hours per year and fundraise \$200 for our school. There are many opportunities throughout the year to do so and most are sent through our OptionC email system, shown on Facebook, or can be found on our website. These hours and dollars will be tracked on your personal Goal Tracker account which you will receive access to at the beginning of the school year. We know you all have such amazing gifts and talents and encourage each of you to participate in these opportunities and have your children participate in the many fun events that the school has to offer as well.

CLOSINGS AND DELAYS

If it is necessary to close or delay school because of weather conditions, the "No School" or "School Delay" announcement will be announced via the OptionC Parent Alert System. If there

is a two-hour delay, preschool arrival times will begin at 10:00 AM. In the event of a closing or “flexible instruction day”, the preschool students will be provided with a learning packet and/or activities on the Seesaw app.

EMERGENCIES

Emergency forms are to be on file in the office. Attempts to contact a parent/guardian will be made first. If those attempts fail, then the other people listed on the emergency forms will be contacted. Please keep all the information on these cards current. Notify the office immediately of any changes.

ILLNESS

Please use good judgment when deciding whether or not to send your child to school. For the safety of others, please keep your child home if they are ill.

If your child becomes sick during the school day, your child will be taken to the office and you will be contacted.

MEDICATION

We do not dispense medication here at the school (this includes cough drops). The only exception is a rescue medication, example: EpiPens and inhalers. These prescription medications must be in their original container with the prescription label attached. Contact the school office with any questions.

***Please sign the Parent Agreement after reviewing the Preschool Handbook.**



Parent Agreement

It is important that parents/guardians, students and staff know the policies and procedures of Archangel Gabriel Catholic School. To ensure that the process of communication is complete, please review the Preschool Handbook.

When you have reviewed the contents, please sign and return this form to the school.

Family Name: _____

Children's Name(s): _____

I have read and agree to be governed by the Preschool Handbook of Archangel Gabriel Catholic School.

Parent's/Guardian's Signature

Date

