



## ***MISSION STATEMENT***

St. Mary Magdalen School shares in the aim and purpose of Catholic School Education by concentrating on the total development of each student in pre-kindergarten through grade 8. \*We value the human life that Jesus affirmed; thus our stress on Community, Respect, and Self-discipline. We encourage the “best” in one another - to be all that God intended us to be and to help discover and develop each individual’s unique God-given talents. Through traditional and innovative teaching, we provide students with the necessary skills to live and serve in an ever-changing society. We strive to have children come to a greater knowledge of and friendship with Jesus as well as to have them enjoy learning and being who they are.

*\* “We” includes students, teachers, parents, alumni and parishioners!*

## **OVERVIEW OF THE SCHOOL OF LITTLE SCHOLARS PROGRAM**

***I will advance as I learn new skills and prepare for kindergarten.***

Pre-kindergarten is a critical time for children as they begin the adventure of a lifetime of learning. Every day your child is learning and doing more, which is why the School of Little Scholars of St. Mary Magdalen Pre-kindergarten program is designed to challenge more.

Our goal in Pre-Kindergarten is to teach the whole child by providing a nurturing, secure environment in which learning can take place. In the Pre-Kindergarten program, we seek to educate the mind, the heart, and the will. We recognize that each child is made in the image and likeness of God; so our teachers focus on giving personal attention to each child by using developmentally appropriate methods, and implementing high academic standards. We promote independence in an organized atmosphere, as it is increasingly important for children to be their own thinkers. We also teach children to work well within a group through listening, sharing and cooperation. These early learning years are important; a time when good habits are developed and character formation begins.

Early character formation occurs through young students forming habits like self-control, generosity, and respect of others. Our Pre-Kindergarten programs provide structure, academic foundation, study of the Catholic faith, and leadership opportunities. Children learn to lead by example, and will experience many opportunities to build self confidence. Strength lies in virtue as well as in academic performance. At the School of Little Scholars of St. Mary Magdalen our students are taught the value of faith, virtue and service to others, as a compliment to a strong academic curriculum.

## **OUR PROMISE**

### ***We Promise:***

- ... To honor your role as a parent and to partner with you in the care and development of your child.
- ... You will feel completely confident and reassured when you leave your child with us.
- ... You will know that we value your child as a unique individual to be nurtured, protected, and respected at all times.
- ... You will know that committed, dedicated educators are caring for your child.
- ... You will watch your child develop a love of learning and a rich imagination.
- ... You will see your child develop strong bonds with our teachers and other children.
- ... You will share in the joy of your child's experiences in our center through regular communication.
- ... You will be treated as an important member of our family.
- ... You can expect us to listen carefully and respond quickly to any questions or concerns.
- ... You will know that it is our privilege to serve your family.

## **PHILOSOPHY**

As Catholic early educators, we minister to the whole child - MIND, HEART, and SOUL. In a trusting Catholic environment we enable the child to grow spiritually, emotionally, and intellectually. Awakening the child's innate desire to learn, we foster creativity and excitement about learning by facilitating a stimulating atmosphere. Understanding their uniqueness in personality and differences in learning styles creates opportunities to discover, explore, question, and succeed, thus providing the proper atmosphere which enables the child freedom of choice. Above all, our setting nurtures the child's spiritual relationship with God and self, and develops a caring attitude for others.

## **GOALS OF OUR PROGRAM**

To FACILITATE opportunities in spiritual, physical, social, cognitive, and language development.

To CREATE an atmosphere where children appreciate a quiet time preparing them to begin a friendship with God.

To INITIATE in the early learner, the sacredness of life.

To NURTURE a warm, caring environment that develops self-esteem and a positive attitude toward all God's creation.

To CREATE an environment that fosters independence, problem solving, and exploration

To make each child's first school experience a happy one.

