

Little Knights Preschool



Information, Guidelines, Policies and Procedures August 2023

Welcome to the Little Knights Preschool Program at Immaculate Conception Catholic School! We are so excited you have chosen to be a part of the ICCS family. It is our goal to help prepare your children for formal education by providing them with a loving, caring, and safe environment in which to learn.

All children are unique and special. We recognize that children whose basic emotional, social, spiritual, and physical needs are nurtured through the preschool years will be ready and eager to learn academics in elementary school. By making material available in an interesting and exciting manner, children can be free to play, explore and imagine in the course of a child-oriented day. We incorporate our curriculum into thematic units so that every child can experience success. We use Conscious Discipline techniques created by Dr. Becky Bailey in our preschool program to teach children the social-emotional and communication skills necessary to manage themselves, resolve conflict, have empathy, and develop pro-social behaviors.

The purpose of this handbook is to detail the program and policies of the Little Knights Preschool Program. Please read it carefully and sign the signature page.

Thank you for entrusting your children's very special years to us. We are looking forward to a wonderful year!

Our Catholic Faith is an essential part of our Pre-school program. We use a variety of resources in our daily religion lessons to help each child know God is love, and that He is the maker of all that is great and beautiful in the world.

Beginning in January, we will start going to the weekly school Mass. The children will sit with their class during the weekly school Mass as this is an important part of our religion program.

Program Information

The Little Knights Preschool Program offers a three-year-old and a four-year-old program. Our programs offer developmentally appropriate curricula and each level builds on the previous one. Our goal is to expose the children to a wide variety of units and provide an atmosphere of learning through play. Units are designed to develop readiness skills and they all provide developmentally appropriate activities directed toward that end.

Three-Year-Old Program -- 2 day (TTH), 3 day (MWF), 5 day (M-F)

The emphasis of this program is on socialization.

We strive to help the children build self-esteem while they learn through play. We encourage and promote interest in socializing, imaginative play, group activities, and solitary play. All of these activities are enriched with stories and music.

Four-Year-Old Program -- 3 day (MWF), 5 day (M-F)

In the four-year-old program, we encourage children to play cooperatively with others, to share, contribute and interact with others in a group, to explore, and create. These programs consist of many units and themes while introducing Kindergarten readiness activities in a fun and developmentally appropriate way.

By September 1st children must be three to enter the three-year-old program and four to enter the four-year-old program.

Preschool Enrollment Guidelines

Potty training: An important criterion

Complete potty training includes:

- being able to go to the bathroom by themselves in the classroom
- telling the teacher if he/she needs to use the bathroom
- being able to wipe by themselves, being able to clean themselves and change their own clothes after a potty accident due to Safe Environment Policies.
- waking up in the morning or after a nap dry
- child does not use diapers or pull-ups anymore

We will work with parents if there is an accident now and then, which we all know will happen with this age level. If it turns out that the potty training is just not sufficient, then the enrollment of that child will be put temporarily aside until all of the above criteria for potty

training are met. We look to our mission statement and work together with the parents to address what's best for each individual child.

Please be aware that due to Safe Environment policies, ICCS staff and volunteers in the health office are not allowed to change your child after a bathroom accident. Your child will be given all the encouragement and supplies necessary to take care of themselves after a bathroom accident. If your child is unable to clean themselves, the parent will be called to come to the school. We appreciate your help and support!

Good Faith

Children are accepted in good faith. Occasionally, it is necessary to remove a child from the program. We consider the first semester a trial period. During this time, if a child has not shown that he or she is ready for the program, the parents will be asked to remove the child from the program. The parents have the option to re-enroll for the following school year. In partnering with you in your child's education and best interest, teachers will do their best to provide information concerning a child's progress in advance

Health and Safety

Chronic Conditions and Allergies must be brought to the attention of your child's teacher. **Please let the teacher know of any food allergies, especially peanut or nut allergies, so that we may let the other parents know not to send those items for snacks.**

Absences: Please inform your child's teacher if your child will be absent. You may do this by calling or emailing the school office

Illnesses: Please reference the ICCS Parent-Student handbook for school policy regarding illnesses

Note: Sick children will be sent home. If your child arrives at school sick, he/she will not be permitted to stay. Also, if your child becomes sick during the day, you will be called and required to arrive to retrieve your child as soon as possible after the initial phone call. Children may return to school when they have been symptom-free for 24 hours. You must check in with the office before bringing your child to class after he/she has been out sick

Outdoor play: Outdoor play is a regular part of our day. We go outside every day, except on extremely cold days, rainy days, or if the playground is too muddy. Your child must be well enough to go outdoors with the other children at all times.

Please **dress your child appropriately for the weather.** You may send a hat and gloves with

your child. *Scarves are not allowed for safety reasons.* **Please remember that it is always windier and colder on our playground than at home**

Uniforms

Uniforms are required in both the three and the four-year-old programs. Uniforms are available for purchase in the Spirit Shop.

