

St. Stanislaus School

Welcomes

To

The Early Lambs Preschool Program



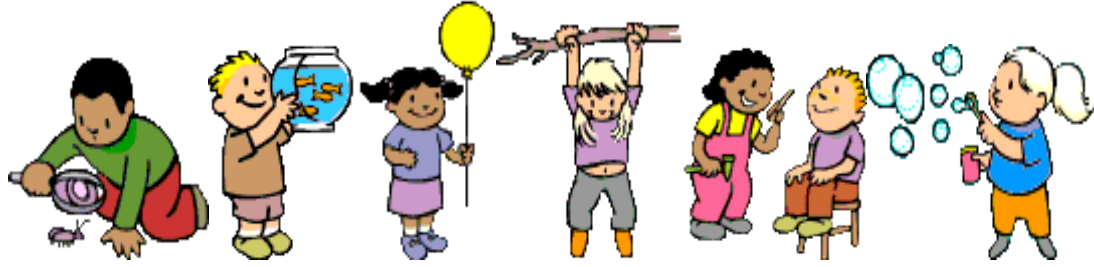
God is our shepherd and we are His lambs.

Accredited by the New England Association of Schools and Colleges



***534 Front Street
(413) 592-5135**

***Office**



WELCOME TO EARLY LAMB PRESCHOOL!

Thank you for choosing the Early Lamb preschool program at St. Stanislaus School for your child! I am very excited for the start of the 2019-2020 school year and look forward to meeting you at our upcoming orientation meetings.

The education children receive in their early years plays a vital role in their academic future. Through the rich and challenging experiences, both teacher-led and student initiated, it is our hope that your child will mature and develop into independent enthusiastic learners.

Our program is designed for children who are 3 years of age, and provides them a quality, nurturing and productive learning environment. The children enrolled in this program receive instruction in all basic skills. Children are also encouraged to explore, question, solve and discover through hands on experiences. The lesson plans created emphasize self-esteem and follow a different theme each month.

Our program not only stimulates the educational growth of your child, but most importantly, ensures love, acceptance and safety to all the children in a Catholic setting knowing they are welcome and special in God's eyes.

**The curriculum for our program follows the guidelines for developmentally appropriate practice set forth by the Massachusetts standards and are accredited by The New England Association of Schools and Colleges (NEASC).*

We look forward to ensuring a positive experience for your child, guiding them with care and concern for their world of academics and faith.

God Bless,

Mrs. Joanne Powers

Our Goal

In providing a stimulating atmosphere where curiosity, discovery and empathy are encouraged, our goal is to help children become enthusiastic learners and guide them with care and concern for their world of academics and faith. We understand that academic success is achieved through rich and challenging experiences where children develop a positive attitude and a lifelong desire to learn.

Our Philosophy

Rooted in the traditions of the Catholic faith, it is our goal that all children know that they are special in God's eyes. The values modeled by our teaching staff and taught in every aspect of learning establish a surrounding of love and understanding for our natural world. Our approach to learning is one where teachers and parents become partners in education, creating a climate of respect, success, and joy, which is essential for learning to take place.

Our Program

The Little Lamb curriculum is based on Massachusetts state guidelines and uses an inquiry-based approach to learning. It is a program that provides preschool age children with a variety of learning and social experiences tailored to meet their developmental needs. We believe that play is the primary vehicle of learning, and that through play, academic success is achieved. Your child will have the opportunity to engage in stimulating, age appropriate, hands on activities that will develop their social, physical, academic, and spiritual potential. Lessons in Religion, Pre- Reading, Math, and Language development, as well as Science, Social Studies and Physical Education are incorporated into various themes throughout the year. We provide a curriculum that will constantly evolve to meet the varied needs and interests of our children and we will incorporate different learning styles to achieve our developmental goals and objectives. Our program encourages children to investigate through stimulating hands on experiences that promote competence, self-confidence, and self-direction, while developing a positive attitude about learning.