## **VALUES OF OUR PROGRAM**

We use everyday experiences to:

1. help strengthen the child's sense of prayer through reverence for God's creation
2. provide multi-sensory experiences for the child to discover the mysteries of nature
3. build a sense of trust with the young child by fostering a warm and sincere environment within the classroom
4. develop play and work situations where the young child is kind to his/her peers and respects personal property and community property
5. cultivate opportunities to develop the Gospel value of justice by caring for each other
6. inculcate within the young child a sense of integrity
7. foster occasions for the child to solve problems without direct adult intervention
8. encourage an atmosphere of loving concern to enhance independence and cooperation

## **COMING TO THE CLASSROOM**

Doors open at 8:35, your child will be marked tardy after 8:50. All pre-k students should be accompanied to the classroom by an **adult**. Do not tell your child you will wait for them out in the hall. This will only make them anxious to get out of the classroom to see you in the hall. Please do not let crying deter you from leaving your child. Chances are it will stop as soon as you are out of the door.

## **COMMUNICATION**

Communication is an important part of our philosophy. Calendars, monthly newsletters, and occasional information are sent home with the children in their folders. You should check the school website regularly. The website is [www.smmsoakville.org](http://www.smmsoakville.org). If you need to speak with the teacher about an issue, please either email or send in a note with your child.

## **PARKING**

Arrival and pick-up for Pre-K will be at the back of the building. Parents/Guardians should utilize the parking lot in the back of the building and use the rear entrance when dropping off and picking up their children. Please do not use the front entrance to the building. Older SMMS siblings may enter from the back.

## **PRE-K HOURS**

Full-Day Session      8:35 am - 2:50 pm

Half-day Session 8:35am – 11:35am

### **SCHEDULE FOR DELAYED OPENINGS**

**If there is a 90-minute delay, there will be no morning Pre-K session.**

### **OUTDOOR PLAY**

We like to go outside daily and we continue to do so for as long as possible. Keep three things in mind when dressing your child:

1. We bring out appropriate outdoor toys to play with, so dress your child in clothes that can be worn outside for play.
2. Rubber soled shoes or sneakers are best

### **BIRTHDAYS**

Birthdays are special! While we don't celebrate with cookies, cupcakes or any food, we do have our own way of celebrating your child's special day. The birthday child is given a crown to wear and they are the helper of the day. We sing Happy Birthday and will incorporate a special activity into our schedule. You may also donate a book to either our classroom library or donate a craft for the class to do on that day. Your child will also have show and tell on their birthday. They can bring in one item from home to talk about and show the class. If you are sending in birthday invitations for a party, we cannot send them home unless the whole class is invited.

### **SNACKS**

The children will be having a morning snack. Please pack a healthy snack such as pretzels, graham crackers, goldfish, animal crackers, cheez-its, or fruit. If your child is staying for lunch, please make sure your child knows that one snack is for the morning and one is for lunch.

### **LUNCH**

Please supply a small hand towel to cover the table he/she is sitting at. They catch unwanted spills, prevent germs and most importantly give your child a designated space that is their own. The towel will go home daily in the lunch box. Milk will be available for all day children.

### **REST TIMES**

Mats can be purchased at the Wal-Mart stores. All students need a vinyl mat for resting. No cloth sleeping bags. A small blanket and pillow may be sent to school for the week. (The children have to carry them by themselves). They will be sent home every Friday to be washed. Please note that only vinyl mats are used for rest time. These are cleaned regularly. Your child may also bring in a quiet toy for rest time. Please be sure that this is a quiet toy and no a light up toy or a toy that plays music. Children will not be allowed to wear any type of pull up for nap.

### **SNOW DELAYS & EARLY DISMISSALS (DUE TO BAD WEATHER!)**

We follow the Watertown School system. When there is a 90 minute delay, there is no morning Pre-K. Early dismissal is 12:45 for full-day. No After-School care. Please listen to the radio if there is bad weather.

### **PROGRESS REPORTS**

Pre-K progress reports will be sent home in January and in June. Conferences will be after the school first trimester. Please refrain from discussing your child with the teachers in his/her presence. We will gladly make time to speak with you alone if you would like to make an appointment anytime before the scheduled conferences.

