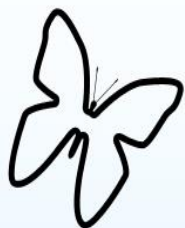


# Little Angels

## Catholic Pre-School



# Handbook

424 Hazard Avenue

Enfield, CT 06082

860-745-6135

# Mission Statement

Saint Bernard Catholic School and Little Angels Catholic Pre-School are faith based communities where we provide a quality Catholic education as we reflect, celebrate and share the message of Christ. We create a warm, nurturing, respectful, spiritual and academic environment where children learn and develop. We prepare young people to live and learn in a Christ-like manner and to become leaders in a technological and contemporary society.

*St. Bernard Catholic School and Little Angels Catholic Pre-School are accredited by the New England Association of Schools and Colleges.*

# **ADMISSIONS**

Admission to Little Angels Catholic Pre-School is open to all children regardless of ethnic origin, creed, race, color, sex or disabling condition, if the school is able to provide reasonable accommodations for the child.

Preference of admission is based upon the following criteria:

- Sibling(s) of students already attending St. Bernard School
- Parishioners of St. Jeanne Jugan Parishes
- Parishioners of other Catholic parishes
- Non-Catholics and individuals with no parish affiliation

Registration for the Pre-School Program starts in January for the following school year. Children entering the Pre-School **must be three by December 31** and **must be fully toilet trained. Diapers and pull-ups are not permitted.**

## **GOALS AND OBJECTIVES**

The Pre-School Program is designed for a child's first exploration into a school experience and seeks to instill positive feelings toward learning. The purpose of the program is to provide a safe and nurturing learning environment where children can foster a feeling of well being and positive self-esteem, and to help each child become aware that they are unique and special individuals.

The objective of the program is to assist children in developing socially, emotionally, intellectually, spiritually and physically by providing proper instruction and education. These objectives are achieved by introducing learning materials and activities to their stage of development.

## **ARRIVAL/DISMISSAL**

Arrival time for the Pre-School Program is 8:50 am. For the first week of school, parents are asked to park in the parking lot , escort their child to the classroom and help them hang up their coat and backpack.

After the first week the regular arrival will be as follows: Parents will remain outside and the children will walk to their classrooms where a staff member will greet them.

### Late Arrivals:

The school is locked at 9:00 am. To enter the building after this time, ring the bell to the left of the doors.

### Late Pick-Ups:

Parents who are late in picking up their child/children will be charged a late fee.

### Dismissal of Child to an Authorized Adult:

If a person other than the parent is picking up a child from school, a written note from the parent and identification from the authorized adult is required. In the event of an emergency, a parent should call the school at **(860) 745-6135**.

### Early Dismissal:

Parents are requested to notify the teacher if a child is to leave earlier than the regular dismissal time. A Sign-Out Book is located in the office.

### Dismissal Time:

The dismissal time for the Morning Program is at 12:00 noon and for the Afternoon Program at 3:00 pm. Parents meet children by the main entrance. Teachers will escort the children to the main entrance for dismissal.

# **SCHOOL UNIFORMS/CLOTHING**

The Pre-School uniform is as follows:

- **Kelly Green T shirt with school logo** (ordered through the school)
- Tops are to be accompanied by light grey sweatpants, shorts, leggings, skorts (skirts with pants underneath).
- A school sweatshirt with logo is also available through the school.
- **Sneakers must be worn.**
- **FLIP FLOPS AND SANDLES RE NOT ALLOWED**

Please provide an extra set of clothes (including socks) to be kept in the classroom for emergency use. (Please put clothing into a large zip lock baggie with your child's name on it.) These do not need to be the school uniform.

In colder weather dress your child in warm clothes with a hat, gloves or mittens. Please label all items belonging to your child.

A full size backpack and lunch box with your child's name is also required. A folder for their papers is also recommended.

# **SNACK/LUNCH**

Parents are encouraged to send a nutritious snack and juice to school in a lunchbox for their child's snack. Please **do not** send candy or chocolates.

Children in the full day program are to bring a healthy lunch and a drink to school in a lunch box. Drinks, utensils and cups are not provided for snack and lunch. No microwave is available.

If a child has allergies to specific foods or dairy products, please inform the teacher in writing. If a holiday party is scheduled the teacher will notify parents as to what items are needed. **Food is not allowed for birthday celebrations.** Parents may send in **non food items** for school celebrations, i.e. pencils, stickers, craft items etc.