Our Preschool Staff

Our preschool is under the administration of the Rector of St. Stanislaus Parish and the Administration of St. Stanislaus School. Mrs. Powers is a professional in Early Childhood Education and holds Bachelor's degrees in Education and current Massachusetts Educator Licenses. We strive to provide a loving and nurturing faith-based environment where questioning, exploring, observing, and reaching conclusions are fostered. Our educators bring with them a wealth of experience to the classroom and are dedicated to upholding the highest standards of quality

Early Childhood Education, while promoting and modeling Catholic values throughout the school day.

We understand that the first few days of school may be confusing and uneasy as we learn the routine of our new preschool facility. Outlined below are a few items to make note of as your child begins their first day of school.

Entrance Requirements

Acceptance is based on the date of application. All children must be of sufficient age, 3+ years old by September 1st and need not be a parishioner of St. Stanislaus. The children must be capable of adapting to our semi-structured program emotionally and physically i.e. bathroom. Children must be capable of taking care of their own bathroom needs as necessary.

Schedule

The preschool schedule follows the St. Stanislaus School schedule with the exceptions noted on the school calendar.

Preschool begins at 8:15 a.m.

Dismissal is at 2:15 p.m.

Note: Children will be registered for specific days of the week. Children **will not** be allowed to switch days or add days for the parent's convenience as it becomes difficult to account for student attendance and maintain book-keeping records. It also causes a disruption of routine for the child and the other children in the class.

Before and After School Program

Children enrolled in the Little Lamb Preschool are eligible for extended day care.

The Before School program operates between the hours of 7:30 A.M. and 8:15

A.M. The After-School Program operates between the hours of 2:15 P.M. and 5:00

P.M. If there is a delay in the opening of school due to inclement weather, the

Before School Program will also have a delayed opening.

*Separate enrollment forms must be completed to become eligible for this program. Separate fees are assessed.

Note: Children who are picked up late from preschool will be automatically enrolled in the After-School Program and a fee will be assessed.

Attendance

In the event that a child will be absent from the preschool program, a parent/guardian should report the absence to the school office at 592-5135 prior to 8:30 A.M.

Dress Code

Children need to wear clothing that provides comfort and safety when attending preschool. Sneakers and socks are required for play outdoors and on the gym floor. Children will be going outdoors for a period of time each day (weather permitting). Please dress your child in clothing that is acceptable for the weather conditions. Jewelry is not permitted for safety reasons.

*Extra clothing including underwear and socks will be stored in your child's backpack for use if necessary.

Assessments

Children will be evaluated twice during the school year with the opportunity to have a Parent-Teacher conference. Progress reports are distributed in January and at the end of the school year. Should issues arise which require additional discussions, appointments will be made.

Arrival and Dismissal

*Preschool children are not eligible for bus transportation.

Early Lamb preschool is located across the main school office. Entry doors to the school are locked during the school day and parents must enter through the main school entryways near parking lot during school operating hours.

We take great care in monitoring the safe arrival and departure of all children. Parents are reminded that they are responsible for any child they bring into school. Children must be supervised by a parent prior to entering the classroom and leaving at the end of the school day.

Arrival Procedure

Preschool parents only are allowed to park in the parking lot when arriving to school. A permit sign will be issued to parents to be displayed on their windshield. This will provide their preschooler safe **escorted** entry into the school building. All children must be escorted to the classroom by an adult - not a sibling. Please enter using the parking lot door. Children **may not** be dropped off at the door. School entry doors as well as our classroom door will remain locked until 8:10AM. Please do not bring your child earlier unless they are participating in the **Before School Program**.

**If preschoolers have older siblings in the school, parents must file into the carline to resume arrival procedures for them.*

Upon arrival into the classroom, parents may assist their child with hanging their coat and backpack on a hook in our cubby room leaving their lunch box and towel on the shelf inside their cubby and backpack on the shelf above. Please make certain that the teacher is aware that your child has arrived and provide the teacher with any necessary information on the sign in sheet such as lunch choice, extended day plans or a change in dismissal information. This is also a good opportunity to exchanged towels for a freshly laundered one each week.