### **ACADEMIC POLICIES / CURRICULUM**

The Pre-school curriculum offers many subjects and activities. The subjects are Religion, Math, Science, Language, Art, Music, and Physical Development.

**Religion:** The Pre-school religion program is designed for the young child to experience a personal relationship with God. This is taught to the child through music, prayers, stories, and dramatic play.

**Math:** As children play, they encounter mathematics as an integral part of their world. The child learns math through music and movement, story, and art. Concepts taught are shapes and sizes, sorting, classifying, time, measurements, and number recognition.

**Science:** Science is all around us. Children learn science through their experiences with nature, seasons, magnetism, animals, senses, parts of the body, and types of environments.

**Language:** Young children learn language skills more readily and with a more positive attitude when they can see, hear, and feel what they are told. Appropriate developmental language activities are presented in audio and visual perception and comprehension. The teacher respects what the child has to say, listens to the child, and allows the child to question and experiment. Providing these types of personal experiences gives the child a head start to reading, writing, and reasoning as a logical step to their development.

**Art:** Art and craft work requires specific items, a stimulating environment in which to create, and guidelines for safety and classroom management. Some activities we teach are painting with brushes, Q-tips, shaving cream, and fruits and vegetables. Modeling with clay and play dough are also used. We design with glitter, glue, crayons, markers, sequins, and foam to just mention a few of the items.

**Music:** Music is very important in the learning process. It stimulates the individual. Music is learned through movement, singing, and dancing. Instruments, props, ribbons sticks, or bean bags are used to enhance a lesson.

**Physical Development:** Movement education is important in developing children's physical potential, self-esteem, their ability to follow directions, and their thinking skills.

There are two types of motor development:

**Large motor** involves the whole body. Large motor helps children have the ability to carry out daily tasks efficiently. Some larger motor activities are jumping, running, walking, and balancing. These tasks are done throughout the year in a fun way.

**Small motor** is important to help children develop individual finger strength, finger coordination and to begin their symmetrical training in the use of both hands. Eye-hand coordination is developed through the use of fine motor activities. Some activities to strengthen small motor development are string beads, tracing, stencils, cutting, writing, and finger plays. Simple tasks such as closing a zip-lock bag and opening a straw are also examples of small motor development.

Pre-school students from SMMS entering Kindergarten at SMMS need to know how to write their name and recognize most of their letters and numbers. Students will be well prepared if they have these skills.

## **DISCIPLINE**

We believe that children want guidance in how to behave. We always try to model appropriate behavior and to let the children know what is expected of them. We use colored cards to monitor classroom behavior. These cards are red, yellow and green. All children will begin each day on the color green. If a child has to be reminded about their behavior too many times, they will be asked to move their card to yellow. If the behavior still persists, they will be asked to change their card to red and a note will be sent home explaining the problem. All children will begin on green again the next day.

## **TRANSPORTATION**

If your child is going home with anyone other than you, a note **MUST** be given to the teacher that day. This is for your child's safety. Please let your child know that someone different will be picking them up since this will help ease any fears when you are not there at dismissal time. I.D. will be asked of anyone who picks up the child other than the parent.

## **BATHROOM**

**Students need to be potty trained by the start of the school year.** We do not have the facility to change the children's soiled clothes. As a way to keep your child protected, we are not allowed to change them. We will assist as much as we can, however, we know that accidents do happen and in case one does, we will bring them to the nurse's bathroom so can change themselves.

### ***COATS and SWEATERS***

Show your child the chain or tab on the collar to use to keep the garment on the hook at school. It takes some practice, but any three or four year old can eventually do it by themselves. Also, ALL garments that can be taken off should be labeled with your child's name on them. This includes boots! Teach your child to shove hats, mittens, and scarves into the sleeve of their coats in order to keep all of their belongings together.

