

**Saint James School  
Pre-Kindergarten  
Handbook  
2018-2019**



**Pre-Kindergarten classes for children ages 3 to 5.**

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## Mission Statement

Saint James School provides a quality Catholic education inspired by the Sisters of Mercy and based on the teachings of Jesus Christ. We strive to develop the full potential of every child, to encourage service to others, and to build a foundation for independent life-long learning.

## Faculty and Staff

Laura St. Jean.....	Director/Teacher
Mary Villano.....	Teacher
Mary Holmes.....	Teacher Assistant
Vicki LaChance.....	Teacher Assistant

## **Policy Handbook Statement**

These policies and regulations for the Saint James Pre-Kindergarten are intended to reflect the Catholic philosophy of education and to be true to its spirit. They help us create Catholic educational communities in which learning integrated with faith flourishes and the Gospel spirit of freedom and charity prevails. For every student, it is a privilege to attend Saint James Pre-Kindergarten.

The purpose of this handbook is to clearly state the area that comes under contractual arrangements between the Pre-Kindergarten and parents and the rules of the school covering student conduct.

## **Goals of the Pre-Kindergarten**

The Saint James Pre-Kindergarten provides a circle of warmth, caring, and sharing. The educational process of a child attending the Pre-Kindergarten has the following goals:

- To awaken each child's desire to learn.
- To facilitate opportunities in spiritual, social, physical, cognitive, and language development.
- To generate in the early learner, the value of life.
- To nurture a warm, caring environment that develops self-esteem and a positive attitude toward learning.

Curriculum areas such as religion, math, literature, social studies, language development, science, art, and music are integrated around thematic units and children's literature.

As part of Saint James School, the children have an enriching Pre-Kindergarten experience as well as various opportunities to be part of what they fondly call "The Big School". It's a unique environment that cannot be found in many programs.

## **Admission and Acceptance**

The Saint James Pre-Kindergarten begins the educational process of a child at Saint James School. Registration shall be announced in January/February to the school community, the Parish, and the general public. For Pre-Kindergarten acceptance, a child must be toilet trained. Children whose applications are received by March 31 will be accepted into the Saint James Pre-Kindergarten based on the following priorities:

1. Siblings of Saint James School students
2. Parishioners of Saint James Church
3. All other children on a space available basis.

The final determination of admission policy will lie with the Pastor and Principal.

## **Parent/Pre-Kindergarten Partnership**

Parents are held to the same standard as students with regard to respect for the director, the principal, the teachers, and assistants. Enrollment of the child in the school implies a partnership between the school and the parent and child. If the partnership breaks down, the school reserves the right to terminate a child from the program for lack of cooperation or inability of a child or parent to adjust to the program.

## **Tuition Rates and Payment**

Tuition rates for the Pre-Kindergarten are as follows:

<b>Class</b>	<b>Tuition</b>
3 year olds - M/W/F - AM	\$2,890
4 and 5 year olds - Mon/Wed/Fri - PM	\$2,890
4 and 5 year olds - Mon-Fri - AM	\$3,660
4 and 5 year olds - Mon-Fri - Full Day	\$5,295

At the time of acceptance, a non-refundable \$100 registration fee per family is required. This will be applied towards tuition. Tuition is paid through FACTS Tuition Management company and may be paid in one, two, or ten payments.

## **Communication**

Communication and a cooperative effort between home and school is an important aspect to our Pre-Kindergarten program. Since parents are partners in learning, we invite them to become involved, if possible, by way of volunteering their time and talents. A newsletter or calendar will be sent home each month to keep families informed of upcoming events.

Saint James Pre-Kindergarten has an open drop-off time each day, and the staff and parents have many opportunities to speak informally regarding any issues or concerns. The staff also makes use of brief notes and telephone calls to keep in touch with parents. Parents are encouraged to call before or after class sessions with questions or to discuss issues with regard to their child or the school. You may also email the Pre-K Director at [lstjean@saintjameschool.net](mailto:lstjean@saintjameschool.net).

## **Assessment**

The Saint James Pre-Kindergarten assesses its goals and expectations for each child through ongoing informal observations and discussions with co-teachers, as well as maintaining a portfolio of each child's work. Children in the four and five year old programs are tested individually through the school year to measure the developmental skills needed for Kindergarten success.

A progress report is sent home with each child in February and in June. The progress report consists of a checklist of skills that are considered age-appropriate; or discussions are held regarding certain skills that may need more time to develop. Conferences will be held in November and March to discuss each child's progress. Conferences may also be scheduled on an as needed basis with the Director.

