

St. Stanislaus
Early Childhood
Handbook



Early Childhood Learning Philosophy

St. Stanislaus Early Childhood is a faith-filled environment in a Catholic school setting that offers the young children of our community a place to learn, grow and be happy in the presence of God.

We recognize that all young children are a part of a family and we will work closely with the family to create the best environment for the child. In the EC classrooms, children learn through a number of meaningful experiences. These learning experiences address the developmental needs of children including gross and fine motor development, cognitive development, social emotional development as well as literacy and language development.

Children ages birth to five learn best through play. Children will be playing in centers throughout the day. These centers include blocks, art, science, math, writing, books and dramatic play. The class will come together twice a day for group time. During group time activities the class works as a community to learn and grow together through games, stories and activities.

Discipline

In the event of misbehavior the child will be presented with natural or logical consequences for their behavior. Rules in the early childhood classrooms consist of being safe and being kind. Children will be given a “break” if the behavior becomes dangerous or out of control.

Early Childhood Program Descriptions:

There are varying options for parents who need care for their child before 7:40 a.m. and after 3 p.m.

Early Care: 6:55-7:20: Children will be supervised in the classroom before school by a teacher. There is a one-time fee of 100.00 (per family) for this care.

Morning Drop off 7:20-7:40: Children may be dropped off at the school gym door. Supervision is conducted by teachers. No charge for students dropped off during this time frame.

Our school day officially runs from 7:40-3:00. This is the main learning time for our students.

Pick up and Drop off Procedures:

Children can be dropped off at the school gym door between 6:55 and 7:40. Our doors will lock after 7:40, so you will need to enter the school through the front doors. Children not attending after care may be picked up in the car line at 3:00. During the car line children are supervised by teachers and dismissed in groups to waiting vehicles. Thank you for participating in the car line to help keep children safe and traffic congestion to a minimum.

Please notify the teachers in writing if there is a change in your child's transportation at any time. You may also call the office prior to dismissal.

Dress Code:

In order to align with St. Stanislaus school uniforms, we have adopted a modified uniform for preschool students. Students should wear either khaki or navy bottoms (shorts/pants/skirt/jumper) with a collared polo shirt (any solid color is allowed).

Illnesses:

Immunizations should be current. If a child falls ill during the class day the parent or emergency contacts will be notified and asked to pick up the child. If a child runs a fever or has diarrhea or vomiting they are not to return to school until they are free of these symptoms for 24 hours.

Medications:

The EC program follows school guidelines. Medicine must be in the original container with a label. The school nurse will monitor any medications that need to be administered during the school day.

Toileting:

All children must be completely potty trained upon the start of the school year. Children are also expected to be able to take care of all personal cleaning needs in the bathroom. Assistance will be given in the case of a bathroom accident or illness.

Home and School Communication:

Please place payments or notes in your child's folder. Newsletters will go home weekly with information regarding upcoming activities for the week and special reminders.

Parents will also receive an electronic newsletter from the school office. This is sent each Friday and contains information from the office.

Payment for Early Childhood:

Payments are due on the 5th of the month. Receipts will be provided as well as an end of the year tax statement.

Assessment of Students:

Progress reports will be sent quarterly. The progress report consists of a checklist of skills that highlights important learning tasks for children ages 3-5. The data for progress reports is obtained through observation and student work.

Portfolios are also created for each student. This is a collection of the child's work throughout the year. It is designed to give parents and teachers a picture as to how far the child has come in their learning journey.

Parent Teacher conferences will be conducted formally one time through the year. Parents may schedule a conference with the teacher at any time necessary.

Attendance:

The building of a solid learning foundation for your child's success in the school greatly depends on consistency. Please make every effort to have your child attend school on a consistent basis. If long absences are needed please contact the teacher.

The EC program follows the school calendar including teacher in-service days and snow days!

Birthdays:

We would be more than happy to help your child celebrate their special day. Please notify the teachers if your child has a birthday coming up and arrangements can be made.

Class Parties:

Class parties are conducted by the room parents. We celebrate Halloween, Christmas and Valentine's with a class party. Please contact the teacher if you are interested in being a room parent.

Registration Time Line:

Registration Papers are due to the office by February 18th along with a non-refundable \$100.00 deposit and the necessary documentation. Forms, payment and necessary documentation not received by February 18th are not guaranteed a spot in the program. See below for more admission information:

Admission Policy

Admission Age: The child must be 4 years of age before August 1st of that year to enroll in the 4 year old program. A child who is 3 years old before August 1st of that year is eligible to enroll in the 3 year old program.

Registration for the following school year begins in February and the deadline for applications is March 15th.

Questions regarding policy will be finally decided by the pastor and principal.

Early Childhood Supply List

A supply list will be available each August before school starts. The list changes each year as the needs of the classroom change.

Program Schedule for Pre-K: May be subject to change

7:35-8:30 Morning Centers

8:30-9:00 Morning Circle, Calendar, Weather, Storytime

9:00- 9:20 Morning Snack, Restroom Break

9:20-9:40 Gross Motor Time, Outside Time

9:40-10:10 Grouptime, Teacher Led Activity

10:10-10:40 Music, PE, Library

10:40-10:50 Prepare for lunch

10:50-11:15 Lunch

11:20-11:40 Recess

11:40-12:15 Afternoon Grouptime/Centers

12:15-12:30 Prepare for rest time

12:30-1:30 Rest Time

1:30-2:00 Snack, Story

2:00-2:45 Afternoon Grouptime/Religion/Centers

2:45-3:00 Prepare for dismissal

3:00 Dismissal or After Care

We also have a weekly Library time, Computers, and P.E. The times of these special classes change each year according to teacher schedules.

Early Childhood Fee Schedule

Fee	Amount	Due Date
Enrollment Fee	\$200.00 (\$100.00 holds spot for 2022-2023)	February 18th/ 1 st day of school
Monthly Fee August - May	\$360.00	5 th of each month August-May
Yearly total not including registration.	\$3,600	

Optional Program Fees

Early Morning Care 6:55-7:20	\$100.00	One-time fee per family due beginning of year.
Lunch Fee	Daily optional fee (August-May) <i>Subject to change</i>	Lunch program will be optional. Students can eat a school lunch or bring lunch from home.
After School Care 3:00-5:30	\$100.00/month Discounted rates are available for multiple children	1 st of the month

Tips:

Checks are made to St. Stanislaus EC

Lunch checks will need to be made to the St. Stanislaus Lunch Program.