Be sure to say good-bye to your child and to reassure them that you will be back in a few hours to pick them up. Sometimes children need support in separating from their parents. Suggestions to ease the separation are listed below.

- Establish trust -Tell your child school is a fun place to learn and play and the teachers will take good care of them until you come back.
- Acknowledge their feelings -
Tell your child you know s/he is upset because you are leaving, but in a little while you will want to play with the toys and the teacher will stay with you and help you find something to play with.
- Mean what you say -
Tell your child you will need to leave and you will be back when it is time to go home. Give your child a smile, hug and kiss then leave. We will help get the child involved in an activity. If the child does not stop crying, give them an extra hug and kiss then **go**. Lingering is not recommended as the child usually will stop crying and get busy as soon as you leave.

Dismissal Procedure

The preschool day ends at 2:15 PM when the classroom door opens. Children who are not picked up will automatically be enrolled in the extended care program and separate fees will be assessed. In emergency situations, please call the school at 592-5135 to let us know that you will be late. If your child has to be dismissed prior to the end of the scheduled school day, please let us know.

Please pick up your child promptly. It can be stressful for a child if the other children have left and he or she is still waiting.

Extended Day Program

This program was designed specifically for children of working parents who do not have a suitable adult to care for them before school, after school or both. Children may arrive as early as 7:30AM before school and stay as late as 5:00PM after school dismissal. This program will begin on the first day of school. A registration form must be submitted prior to the start of the school year. Forms will be available at our orientation meeting if needed. If there is a delay in the

opening of school due to inclement weather, the Before School Program will also have a delayed opening.

* Separate fees are assessed.

Before School Program Arrival Routine

Preschool children must be escorted into the school cafeteria area when they arrive. Preschoolers will remain indoors until they are escorted to their classrooms at 8:15AM (the start of the school day).

After School Program Routine

Preschool children participating in the After-School Program will be escorted to the cafeteria for a snack. Afterwards they will be brought to the gymnasium or playground for the remainder of their stay. Parents must ring the school bell near the parking lot entrance for entry after school.

Delay/Cancellation of School

Delay/cancellation of school will take place only during inclement weather, equipment failure or public crisis.

Every practical means is used to notify parents of an impending cancellation, including radio and TV and personal phone call. If school is closed or delayed because of inclement weather conditions, announcements will be made on WHYN radio 560, Channel 22 or Channel 40. Parents will also be notified by phone using our automated calling system. Our policy regarding the closing of school is in accordance with the Chicopee Public School Department.

If school is delayed the preschool program will also be delayed for the same amount of time. (e.g. if school is delayed 1 hour then preschool will be delayed 1 hour) Please ignore any reference to $\frac{1}{2}$ day preschool.

In the unusual circumstances where school must be canceled during the school day, the administration and staff will be sure to contact the parent/guardian.



Lunch & Snack

A school lunch is provided each day at no charge which includes milk. Milk is also available **at a charge** of .50c. to children who bring their lunch from home. A monthly menu will be sent home giving choices for each day. We ask that cold lunches consist of healthy food choices and not contain any **soda or candy**. **Also,**

please provide your child them with the necessary eating utensils and napkins as the staff does not provide these items. We do not encourage nuts of any kind due to food allergies. No glass containers please. Please make sure any fruits or vegetables are cut into bite size pieces. Lunch boxes should be clearly labeled with the child's name on the outside. Please leave a labeled envelope with your child's milk money at the check in desk if you would like them to have milk with their home lunch. (Milk is only provided with school lunch orders) The preschool will provide a healthy snack to each of the children including milk or juice. We will encourage but not force children to eat.