## **BEFORE AND AFTER SCHOOL PROGRAM**

The Before/After School Program is open every day from 6:45-9:00 am and from 3:00-6:00 pm for the convenience of families who are part of the Pre-School Program. This safe and caring environment is designed to keep the children safe and happy with in a play based program. Snack is provided in the After School Program.

## **PARENT TEACHER CONFERENCES**

Conference time is an excellent opportunity to meet with our child's teacher about continuing growth and development. Parent/teacher conferences are held in January. Parents are assigned a designated fifteen minute time period to meet with teachers. Students remain in session during conference time. Parents are requested to make arrangements for someone to watch siblings, so that the meeting with the teacher progresses quietly.

## **CONFIDENTIALITY**

All information concerning a student at our school is considered confidential. If an issue develops with your child or if you wish to speak to a teacher about the progress of your child, please write a note or email to your child's teacher or call the school office to arrange an appointment. The teacher is not free to talk to you about academic performance or family situations in front of other parents especially at arrival or dismissal time.

## **EXPLUSION POLICY**

Little Angels Catholic Pre-School principal reserves the right to remove a child from the program immediately for any of the following reasons:

- The child or a member of the child's family has hurt a student or staff member.
- The child or a member of the child's family has threatened or bullied a student or staff member.
- The child's behavior is such that he/she cannot function within the guidelines of the program.

# HEALTH INFORMATION

A child who has a temperature of **100°F** or above, has vomited during the night or early morning, or has an undiagnosed rash or sore **must not** be sent to school.

The child must be without a fever, vomiting, or diarrhea for 24 hours before returning to school.– and must not have taken fever reducing medication for 24 hours. If a child becomes ill or is injured in school, a parent will be contacted to make arrangements for the child to leave school. The child will only be released to the parent/guardian or an individual authorized by the parent/guardian.

Please notify the school (**860-745-6135**) when your child is absent and state the reason for the absence. When your child returns to school please send a note that explains why your child was absent.

Students are always sent home from school under the following conditions:

- Temperature greater than 100 F
- Active vomiting and diarrhea
- Suspected contagious diseases such as conjunctivitis (pink eye), chicken pox, strep throat, scarlet fever, lice, impetigo, scabies and ring worm

Students with contagious diseases **must** meet the following criteria before re-admittance to school:

- Conjunctivitis: On medication for 24 hours and show proof of treatment
- Chicken Pox: Out of school a minimum of 7 days with all pox scabbed over
- Strep Throat/Scarlet Fever: On medication for a minimum of 24 hours
- Lice: Students must have all lice nits removed from their hair and show proof of treatment
- Impetigo: Lesion must be dry
- Scabies: May return with proof of treatment after 8 hours
- Ringworm: Area must be covered
- Fifth Disease: 24 hours after fever has subsided

Basic first-aid treatment given by the nurse may include the use of hydrogen peroxide, alcohol, bacitracin ointment, Vaseline, caladryl, orasol, saline rewetting drops for contacts, first aid cream, glucose gel or tablets, eye irrigating solution and sting relieving swabs or wipes.

If you travel abroad while your child is attending school (during the school year or in the summer), please know that a PPD (mantoux) test is recommended within 12 weeks of your return. Contact your family physician as to the need for TB testing if you have foreign visitors in your home.

## **MEDICINES**

Connecticut State Law requires a written order by a physician or dentist and the written authorization of a parent or guardian of such a child for a school nurse or in the absence of such nurse, the Principal or any teacher to administer medication. Medication must be in pharmacy-prepared containers and labeled with the name of the child, name of drug, strength, dosage, frequency, physician's or dentist's name and the date of original prescription. Over the counter medications must be brought in and picked up by a legally responsible adult. Medication is given directly to the School Nurse.

*Medication is defined as "all medication including over the counter preparations" such as cough drops, cough syrup, lozenges, aspirin, Tylenol, Nuprin, Advil, vitamins, etc. If unauthorized medication is found, appropriate action/discipline will follow.*

## **SNOW DAYS/NO SCHOOL/DELAYED OPENINGS**

The Pre-School follows the decisions of the ***Enfield Public Schools*** concerning no school, delayed opening or early release announcements.

