**16479**

**2014 – 2015**

### HANDBOOK

**Three Year Old and Four Year Old Programs**

**2 Father Tierney Circle**

**Washingtonville, New York 10992**

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###### *Staff*

 ***2014 – 2015***

***PASTOR Father Jeffrey Maurer***

***DIRECTOR Val Wojnicki***

***SECRETARY Diane Meore***

***TEACHERS Regina DeFazio***

***Rebecca Pagan***

***ASSISTANTS Pat Guarneri***

***Cathy Goodwin***

***“LET THE CHILDREN COME TO ME”***

 **(Matthew 19:14)**

**MISSION STATEMENT**

St. Mary’s Preschool is dedicated to providing social, emotional, physical, and academic growth, within a Catholic setting, for three and four year olds.

Our goal is to provide a program that develops age appropriate milestones for our children in a safe and nurturing environment.

Little Lambs is devoted to building and strengthening our students’ skills, one step at a time, as we prepare them for the transition to a more formal school setting.

**Social and Emotional Goals**

**Jesus calls each of our little lambs to develop their own special gifts.**

* **Through innovative experiences, children will engage with one another by participating in new and exciting activities.**
* **Exploration, discovery, language and motor development are integrated through play, arts and crafts, drama, early stages of literacy, age appropriate print conventions and prayer.**
* **All of our children will be given the opportunity to express their new independence in a secure environment outside the familiar setting of their homes.**

**Physical Goals**

* **Each day our children will engage in play with their peers.**
* **Activities within the classroom will address age appropriate fine motor skills.**

**Academic Goals**

* **Our program at Little Lambs will be aligned with the standards set by New York State for Pre K age children.**
* **We will address age appropriate print conventions and phono-logical awareness skills which will not be limited to, but will include:**

**listening games**

**sequencing**

**detecting rhyme**

**word and sentence structure**

**awareness of syllables in words**

**matching initial consonant sounds**

**matching ending consonant sounds**

**introduction to identification of upper and lower case letters**

**matching upper and lower case letters**

* **Development of vocabulary**
* **Awareness of print**
* **Emergent Writing**
* **Identifying colors, shapes, numbers, rote counting**

**What Will Your Child Be Doing**

**While at Preschool?**

**(skills may vary with 3- and 4-year olds)**

**Daily Goal: A Day Filled with Discovery, Fun and Learning!!**

# Warm Welcome

#### Teacher Directed Learning Centers Based on Program Goals

**Circle Time includes Daily Routines**

**(prayer, calendar, weather, show and tell)**

**Reading Workshop**

**Read Aloud with Targeted Skill Instruction**

**as Determined by the Teacher**

**Project Time (crafts)**

**Snack and Playground**

**Writer’s Workshop (emergent writing skills)**

**Science and Math (optional)**

**Music and Motion**

**Prayer and Dismissal**

#### ADMISSION POLICY

**Admission is open to all children in St. Mary's Parish, as well as the surrounding community in the Tri-State area.**

**Children will be placed in classes according to their age. All children must be toilet trained. In keeping with state regulations; to be accepted in the three-year old program, children should be three years old or reach their third birthday on or before December 1st of that year. To be accepted in the four-year old program, a child should be four years old or reach their fourth birthday by December 1st of that year.**

**Class size will be limited to the state ratios of 8:1 for three year olds and 10:1 for four year olds. Priority will be given to returning St. Mary's Little Lambs’ children. New students will be accepted on a first come, first served basis.**

FINANCIAL POLICY

**A non-refundable first time registration fee of $50.00 will be payable upon receipt of a completed registration form. This fee will include the activity fee which covers class trips and graduation. For returning students; the registration will be $35.00.**

#####  TUITION (\*\* based on enrollment) (parents will provide lunch for full time students)

##### For the school year 2014 - 2015, the tuition is as follows:

 **Mon.-Wed.-Fri. (half days am or pm) (4-year olds) $170.00 monthly**

**\*\*Mon. Tues. Wed. Fri. (half days pm only) (4-year olds) $210.00 monthly**

 **Mon.-Wed.-Fri. (3 full days) (4-year olds) $310.00 monthly**

 **Tues.-Thurs. (half day am or pm) (3-year olds) $145.00 monthly**

**\*\* Mon, Tues, Thurs. ( half day pm only) (3 year olds) $170.00 monthly**

**Monthly payments are due on or before the 5th of each month.**

**The monthly tuition reflects the *total* program tuition, divided over a**

**payment period of ten months, and therefore is not prorated due to**

**holidays, snow days, vacations or cancellations**.

# The Director will address any delinquency in tuition payments.

#### TUITION REFUNDS

**When moving, tuition refunds will only be given for the month your child leaves, if he or she has attended only one week of that month.**

**Security tuition will be returned, up to the 15th of October; if for any reason you must leave our program. After this date, the security deposit is non refundable.**

## GENERAL GUIDELINES

###### ARRIVALS AND DISMISSALS

**Promptness in your child's arrival is important for the child's participation in the activities of the day.**

**Please be prompt for dismissal as well. If you are *unavoidably delayed when* picking up your child, please call us at 496-7221. We will make arrangements to care for your child until your arrival. The safety of the child will always come first.**

**Your child will only be dismissed to another person's care if we have this request in writing prior to the start of the school day. This is essential for your child's safety.**