### ***BACKPACKS/FOLDERS***

Pre-K students need to have a backpack and a pocket folder. Make sure that it isn't too small to fit papers in it and have it large enough to accommodate a 9 1/2 X 12 inch folder for all important school communications. ***It is very important for parents to check their child's folder at the end of each day they have attended class.*** Help your child practice putting on the backpack (and taking it off). Your child should also know how to zip it up. Our goal is to make your child as independent as possible. Please label all folders and backpacks. Please help us accomplish this goal!

### **UNIFORM GUIDELINES**

One of the most important core values of St. Mary Magdalen School is our sense of community. This is immediately evident through our use of a uniform dress code that reflects the school's identity and joins all of our students together. In order to enable the Pre-k 3 and 4 students to be identified as an important part of our school community, it has been decided that a pre-k dress code will be established.

First day of School thru October 31:

- Plain white or grey short sleeved t-shirt (no decorations/designs/images)
- Pull on plain dark green or grey gym shorts (elastic waist)
- White socks
- Gym sneakers with Velcro closures

November 1 thru April 30\*

- Plain white or grey long sleeved t-shirt (no decorations/ designs/images)
- Pull on dark green or grey gym sweat pants (elastic waist)
- Dark green or grey sweatshirt
- White socks
- Gym sneakers with Velcro closures

Students are always welcome to wear the winter uniform on colder days.

The SMMS logo is not required. Parents may wish to order their uniforms from Dennis Uniform. They have a store at 625 Wolcott Street in Waterbury. Since these clothing items are plain, parents may purchase these items at other stores as well. Please remember that decoration/ designs/images are not part of the uniform dress-code.

All children should have a complete change of clothing in their backpacks.

### ***LABELS***

Please label everything you send in with your child.



**PRE-K 4 DAILY SCHEDULE**

- 8:35 - Arrival (Coloring, Name printing)
- 8:55 - Prayer, Religion, Attendance, Pledge of Allegiance
- 9:15 - Bathroom (Wash Hands)
- 9:30 - Circle Time-calendar, weather, morning message
- 10:00- Snack
- 10:15 - Language Development / Large Group Instruction
- 10:30 - Centers (Art, Small Group Instruction, Writing, Sensory, Math, Blocks, Dramatic Play, Computers)
- 11:05 - Clean-up
- 11:15 - Large Motor / Outdoor
- 11:35 - Dismissal for Half-Day Pre-K. Story Time (All-Day students), Finger plays,
- 11:45- Lunch
- 12:25 - Clean-up/Bathroom
- 12:30 - Rest Time
- 2:00 - Wake-up, Story / Table Toys
- 2:40 - Prepare for Dismissal
- 2:50 - Dismissal for All-Day Pre-K.

**PRE K 3 DAILY SCHEDULE**

8:35-	ARRIVAL
8:50-	PRAYER, PLEDGE OF ALLEGIANCE, ATTENDANCE
9:10	BATHROOM
9:20	SNACK
9:30	RELIGION
9:40	ART
9:55	INDIVIDUAL WORK-SMALL GROUP INSTRUCTION
10:25	BATHROOM/RECESS
11:10-11:35	CIRCLE/PRAYER/HALF DAY DISMISSAL
11:40	LUNCH
12:10	BATHROOM
12:20	REST TIME
1:55	WAKE-UP/BATHROOM/TABLE ACTIVITIES
2:30	CLEAN UP AND PRAYER
2:50	DISMISSAL FOR FULL DAY PRE-K

## **STUDENT PHOTOGRAPHS/PUBLIC RELATIONS**

Throughout the year, St. Mary Magdalen School programs, achievements and special events are given attention through any number of publications/literature such as the Development Newsletter, local area newspapers and the school website. Information disseminated through this publicity gives us the opportunity to highlight to the St. Mary Magdalen School Community and the community at large the positive attributes a St. Mary Magdalen School education can provide for our students. The distribution of these pieces varies according to the type of publication and the target audiences. The literature can be mailed to our current parents, alumni parents and alumni. Information can be seen by the general public on our website or in the local newspapers.