If ***Enfield Public Schools*** has a 2 hour delayed opening, Little Angels will only have a **90 minute** delay and classes will begin at **10:30 am**. There will be ***no*** Before School Program. If ***Enfield Public Schools*** has a 3 hour delayed opening, Little Angels will be **CLOSED**.

If there is an ***Early Release*** of any type, ***all*** students will be dismissed at **12:00 noon**. There will be ***no*** After School Program.

Please use the **[Snow Line \(860\) 253-5170](tel:8602535170)** to check on school closings or dismissal.



# **CLASSROOM PROCEDURE**

The school day includes the following:

- Religion
- Circle Time
- Free Choice Play
- Story Time
- Music
- Science
- Outside Play (Weather Permitting)
- Arts and Crafts
- Guest Speakers
- Field Trips

As the year progresses students are exposed to more academic based programs including Reading and Math Readiness.

## **NEWSLETTER**

Parents receive a monthly newsletter to keep them informed about curriculum issues and special events planned for the month.

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## **VOLUNTEERS**

The school needs assistance from parents for school fundraisers, special class days and special events at school. Some activities require time during the day and others can be done at home. Your assistance is greatly appreciated. All volunteers will need to be Virtus trained.

# Pre-School Curriculum

## Three Year Old Program

### **Religion – The child will:**

- Learn the sign of the cross
- Recite the Lord's Prayer
- Recite grace at snack time and lunch time
- Be introduced to books and posters about Jesus
- Learn about religious holiday celebrations

### **Language Development – The child will:**

- Share in story time
- Learn to speak clearly
- Learn to communicate in sentences
- Answer questions
- Use language to communicate wants and needs
- Learn language through finger plays
- Self-select books that are of personal interest
- Expand their vocabulary through conversation and literature
- Use listening games for sound identification

### **Reading Readiness – The child will:**

- Identify some colors
- Identify some body parts
- Identify some human feelings
- Be provided with labels to associate speech with print

### **Math Readiness – The child will:**

- Attempt to identify the four basic shapes
- Use counting activities and games
- Attempt to count to five
- Count objects to five
- Sort and classify objects
- Attempt to identify size difference
- Attempt to match one to one correspondence

### **Science – The child will:**

- Explore the five senses
- Explore cooking experiences by measuring, mixing, and seeing physical changes in food
- Explore different media in the water table by pouring, measuring and filling
- Learn differences between day and night
- Explore weather changes
- Learn about bears, birds and farm animals

### **Social Studies – The child will:**

- Learn about and celebrate Halloween, Thanksgiving, Christmas, Valentine's Day and Easter

### **Fine Motor Skills – The child will:**

- Hold and use crayons, pencils and markers
- Attempt to use scissors correctly
- Create with easel, watercolor and finger paints
- String beads
- Manipulate pegs in holes
- Build with Duplo's, bristle blocks and wood blocks
- Create with stamps and stencils

## **Gross Motor Skills – The child will:**

- Run, walk, jump and gallop to music
- Throw a ball
- Kick a ball forward
- Hop on two feet
- Jump on two feet
- Walk up stairs
- Ride a tricycle
- Use a slide (assisted)

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## **Music – The child will:**

- Sing songs in a group
- Learn to imitate songs
- Create movement through forms of rhythm
- Play selected classroom instruments
- Be introduced to various forms of music



# ***Pre-School Curriculum Four Year Old Program***

## **Language Development – The child will:**

- Share in story-time
- Say first and last name
- Learn to speak clearly
- Learn to communicate in sentences
- Answer questions when asked
- Use language to communicate wants and needs
- Verbally recall parts of a story
- Expand vocabulary through the use of symbols, conversation and literature
- Learn new terms and labels
- Develop language and the ability to converse and discuss ideas
- Self-select books of personal interest
- Sequence story parts
- Learn language through finger-plays
- Use listening games for sound identification

## **Reading Readiness – The child will:**

- Attempt to say the alphabet (rote)
- Identify some lower case letters
- Identify some upper case letters
- Print first name
- Recognize eight colors
- Identify human feelings (sad, happy)
- Identify likenesses and differences
- Know some opposite words (hot, cold)
- Know some position orientation words (top, bottom)
- Use left to right progression
- Recognize first name in print
- Be provided with labels to associate speech with print

