

# Most Precious Blood School

Early Childhood Handbook  
2010-2011



# Table of Contents

| <u>Page #</u> |                             |
|---------------|-----------------------------|
| 3             | Arrival and Dismissal       |
| 3             | Closings and Delays         |
| 3,4           | Clothing                    |
| 4,5           | Curriculum                  |
| 5             | Discipline                  |
| 9             | Disclaimer                  |
| 5             | Enrollment                  |
| 6             | Field Trips                 |
| 6             | Health Requirements         |
| 7             | Home and School Association |
| 6,7           | Injury/Illness              |
| 7             | Latch Key                   |
| 7             | Library                     |
| 8             | Newsletter                  |
| 8             | Non-Custodial Parent        |
| 8             | Parent Participation        |
| 8             | Snacks                      |
| 8             | Supply List                 |
| 8,9           | Tuition                     |
| 9             | Technology                  |
| 9             | Visitation                  |

## Early Childhood Programs

Most Precious Blood offers several 3-year-old programs.

- Monday through Friday 7:55 a.m. to 2:50 p.m.
- Monday/Wednesday/Friday 7:55 a.m. to 2:50 p.m.
- Tuesday/Thursday 7:55 a.m. to 2:50 p.m.

Most Precious Blood offers two 4-year-old programs.

- Monday through Friday 7:55 a.m. to 2:50 p.m.
- Monday/Wednesday/Friday 7:55 a.m. to 2:50 p.m.

## **Arrival and Dismissal**

The children should not arrive any earlier than 7:45 a.m. Children arriving before 7:45 must report to Mohr Hall. Mohr Hall opens at 7:30 a.m. and is supervised by the teaching staff. The classroom door will be open at 7:45. Latch Key is available for morning care and after school care. Latch Key services are available from 6:30 – 7:45 a.m. and 2:50 – 5:30 p.m. Pre-registration is required for Latch Key.

All students use the east door, Barthold Street, (door # 2) when entering the school. For safety reasons, all other doors are locked. Early arrivals for Latch Key use the entrance to Mohr Hall. When arriving late, families must check in at the office to receive a tardy slip.

When a student has been tardy 4 times in a nine weeks, they will be assigned a 1-hour detention. The fifth and sixth tardy will result in a 1-hour detention as well as a note sent home to the student's parent. Upon receiving the seventh tardy, the student will serve the 1-hour detention and a parent conference will be scheduled to try to rectify the situation, as well as, discuss further options should the problem continue. Detention activities will be provided for any preschool student that is assigned detention for tardiness.

Parents should pick up their children at the east school entrance on Barthold Street (door # 2). The teacher will bring the children to the front entrance. They are met at the doors by parents. A number system will be used for pick up.

Important: Children will not be dismissed to anyone without a number unless authorized by a parent. If it is necessary for someone else to pick up a child, the school must be notified in advance, and identification will be checked.

If a child needs to be picked up early, an adult must sign a sign out sheet in the school office.

## **Closings and Delays**

Most Precious Blood School follows the Fort Wayne Community Schools in all "No School" announcements due to bad weather conditions. Therefore, when Fort Wayne Community Schools close due to weather, either at the start of the school day or for an early dismissal, Most Precious Blood will follow the same procedure. If there is a one-hour delay, we have early childhood classes beginning at 8:55 a.m. In case of a two-hour delay, early childhood classes will begin at 9:55 a.m.

Normally radio and TV stations are contacted by 6:30 a.m., if schools are to be closed or delayed. Parents are encouraged to listen to the public announcements for information regarding school closings. Please do not call the school for this information.

## **Clothing**

Children should dress in play clothes. They will be painting and using other messy

materials, sitting on the floor, and running in the gym. Clothes should allow for easy movement and be easily washable. Girls who choose to wear dresses should wear tights, shorts or pants under the dress for warmth and protection from the floor. Children must also be able to button, snap and zip their pants.

Footwear, which provides safety and support in active play, are best. All purpose gym shoes, without super heroes on the shoe, rubber soled shoes and socks are required for play and gym safety. Slip on shoes, western boots, buckle dress shoes and sandals are not recommended for safety during outdoor play and gym. We do not change clothing for gym in preschool.

Some character tee shirts that are violent and offensive will not be allowed. Examples: Poke e mon, Rugrats, Power Rangers, Street Sharks, army and guns, etc.