Throughout the school year, photos of the students are taken to be included as part of the above public relations material. Your child's photo may appear in any of the above areas during his/her attendance at St. Mary Magdalen School.

**If you would prefer that your child's photo not be included in any printed or computer material, please note this on the sign-off sheet included with this handbook.**

## **KINDERGARTEN ACCEPTANCE POLICY**

We cannot guarantee placement in our Kindergarten classes. The policy adopted by the school board for the order of acceptance into Kindergarten is as follows:

1. Siblings of students presently enrolled in grades K through 8
2. Qualified parishioners and/or Pre-K students
3. Catholic non- parishioners
4. Non-Catholics

Students presently in our Pre-K 3 program are assured acceptance in the Pre-K 4 program.

## **TUITION**

The tuition is set yearly by the school's finance committee and approved by the School Board. There are 10 scheduled payments which start in August and end in May. The payment is due on the 15th of each month. Please send your monthly tuition in the envelope provided to you. A \$25.00 late fee will be added to late payments.

### *TO COMPLETE THE REGISTRATION PROCESS YOU WILL NEED*

1. A birth certificate (long form)
2. A baptismal certificate
3. Registration Fee

## **FUNDRAISING**

Fundraising participation is optional for Pre-K. However, your participation is appreciated.

## HEALTH

Nursing services are available during school hours for illness/injuries that occur on school grounds. The school nurse functions under the auspices of the Watertown School District and follows the standing orders of the town's medical advisor. Students who feel ill or are injured in school should report to the nurse after obtaining permission from their teacher.

Emergency contact information should be kept updated. Notify the school promptly of any changes in phone/address.

Report the reason for absences via call to the nurse's office.

### Accidents/Illness

If there is any question of your child not feeling well in the morning, please keep him/her at home. If a child has an elevated temperature, he or she should remain home until the temperature has returned to normal and is maintained at normal for 24 hours without the use of fever reducers such as Advil, Tylenol, or Ibuprofen. Children who are sent home by the nurse for illness and/or elevated temperature should remain at home an additional 24 hours to complete their recovery. Parents must sign their child out from the main office prior to picking up their child in the Health Office.

The school nurse will administer first aid if a child becomes ill or injured. No medications will be given without a physician's order. The parent will be contacted by the school nurse or office when necessary. If your child tells you that he or she received an injury at school and that it was not reported to the nurse, please inform the nurse as soon as possible.

### The following guidelines must be adhered to before returning to school:

1. Fever 100 degrees or over – Student must be fever free for 24 hours without the use of Tylenol or Motrin before returning to school, and 48 hours during flu season.
2. Vomiting and/or Diarrhea – no further incidence for 24 hours.
3. Strep Throat – 48 hours after the first dose of an antibiotic, fever free for 24 hours and feeling well enough to participate in school.
4. Conjunctivitis – Antibiotic treatment for 24 hours.

### Allergies

It is important to notify the school nurse and staff if your child has an allergy such as bee stings, insect bites, foods, medication, or environmental substances. If emergency medication (ordered by a physician) is necessary, the nurse will store it.

We ask that all parents be sensitive to common childhood allergies. Some classrooms are designated “nut free zones.” It is imperative that all students in any of these classrooms not bring products with nuts into school for classroom snack. Be advised that under no circumstances is a student allowed to eat on a school bus unless a medical condition substantiated with a physician’s order warrants such activity.

**Note:** Due to latex allergies in school buildings, latex balloons, gloves, and other products are prohibited.

**Classroom Celebrations:**

During the school year the classroom may hold celebrations during holiday time. They may include an appropriate craft project, game, or snack. Snacks or treats for the class must be approved in advance by the teacher and the school nurse.

**Communicable Diseases**

If you suspect that your child has a communicable disease, please do not bring him/her to school to see the school nurse. Please schedule an appointment with your physician.