## **Math Readiness – The child will:**

- Identify the four (4) basic shapes
- Use counting activities and games
- Rote count to ten (10)
- Count objects to ten (10)
- Sort and classify objects
- Recognize some numbers
- Identify size difference (big, little)
- Find shapes in their environment
- Sequence different sizes (small, smaller, smallest)
- Categorize objects (shape, color, size, texture)
- Continue a simple pattern
- Be introduced to numbers through daily calendar exercises
- Match one to one correspondence
- Learn identical matching
- Use sequencing and memory games

## **Science – The child will:**

- Explore the five (5) senses
- Identify and describe the four (4) seasons
- Observe and identify weather characteristics with a daily weather chart
- Describe how seasonal changes affect people, plants and animals
- Discuss pollution, recycling and ecology
- Discuss various animals, their habitats and their behavior
- Learn about dinosaurs, the ocean, the rain forest and the jungle
- Learn about space and the planets
- Learn about pets and how to care for them
- Experience different media in the water table
- Learn about cooking by mixing, measuring and observing physical changes in food

## **Social Studies – The child will:**

- Learn about community helpers such as: firefighters, EMT, police, etc.
- Learn about the Pilgrims and Native Americans
- Learn about special holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, Mother's day, Memorial Day and Father's Day
- Learn about famous people such as: Martin Luther King, Abraham Lincoln, George Washington, etc.
- Learn the days of the week and the months of the year with a calendar

## **Fine Motor – The child will:**

- Exhibit hand dominance
- Hold and use crayons, pencils and markers correctly
- Use scissors correctly and attempt to cut on a straight line
- Create with easel, watercolor and finger paints
- Glue pieces together
- Attempt simple puzzle assemble (6-8 pieces)
- Create with play-dough
- String beads by color and shape
- Manipulate pegs in hole
- Manipulate small pieces
- Build with deploys, bristle blocks and wood blocks
- Attempt to manipulate zippers
- Attempt to manipulate buttons
- Attempt to manipulate snaps
- Create with stamps and stencils

## **Gross Motor – The child will:**

- Walk up and down steps one foot per step
- Walk backwards and forwards
- Run, walk, jump, gallop and skip to music
- Hop on one (1) foot and on two (2) feet

- Throw a large ball forward
- Kick a large ball forward
- Attempt to do a forward somersault
- Attempt to walk a balance beam
- Climb up and slide down a slide
- Ride large big wheels and bicycle with training wheels
- Catch beanbags
- Do circle games in groups

### **Music – The child will:**

- Sing songs in group
- Learn to imitate songs
- Create movement through various forms of rhythm
- Play selected classroom instruments
- Be introduced to different forms of music
- Follow instructions when doing musical exercises
- Participate in a group musical exercise
- Participate one on one in a musical exercise

### **Religion – The child will:**

- Learn the sign of the cross
- Recite the Lord's Prayer
- Recite grace at snack-time and lunch
- Learn about Jesus through various books and tapes
- Learn simple religious songs
- Be part of a group discussion about God's creations such as: nature, animals, the earth, etc.
- Learn simple Bible stories and create an art project to coincide with it
- Learn about religious holiday celebrations



## **Emotional/Social Development – The child in the Three and Four Year Old Program will:**

- Go to the bathroom without assistance
- Learn to dress themselves
- Respond to the teacher's direction
- Respect and show concern for people and things around them
- Play and share cooperatively with other children
- Have a good self-image
- Have appropriate control over their feelings
- Follow routines independently
- Work in small groups
- Learn to take turns
- Develop good listening skills
- Develop good work habits
- Develop good health habits
- Take responsibility for personal belongings
- Be provided with opportunities during free play to make choices
- Be provided with opportunities for problem solving
- Discuss and understand the rules and responsibilities of the classroom
- Learn to solve conflicts with others
- Receive love and respect from caring adults



## UNITY

I dreamed I stood in a studio  
And watched two sculptors there,  
The clay they used was a young child's mind  
And they finished it with care.

One was a teacher; the tools he used  
Were books and music and art;  
One a parent with a guiding hand  
And a gentle and loving heart.

Day after day the teacher toiled  
With a touch that was deft and sure,  
While the parent labored by his side  
And polished and smoothed it o'er.

And when at last their task was done  
They were proud of what they had wrought,  
For the things they had molded into the child  
Could neither be sold nor bought.

And each agreed he would have failed  
If he had worked alone,  
For behind the parent stood the school  
And behind the teacher, the home.

~ *Author Unknown*