The school also abides by a warm weather policy that states that shorts may be worn only during the months of May, June, August and September. No tank tops are allowed.

## **Curriculum: Goals of the Preschool Curriculum**

If the overall purpose of education is to foster competence in all aspects of life as a Christian, then, curriculum must provide opportunities for total learning. This is accomplished when the teacher considers the six areas of children's development—spiritual, emotional, social, physical, intellectual and creative. The overall goals of the curriculum will be to meet the needs of the children in each of these areas and at the same time keep the whole child in mind.

Through the activities in the early childhood curriculum, children will:

1. Grow spiritually
  - develop a sense of trust
  - realize their need for God's love
  - know Jesus as a Friend
  - respond to God's love
  - feel secure in God's love and care
  - see themselves as God's children
2. Grow emotionally
  - develop a positive self-concept
  - be free to risk failure and be comfortable with mistakes
  - develop a sense of security and trust
  - show independence and self-responsibility
  - channel emotions into appropriate and acceptable outlets
3. Grow socially
  - learn to play, work and communicate with peers and adults
  - adjust to group situations
  - accept others even though they may be different from self
  - develop a sense of community
  - accept change in environment and routines

4. Grow physically
  - develop gross and fine motor coordination
  - develop eye-hand and eye-foot coordination
  - become aware of his/her own body
5. Grow intellectually
  - continue to develop language use and understanding
  - develop pre-reading skills such as:
    - visual discrimination
    - auditory discrimination
    - understanding of symbols
    - love of and interest in books
  - develop an ever-increasing attention span
  - complete tasks begun
  - initiate his or her own activities
  - follow two and three step directions
6. Grow creatively
  - view him/herself as a unique individual created and valued by God
  - express ideas in his or her own unique way
  - be free to create artistically using a variety of media
  - develop his/her God-given talents and abilities

## **Discipline**

Most Precious Blood School promotes a POSITIVE APPROACH to discipline with the intent to teach self-discipline skills appropriate to the student's development stages. Discipline is defined in this approach as a system of rules and regulations that govern the conduct of the student and teacher so that learning can take place. The early childhood children are taught the first five skills that include listening, following directions, asking questions, sharing and demonstrating basic social skills.

## **Enrollment**

Eligibility: Eligibility requirements are: Children who have reached their third or fourth birthday by September 1 of the current school year and are potty trained (no diapers, pull-ups or training pants allowed). Those five year olds that miss the September 1 cut-off date to begin Kindergarten are eligible and welcome.

Application and health forms are available in the school office. Copies of birth certificates and baptismal certificates are needed at the time of registrations. For more information call 260-424-4832.

Order of Acceptance: Most Precious Blood School does give preference for admission to students in this order:

1. Siblings of students already enrolled at Most Precious Blood.
2. Children of Most Precious Blood Parishioners.
3. Catholic children from other parishes.
4. Non-Catholic children on a first come first serve basis.

## Field Trips

Field Trips are excellent learning opportunities, and we try to take advantage of the resources around Fort Wayne. Permission slips will be sent home and must be signed and returned before a child may go. If for some reason, a child cannot go on a trip, they should be kept home that day.

A parent/guardian signature on a standard school field trip form is required before a student will be allowed to go. Verbal permission by phone is never permitted.

Parents volunteering to drive for a trip must have adequate liability insurance and a valid driver's license along with a background check. Forms may be obtained through the school office as well as your child's teacher. Seat belts must be provided for all student passengers. All drivers must be at least 21 years of age. As of July 1, 2005, booster seats are required for each child riding in a car. Please refrain from taking extra passengers on field trips for the safety of all the children.

## Health Requirements

State law requires proof of immunization and vaccination against communicable diseases at the time of enrollment. Children are prohibited from being enrolled without proof of proper immunizations. Children enrolling in Early Childhood classes are given a health form from the Fort Wayne Allen County Board of Health that is to be filled out by the family physician and filed in the school office. Dental examinations are recommended.

Children must also be potty trained. No diapers, pull-up or training pants are allowed.

## Illness/Injury Guidelines

It is not always an easy task to decide when your child is ill enough to be kept at home. This guideline will help you make that decision.