## Program Schedules

The Saint James Pre-Kindergarten operates the following programs for 3, 4, and 5 year olds:

Age	Day	Time
3 year olds	Mon/Wed/Fri	8:00 A.M. - 11:00 A.M.
4 and 5 year olds	Mon/Wed/Fri	11:00 A.M. - 2:00 P.M.
4 and 5 year olds	Mon – Fri A.M. Only	8:00 A.M. - 11:00 A.M.
4 and 5 year olds	Mon – Fri Full Day	8:00 A.M. - 2:00 P.M.

If you are unsure of which class to choose for your child, please consult the director.

## Parking

In an effort to avoid traffic problems, parents are requested to park on Park St. in areas that are not restricted with No Parking signs (e.g., do not park directly in front of the main school building). The parking lot between the main school building and the Pre-Kindergarten is not available for parent parking between the hours of 7:30 A.M. and 2:00 P.M.

## Inclement Weather

Saint James School is informed by the Manchester Public School system when there will be a delayed opening, snow day, or early dismissal. The announcement, “Manchester Public Schools”, is made on radio stations WTIC 1080AM & WTIC 96.5FM, television stations WVIT (NBC “Channel 30”) and WFSB (CBS “Channel 3”), and websites [www.wtic.com](http://www.wtic.com), [www.nbcconnecticut.com](http://www.nbcconnecticut.com), and [www.wfsb.com](http://www.wfsb.com). If a delayed opening is announced, continue to check for updates in case a later announcement cancels school. Consider signing up for email or text notification at the websites listed above.

In the event of a 90-minute delayed opening of school, the following schedules will be in effect:

Morning Session is cancelled

Full Day Session starts at 9:30 A.M.

Afternoon Session starts at 11:00 A.M. (regular time)

In the event of an early dismissal, the following schedules will be in effect:

Morning Session dismisses at 11:00A.M. (regular time)

Full Day Session dismisses at 12:00 Noon

Afternoon Session is cancelled

The extended day program is cancelled on early dismissal days, and all students must be picked up from extended day no later than 1:00 PM.

## **Appropriate Dress**

Pre-Kindergarten children should wear suitable, comfortable clothing, keeping in mind that children will be playing outside on the playscape at times. Children should wear shoes with non-slip soles. All jackets, sweat-shirts, sweaters, hats, mittens, and scarves should be labeled with your child's name.

## **Snack/Lunch**

The full-day program children should bring a snack, lunch, and two beverages each day. The morning program children should bring a snack and a beverage only. The afternoon program children should bring a lunch and a beverage only. We ask that you provide nutritious food because we believe this to be important to the children's education. Due to allergies, we ask that children do not bring any nut products including peanut butter.

## **Health and Safety**

A health certificate, signed by a physician, is required at the time a child is admitted to school. Children are required to have updated immunizations against diphtheria, whooping cough, measles, polio, varicella (chicken pox), and a tuberculin test. Connecticut state law mandates that children in preschool get the flu vaccine each year between August 1 and December 31. An assessment of vision and hearing should be available to the school. An updated emergency card must be on file for each child attending the Pre-Kindergarten.

The staff of the Saint James Pre-Kindergarten works closely with the school nurse in dealing with illnesses, allergies, health issues, prevention of injuries, and medical emergencies regarding the Pre-Kindergarten children. A medical supply kit and an injury log are kept in the Pre-Kindergarten office along with each child's emergency card.

## Daily Activities

### Three Day Program - 3 Year Olds

- Following directions in a group setting
- Themed Show n' Tell, days of the week, weather, and story time
- Singing, dancing, and playing games
- Recognition of shapes, colors, patterns, letters and numbers
- Small and large motor skills activities
- Indoor and Outdoor play

#### Highlights during the year

- Monthly themed lessons that consist of books, songs, and art activities
- Holiday and end-of-year celebrations with families and friends
- Progress reports issued twice a year

### Half Day Program - 4 and 5 Year Olds

- Group activities: Pledge of Allegiance, prayer, calendar, weather, singing, dancing, books, and playing games
- Recognition and writing of upper and lower case letters
- Recognition of writing and counting of numbers, shapes, colors, and patterns
- Indoor and Outdoor Play

#### Highlights during the year

- Monthly themed lessons that consist of books, songs, and art activities
- Holiday celebrations with families and friends
- Themed field trips
- Progress reports issued twice a year
- "Stepping-up" celebration on last day of school

### Full day program - 4 and 5 Year Olds

The five day programs are an extension of the three day program. Children attending these programs are given more opportunities to grow socially, academically, and mentally as they prepare for Kindergarten

#### Highlights during the year (in addition to those listed above)

- Hands on approach to learning
- Individual and small group activities
- Rest Time
- Two assessments for Kindergarten readiness