Birthday Celebrations

We are happy to help in making that day special for your little ones. We will present your child with a special birthday crown and play a birthday game. At snack time we all sing Happy Birthday to your child. If planning to provide a special treat for your child that day, *please keep it simple.* Please send individual portioned treats - no cakes. Mini cupcakes, mini muffins or munchkins are enjoyed and easy to serve as our daily academic schedule must be kept (allergies and class size are a consideration). We ask parents to purchase store bought treats with an ingredient list attached to protect children who have reactions to certain food products. Favors are not necessary and latex balloons are not permitted. *Our preschool staff is not permitted to deliver birthday party invitations and presents at school.* This can cause other children to feel left out. A Friendship list will be distributed with children's contact information for those families who wish to participate.

Toys

Appropriately sized non-violent toys may be brought in on designated Alphabet Show and Tell days only. Toys should not be sent in on a daily basis.

Backpacks

Due to the limited space available for storage, I ask that children bring a backpack *without wheels.* They will be used to store a change of clothes, rest time *labeled bath size towel* and a communication folder sent home every week. *Please put your child's name on the outside of their backpack as often there are duplicates.*

Show & Tell

Children will be asked to bring in a "Letter of the Week" Show & Tell. This is a small item that has the beginning sound of the "Letter of the Week". Please place these objects in a paper bag labeled with your child's name for safe return. For safety reasons, please do not send in glass or sharp objects. A note will be sent

home prior to Show and Tell informing you of the week show & tell is scheduled for your child.

Book Orders

Once a month you will receive book order forms for Scholastic Book Clubs. The book orders have excellent specials on books and other educational items. You are not obligated to order any books.

Rest Time

After recess and lunch, the children will have a rest time. A **bath size towel labeled with name** is needed and should be exchanged every week for a freshly laundered towel.

School Supply List

Any donations of much needed supplies are appreciated throughout the year.

| | |
|--|--|
| 1 Large Size Backpack without wheels to fit lunch box, change of clothes and folder | Playdough® box of 4 |
| Bath towel used for rest time; labeled with name | 1 full set of clothes which will be kept in your child's backpack. |
| Antibacterial lotion | \$25.00 supply fee |

PLEASE MAKE SURE ALL BACKPACKS, LUNCHES AND TOWELS ARE CLEARLY LABELED WITH YOUR CHILDS NAME ON THE OUTSIDE. OUTDOOR CLOTHING ITEMS SHOULD BE LABELED.

Communication

Communication is a vital ingredient in the success of the preschool experience. For this reason, please see your child's teacher to answer your questions, to discuss your ideas or concerns, and to help you find solutions to problem situations involving your child either at home or at preschool. The preschool communications will be handled in the following way.

- Classroom calendars, monthly preschool news-notes that will be available on line and a printed copy is provided.
- Weekly classroom reminders
- Special notes and individual handwritten notes.
- School-wide weekly notices and newsletters
- School office and telephone.
- Please no emails for urgent matters as I do not have access to the internet during the school day.

Please keep us informed of any circumstances that affect your child, such as change of address, loss of a relative, etc. All such communications will be kept confidential.

Daily Class Schedule

We plan activities around a theme on a weekly and monthly basis.

Learning Centers

These centers provide children with freedom of movement and independent access to a variety of learning experiences. Through self-directed play, teachers will encourage children to think, wonder, question, problem solve and through their playful interaction, make *discoveries* with their environment. Children move from activity to activity as they are ready, allowing them to complete their "work" at each center. This period provides opportunity for child/child and teacher/child interaction. They include:

- **Art Center** - Painting is available, as well as an additional craft activity where the children use the materials provided - often in unexpected and wonderful ways. We encourage self-expression and experimentation, and focus on color, texture, size, shape, quantity, etc.
- **Dramatic Play** - This area often set up as a kitchen, easily turns into a grocery store, post office, Santa's workshop, flower shop, animal hospital or theater when children incorporate the use of our puppets.
- **Block Center**-This area includes cardboard, wooden, and Lego blocks along with cars, trucks, trains, a farm or doll house.
- **Sand/Water play** - These well-loved natural materials provide lots of fun and the opportunity to discover and explore various scientific principles. *When made available.*
- **Manipulative Center/ Table Top Toys** - This area contains puzzles, beads and lacing cards, and other fun materials for children to work with. Small group games provide enjoyable fun where children can learn to follow rules while interacting with others. They also will construct numerical relationships, use language, and develop motor skills. These may include board games and teacher made games
- **The Listening Center** - has a tape player, headphones, and many books with pre-recorded tapes for several children to share stories together at a time while following along on their own.