**Colds:** This is probably the hardest illness to decide. A mild cough or occasional runny nose is not cause to withhold a child from school, unless it is obvious that the child is not feeling up to attending. (A child with a non-stop runny nose or constant cough should be kept at home. The child would probably feel uncomfortable and very tired in a group of children and may pass along germs.)

**Fever:** The child should be free from fever for 24 hours before returning to school.

**Medications:** After taking antibiotics for 48 hours, providing that your child feels fine and the doctor agrees, your child may return to school. State law forbids a school from dispensing any medication. Since some children must receive medicine during the school day, the following conditions are to be obeyed:

1. Diocesan medication forms must be filled out for prescription and over the counter medicine.
2. The form and medication are brought to the office **by the parent/ guardian** immediately upon arrival of the student to school.
3. Medications must be in original prescribed containers.

**Chickenpox:** All pox must be scabbed over before returning to school.

**Vomiting:** A child must be out of school for 24 hours after his/her last vomiting episode.

**In School Illness:** If a child becomes ill while at school, is feverish, vomiting or in discomfort, we will phone you to take your child home. If we are unable to reach anyone at home, and the child is vomiting, spouse or emergency contact person will be called to pick up your child.

**Accidents:** Accidents of any nature, which may require completion of insurance forms, must be reported to the school as soon as possible.

**Emergency Forms:** An emergency form for each student is kept on file in the school office. In case of an address or phone number change, please notify the school office promptly. Parents should make provisions to have children picked up in case of illness.

## **Home and School Association**

The Home and School Association exists to promote good communications between administration, teacher and parents and to assist the school through fund raising activities each year. All parents/guardians are automatic members of the Home and School Association. Meetings are usually held 2 times a year, in September and April. Parents are urged to attend ALL meetings and to participate in the various sponsored activities, for the good of the school.

## **Latch-Key**

The YMCA operates a before and after school Latchkey program at Most Precious Blood School to assist working parents and provide quality supervised care for students. Hours are 6:30-7:45 a.m. and 2:50-5:30 p.m. Hours are subject to change. Fees are charged to operate the program. Latchkey is open to all students. All school rules are to be followed by students while attending this program.

**Registration is required.**

## **Library**

The children will visit the library at school once a week. Books are to be returned after one week. Children may not check out another book until the previous one is returned. Lost books must be replaced or a \$5 fine will be owed.

## **Newsletters**

There will be a school newsletter sent home every week in a family folder. There will also be a newsletter relating information specific to your child's class at the beginning of each month.

## **Non-Custodial Parent**

This school abides by the Buckley Amendment with respects to the rights of the non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to the academic records and other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

It is required that divorced parents provide the school with a copy of the custody section of the divorce decree. This information will also help the school in determining when, if ever, the child can be released to the non-custodial parent.

## **Parent Participation**

Your child will be eager to share their day with you. We encourage you to take an active interest in what is shared or in what is brought home to show you. Parent-teacher conferences will be scheduled in the fall. Spring conferences are held if needed. However, feel free to contact the teacher anytime you have a question or would like to discuss something.

## **Snacks**

Children are asked to bring a store bought snack during their special week. Each child will be provided a snack calendar. Children are asked to bring snack on the day they are assigned. Please keep snacks healthy and avoid candy.

Milk is available at snack time for an annual cost. If a child is not allowed milk due to a medical reason you will need to provide the drink. A doctor's medical form is needed for any allergies.

## **Supply List**

A book bag will be provided. Please bring and check it daily. An additional supply list will be available at registration.

## **Tuition**

Tuition is due the first day of every month. If tuition is not in the school office by 3:00pm on the fifth day of the month, a \$10.00 late fee will be applied.

Report cards will not be given if tuition is delinquent. The student will not be able to participate in graduation ceremonies unless previous arrangements have been made with the school office for all outstanding debts. If tuition is not current before Christmas break the student will be unable to return unless arrangements have been made with the school office.

## **Technology**

Students will learn the basic concepts of computer use and care. They will begin primary keyboarding and develop use of the computer mouse.

## **Visitation**

We encourage parents to be active partners in their child's education. If you would like to come visit the classroom, please schedule a time for your visit with your child's teacher.

## **Disclaimer**

Most Precious Blood School and Early Childhood Department reserves the right to add, or change any of the information stated in this handbook.

The Early Childhood handbook coordinates with and does not conflict with the Most Precious Blood School Handbook.

Name: \_\_\_\_\_