The preschool uniform consists of:

- light blue or navy-blue Little Knights **t-shirt** and **sweatshirt**
 ****23-24 school year is a transition year for light blue shirts and sweatshirts**
- navy blue uniform pull on **shorts** and **pants** (no skorts or skirts)
- long-sleeved white or navy blue shirt under the t-shirt when the weather is cold (*optional*)
 ****Children are required to always have their preschool sweatshirts in their backpacks****

Preschool students are not allowed to wear ICCS school spirit shirts, sweatshirts, hoodies, or belts

Shoes: Velcro tennis shoes are required in preschool

- Tie shoes with laces are not allowed in preschool
- Character Velcro shoes are allowed as long as they **do not light up**

Backpacks: Preschool students are required to have a **full-sized backpack** with no wheels. A small child-sized backpack is too small to fit blankets, lunches and folders. **No light-up or rolling backpacks, please**

Extra clothes: Children do have accidents; everything from potty accidents to spilling juice, milk, or yogurt on themselves at lunch or snack. For this reason, **all children are required to have an extra set of clothes in their backpacks at all times.** The set of extra clothes needs to include a shirt, pants/shorts, underwear and socks (PreK 3 parents should include a pair of old Velcro shoes). If your child does not have an extra set of clothes and has some type of accident, you will be called to bring a set of clothes to your child

Labels: All items your child brings to school should be marked with his/her **FIRST AND LAST** names, this includes **Little Knights preschool sweatshirts**, and coats/jackets.

Uniform and Appearance Standards

Please see ICCS Parent-Student Handbook regarding standards on haircuts, hairbows and ribbons, jewelry, nail polish, etc.

Arrival Procedures

Children may begin coming into the classrooms at 7:30a.m. If you arrive before 7:30am, your child will have to go to Extended Day, where charges will apply. ***Preschool children cannot be dropped off in the drive-thru line. Preschool children must be walked to the East doors.*** The time before the school day starts is important teacher-prep time. Please do not enter the building until 7:30 a.m.

Tardies: Tardies have a negative impact on the child, the class, and the teacher. Preschoolers thrive on consistent routines. Please help your child have a positive start to his/her day by arriving on time.

Please be aware that the doors by the preschool classrooms are locked after 7:45 a.m. You will need to take your child to the office to sign in if you arrive after 7:45 a.m. Only office personnel may bring students to the preschool classrooms after that time. We ask that parents do not enter the classroom after class begins unless it is an emergency.

Dismissal Procedures

Preschool dismissal on regular school days is from ***3:15p.m. to 3:30 p.m.***, and on early release days from ***11:45 a.m. to 12:00 p.m.***

Please come to the East doors to pick your child up. If you have older children to pick up, you need to go through the drive-thru line to pick them up. ***You cannot pick up your preschool child in the drive-thru line; you must come to pick them up at the East doors.*** Children not picked up by 3:30 p.m. on regular school days and 12:00 p.m. on early dismissal days will be checked into Extended Day and charges will apply.

Lunch

Preschool children will have the option of purchasing hot lunch on Monday and Friday. On Tuesday, Wednesday, and Thursdays, everyone will need to bring a lunchbox. If you do not purchase a hot lunch, please send a lunch every day. Milk orders for Pre-K are available for every day

Please pack lunches in a labeled lunchbox, with an icepack if you send something that needs to be kept cold. We are not able to heat lunches or keep lunches refrigerated. ***Please make sure your child has a drink, either a water bottle or juice box, if not purchasing milk.***

Please also send any utensils that your child may need. ***Please do not send candy or carbonated drinks in your child's lunch.*** If your child does not have a lunch, your child will

receive a Lunchable and you will be charged. Lunchables are \$4 each

Snacks

Preschool families will provide snacks according to a schedule that will be made by the teacher. Sugary products need to be limited to birthdays and similar classroom celebrations. Your child's teacher will let you know how many snacks to send to school

NO JUICE BOXES --- If sending drinks, please send small (8 oz. or smaller) water bottles.

****Please let your child's teacher know if your child has a peanut/nut allergy***

Birthdays

We would like to celebrate each child's birthday either on or near their actual birthday. If you would like to send a special snack for your child's birthday, **please make arrangements** with your child's teacher. **We ask that you do not send regular-sized cakes or cupcake cakes for birthdays**

Birthday party invitations may be sent home in the weekly folder if there is an invitation for every child. Otherwise, they must be mailed or handled personally. You must give the invitations to your child's teacher by Wednesday to be sent home in the weekly folder on Thursday/Friday. Please do not send birthday gifts for other children to school

Rest time

Preschool children are required to have a rest time every day. Children need to lie quietly, but do not have to sleep. We do not have the space or staff to let children who do not sleep stay awake in another room. **Children need to have a quad-fold Kindermat nap mat that measures approximately 46" by 20" and is no more than 1" thick.** We do not have the space to store larger mats. Children are allowed to bring a blanket no larger than their mat. Please do not send toys or stuffed animals to school for rest time.

Room Parents

HSA helps coordinate room parent volunteers as needed. The room parents will work together to coordinate certain projects or events that are held throughout the year. The room parents may also be utilized for other things

Parent/Teacher/School Communication

Weekly Folders: Weekly folders are sent home each Thursday or Friday with the children's work, and any notes or newsletters from the teachers. Folders must be returned to school on Monday or Tuesday.

Conferences: Whenever a conference is necessary the teacher or parent may initiate the

scheduling or may conference over the phone. Teachers are usually not able to conference before or after school, unless this has been scheduled in advance, as to be able to devote quality time to the conference

PARENT SIGNIATURE PAGE

I have read and agree to comply with all of the policies and procedures set forth in the Little Knights Preschool Handbook. I understand that I must also read the Immaculate Conception Catholic School Handbook that is online. I will need to sign and return the signature page for that handbook as well.

Print Name

Signature

Date