- **The Reading Corner** is comfortably situated with child-sized chairs, a variety of children's literature books and flannel board activities and a willing adult always on hand. We aim to encourage a love of books and provide children with the motivation to learn to read when ready.
- **I-pad Table** - To meet the needs of the rising computer generation, we use ipad computers in the preschool. Children who are experienced in this medium help the ones who are not, and both have fun "playing" together with the programs or games that explore number and letter concepts. iPads are incorporated on a weekly basis.
- **The Science/Math Center** encourages children to explore the world of science and math related activities. They may take responsibility for their classroom plants, making daily predictions, observations, and measure plant growth. They may graph, weigh apples assemble dinosaur bones or experiment with various types of math or science games and manipulative activities.
- **Language Art Center /Writing Table** - It is equipped with various writing tools such as markers, colored pencils, crayons, scissors, picture, number, and alphabet stamps, stamp pads, stencils, various paper materials, envelopes, and picture dictionaries. A dry erase easel is available too. A mailbox encourages further communication and writing among classmates. Reading and writing develop over time with each reading and writing experience.
- **Playdoh Center** - A place where children have fun making cookies, forming letters and making dinosaurs.

Group Activities

Transition Time - Everyone participates in cleaning up "their" classroom together. All lend a *helping* hand.

Morning Meeting Time - Children meet on the carpet as a group. We begin our day with the Pledge of Allegiance and our morning prayers. We update the calendar, sing and choose jobs for the day. Children often take turns sharing daily news and recent experiences aloud. This helps us to get to know each other better. We introduce letters, numbers, nursery rhymes, our Virtue of the Week and participate in theme related activities. It's also a great time for celebrating children's birthdays.

Circle Time - This is when our religion lessons and theme unit topics are presented and where children relate to various activities to develop relationships between what we already know and what we have just learned. Activities are based on children's interests and experiences. This is a teacher-directed time when the teacher interacts with the children while encouraging problem solving to further the child's thinking. This will foster curiosity, creativity, confidence, and initiative.

Religion - The children will experience a personal relationship with God through concrete experiences of nature, plants, animals, and people as gifts from a loving God. These lessons are provided in the weekly Gospel message from our *Seeds*

publication. Lessons also include the traditions of the church through our religion text *What the Church Believes and Teaches*

Story Time - Children are exposed to age appropriate theme related literature from popular authors, fables, stories from our *Book of Virtues*, our Saint of the Month and the *Bible*.

Restroom, Hand Washing - Children may go to the restroom any time during the day. Children will use the restroom before snack and lunch to make certain all hands are washed.

Recess - Children safely enjoy sliding, climbing, and participating in large group games, weather permitting.

Quiet Time - After lunch the children lie down for quiet time and much needed rest.

Music & Movement - Children express themselves through theme-related finger plays and music. They may dance or communicate through gestures to represent their ideas and feelings. They learn rhythm and beat, soft and loud, and how to march while creating their own sounds with classroom instruments.

Closing Exercises - We end our day reviewing the discussions of the day, a good-bye song and closing prayer.

Follow Up - We encourage you to ask your children to recall their day at preschool. The *News Notes* will assist you when looking for specific questions to ask. That continuity between home and school will further enrich your children's learning experiences.

Special Subject Classes include: Physical Education, Computer, and Library.

Walking Trips around the school and the neighborhood may take place later in the year when the children are more confident with the preschool and the teachers.