All communicable diseases should be reported to the nurse. These include:

**Sore Throat/Strep Throat**

The school nurse will examine a sore throat. If a sore throat persists for two days, or if there is fever with it, the child should be seen by the family physician. If a throat culture shows streptococci, the child should remain at home on medication for 48 hours and be non-symptomatic before returning to school.

**Head Lice**

Children with head lice are to be excluded for 24 hours following treatment. In cases of severe infestation, we may require a longer absence. No child may return to school without first being inspected by the nurse. Parents must be present for this inspection.

### **Conjunctivitis/Pink Eye**

The symptoms are a reddened eye which is usually painful and accompanied by moderate lid-swelling, mucous or discharge from the eye, and tearing. School policy states that any child with conjunctivitis/pink eye is excluded from school until antibiotics have been administered for a minimum of 24 hours.

### **Rashes**

A child who has a rash such as impetigo, scabies, or shingles, will be excluded from school until the condition is diagnosed by a private physician and treated, if necessary. Proof of treatment must accompany the student upon return to school.

### **Chicken Pox/Varicella**

Chicken Pox requires a 5-6 day exclusion after the appearance of the first crop of lesions or until all scabs are dry. The child is to report to the school nurse upon return to school. A parent must accompany the child to school for re-admittance.

Any suspicious appearing skin condition should be reported to the nurse. Children with impetigo and scabies are to be excluded from school until they have a doctor's permission to return.

**Quarantine Periods (Minimum Control)**

Chicken Pox	One week after appearance of first blister and when rash has begun to scab over. *Reminder to parents to avoid ASA products. Notify parents who are immuno-suppressed of an exposure so that appropriate action may be taken.
Conjunctivitis	24 hours of medication before return to school. No swimming.
Coxsackie	All suspected cases to M.D. for diagnosis. Must have a note from the physician upon return to school.
Diarrhea/Vomiting	Minimum of 24 hours after symptoms are resolved without use of medicine.
Fever	24 hours after return of normal temperature as recorded without use of medicine.
Flu	48 hours after return of normal temperature as recorded without use of medicine.
German Measles	One week after rash appears.
Hepatitis	With written permission of M.D.
Impetigo	48 hours of treatment before return to school. May be left uncovered. No swimming.
Lice	Pediculicide per recommendation of school medical advisor. 24 hours at home to remove nits. Parent must accompany child to school with empty pediculicide container and remain while the child is examined by the school nurse.

**Immunization**

Connecticut law mandates that all students be protected by adequate immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hemophilus influenzae type B, and any other vaccine required by the schedule for active immunization adopted pursuant to state law (e.g., varicella).

Students who have not been adequately immunized will not be admitted to school except in cases where the parent/guardian has provided a certificate from a physician stating that such immunization is medically contraindicated or the parent/guardian presents a statement that such immunization would be contrary to the religious beliefs of the child.

**Parent Signature Page**

(To be returned 1 week after receipt)

I/We have read the 2016-2017 Pre-K Handbook and agree to follow the school policies and procedures as stated.

Family Name (Print): \_\_\_\_\_

Child's Name(s): \_\_\_\_\_

Parent Signature(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_



### Website and Other Publications Photo Permission Guidelines

Dear Parent or Guardian,

Saint Mary Magdalen School hosts a Website at: [www.smmsoakville.org](http://www.smmsoakville.org). Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student's work. We may also use these photos in brochures, posters, and various other means of publication.

If students' pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

#### Photo Permission Form

I **grant** Saint Mary Magdalen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary Magdalen School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

\_\_\_\_\_ Saint Mary Magdalen School has permission to post samples of my son/daughter's schoolwork in its media.

\_\_\_\_\_ Saint Mary Magdalen School has permission to post a picture of my son/daughter in its media.

I **do not grant** Saint Mary Magdalen School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary Magdalen School website, or in other print or electronic media.

Print Name of Student Print \_\_\_\_\_

Print Name of Parent(s)/Guardian(s) \_\_\_\_\_

Signature of Parent(s)/or Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son's or daughter's school principal.