**Carpools are encouraged. Please inform us of any carpool arrangements.**

# BIRTHDAYS

**Birthdays are special days of celebration for the children. We suggest several activities from which you may choose.**

* **You may bring a snack for the entire class to share. This would be a small treat to supplement the snacks the children bring with them. Please, no goodie bags or balloons.**
* **You may wish to spend part of the day with your child as a special treat. Check with the classroom teacher to determine the time you should come back.**
* **You may wish to donate a book to the Preschool library. When a book is donated, it is read to the class, and a Little Lamb’s bookplate with your child's name will be pasted into the book. In the month of May, we will begin to celebrate all Summer Birthdays.**

**CLOTHING**

**Although there is no dress code at Little Lambs, children should be dressed in comfortable, washable clothing that is suitable for sitting on the rug. Clothing should allow for self-dressing, which fosters a sense of confidence and independence. Pants with elastic waists are preferable until they can manage more difficult fasteners. Sneakers are best for steps and ladders.**

**Please place some form of identification in your child's jackets and sweaters worn to school.**

**Since we spend part of each day outside, weather permitting, it is essential that your child come dressed properly for both the weather and the season.**

**If you know that your child may occasionally have an toileting accident, please provide a change of clothing in a zip lock bag with your child’s name, teacher’s name and am or pm class clearly marked on the bag. We will keep that here at school in case of an accident.**

**Smocks will be provided when painting, but clothing may be stained nonetheless. All of the paints used in school are washable.**

#### MEDICAL FORMS

**All students must have a copy of their up-to-date immunizations on file by the first full day of class. Preschoolers do not need to have a physical examination.**

#### PARENT INVOLVEMENT

####  St. Mary's Little Lambs Preschool encourages parents to be part of their child’s education. Where your child is concerned, our teachers are available for conferences throughout the year.

**Parents will also be asked to chaperone and drive children on various class trips. (Manza Farm, Firehouse)**

**There will be a sign up for class parents to help with class holiday parties. (Halloween, Christmas and Easter)**

 **Sign-ups for these teams will take place at the Parent Meeting in early Autumn. Each team will be responsible for the special snack or treat for that particular day. All allergies will be taken into consideration.**

**June Picnic**

**All parents are involved in this annual event for our families.**

**Bookbags for 3s and 4s: We ask that your children have an appropriate sized book bag for their age. It is more a novelty for them, as they do not have textbooks and notebooks to carry with them. A small bookbag that is manageable is appreciated. An optional Little Lambs logo book bag will be made available for order and purchase.**

**Parent Drop Off and Pick Up Procedures**

**At Little Lambs, our school day begins at 9:00am. The children begin with centers and this goes on for 15-20 minutes. The teachers often select a center for a child that will help develop his/her specific skills. For this reason, we ask that you be prompt with drop off times.**

**For our teachers who may have pm classes, once the children are dismissed at 11:30, they usually have a twenty minute break time to get the room prepared for the pm class and have a lunch break. Your punctuality with pick up is appreciated.**

**AM Drop Off :**

**3 year olds: For our three year olds, parents are invited to bring your child in to assist with coats, book bags etc. As the year progresses, we ask that you help us in making your child more independent with these skills.**

**4 year olds: Our four year olds are asked to be dropped off in the vestibule of Little Lambs. The director, teachers and teacher aides will receive them and assist with bringing them to the coat rack. Our goal is to foster independence in caring for their belongings and going to their classrooms. We believe that this will assist them in preparation for Kindergarten policies and procedures. Of course any parent that wishes to watch their child from the entrance door, where you say good-bye, may do so. We have found that our four year olds are very successful and quickly become responsible and self sufficient.**

**Pick-Up**

**All our children will be picked up by coming in and lining up by your child’s classroom. They will be ready to go home.**

# PARENT-TEACHER COMMUNICATION

**Communication is essential between parents and teachers in providing the best learning environment possible for your child. You may communicate with your child’s teacher by a note, phone call, or a visit; as needed. It is important that teachers are kept aware of significant changes in your child’s life that may affect their school behavior.**

**Pertinent information concerning St. Mary’s Little Lambs will be printed in the Sunday bulletin, as well as in our monthly newsletter, “*Telling Tales*”. We urge you to read this to keep you up to date. If you misplace your Telling Tales monthly newsletter, it may be downloaded from our website.**

**Parent-teacher conferences will be scheduled in January/February. If you need to speak with the teacher at anytime in the year, please contact her and set up an appointment.**

**Our Director, Val Wojnicki, will always be available to discuss any concerns you may have about your child.**

## WEATHER – CANCELLATIONS – CALENDAR

**St. Mary’s Little Lambs Preschool will follow the Washingtonville School calendar for holidays and weather-related cancellations and delayed openings. To determine if Washingtonville Schools are closed because of weather, you may call 497-4000 or check their website. St Mary’s subscribes to an automated messaging system and you will receive a call to inform you of Little Lambs closings or delays.**

**SNACKS**

Parents will be responsible for providing a *peanut-free* snack for their child each day. Nutrition is a concern, so please try to provide a snack that is low in fats, sodium and sugar. You may send the snacks and drinks in a lunch box with your child’s name and a sticker that your child will recognize. NO GLASS PLEASE

**If a child for some reason does not come with a snack, we will be certain that they have something to eat.**

## TOYS/BOOKS

**Little Lambs has a play room area that provides toys for socialization and play. In addition, our classrooms are supplied with activities and toys for learning and play. Teachers will instruct the children, if for a special reason, they need to bring a toy from home; otherwise please keep all toys home so they will not be broken or misplaced.**

**If your child has a special book they would like to share, we encourage them to bring it to school to show to their teacher and classmates. Please be sure the book has a label with your child’s name on it.**

# AT LITTLE LAMBS WE STRIVE TO WORK AS A TEAM

#  T - TOGETHER

 **E - EVERYONE**

 **A - ACCOMPLISHES**

 **M - MORE**