Preschool to Kindergarten

The preschool curriculum is one that prepares the children for the challenges of the elementary school curriculum and assures a smooth sequential progression into kindergarten program at St. Stanislaus School.

Behavior Management Policy

Positive School Discipline means training that develops self-control in the child; it ensures healthy growth for the individual and the group. Positive discipline is control and direction of behavior in a context of living with children through each minute of the day - listening, structuring, informing, and responding with all one's self. Its goal is self-control. Discipline and guidance shall be consistent and based on an understanding of the individual needs and development of a child.

Giving positive verbal rewards encourages acceptable behavior. This reinforces a child's good feeling about his/her behavior and serves as an example to the other children to act in such a way as to receive the praise. Asking a child to stop and think about his/her unpleasant behavior enables that child to work at self-control.

For a child not cooperating in a group listening situation, the child is seated by the teacher in the *thinking chair* and reminded of acceptable behavior.

Removal from the group for a short period of time-out is the next tactic used for a child who continually demonstrates unacceptable behavior. This time-out is a time when the child may calm down, remember what behavior the teacher is asking for, and decide for himself/herself when he/she is ready to rejoin the group with appropriate behavior.

If behavior problems persist, the parent is asked to a conference to discuss what may be helpful in motivating the child to behave in an acceptable way.

The Little Lamb Preschool will promote Positive School Discipline and other methods will not be permitted.

All staff will recognize, encourage and praise children. They will be positive and constructive. They will respect children in their care and consider carefully the image that they project to their children. Staff will be aware of their positions as role models for children, and will guide and supervise each child based on the understanding of individual needs and development.

Your Child's Health

Health issues are very important to us. We want to provide a safe and healthy environment for all children and staff. Each child must have current physical examination (within 12 months) signed by a physician, and an up to date certificate of immunization prior to attending the preschool.

If your child has a known medical condition (such as allergies, asthma, diabetes, seizure disorder, etc.), please notify the Teacher & Nurse. Please notify the Teacher & Nurse if there are any special instructions or procedures for the care of your child if a problem should arise.

We depend on the parent's assessment of the child's health before sending him/her to school. Germs are spread quickly in child care environments. Listed below are guidelines we use at the preschool:

- Children who become ill at school will be separated from the group and cared for in the nurse's office until they are picked up;
- Parents will be notified immediately when a serious illness or injury occurs
- Parents are requested to contact the preschool if their child acquires a contagious condition so we can notify staff and other families;
- Parents are asked to keep their child home if there has been a fever, vomiting, or diarrhea within 24 hours (this is a very contagious time for these conditions)
- If a child has a fever of 100 or higher, the child will need to stay home until fever-free for 24 hours **without** the use of fever-reducing medications. If the child develops a fever at the preschool, the child will be separated from the group and cared for in the nurse's office, and the parents/guardians contacted to pick up the child.

Healthy Sleeping Habits

Sleep helps kids grow strong and healthy. Preschoolers typically sleep about 10 to 12 hours during each 24-hour period. At this stage, the important thing is to help your child develop good habits for getting to sleep.

Establishing a Bedtime Routine

A bedtime routine is a great way to ensure that your preschooler gets enough sleep. Here are a few things to keep in mind when you're setting up that routine:

- Include a winding-down period during the half hour before bedtime.
- Stick to a bedtime, alerting your child both half an hour and 10 minutes beforehand.
- Set fixed times for going to bed, waking up, and taking naps.
- Keep consistent playtimes and mealtimes.
- Avoid stimulants, such as sugar, near bedtime.
- Make the bedroom quiet, cozy, and conducive to sleeping.
- Use the bed only for sleeping — not for playing or watching TV.
- Limit food and drink before bedtime.
- Allow your child to choose which pajamas to wear, which stuffed animal to take to bed, etc.
- Consider playing soft, soothing music.
- Tuck your child into bed snugly for a feeling of security.

Tuition

First payment for tuition is due to the school accountant prior to the start of the school year.

