

Policy Handbook

2020-2021

St. Jerome Little Lions Preschool

50 Meadow Avenue  
Tamaqua, PA 18252

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## **PROGRAM PHILOSOPHY**

We strive to provide a safe and fun learning environment so that all students have the opportunity to learn and explore God's love and the world. We believe that parents have the first duty and responsibility for the education of their children. We will integrate that belief with the same tenderness, forgiveness, and respect that the children will receive at home. The first years of life are of vital importance to a child's growth and development. Early childhood education should be a journey, not a race. We believe that each child is unique and special, so we will provide learning opportunities that are age and developmentally appropriate, corresponding with each child's needs and interests.

## **OUR PRESCHOOL PROGRAM**

Our preschool program will explore the areas of language and literacy, math, science, social studies, music and movement, art, dramatic and imaginary play, fine motor, gross motor, and religion. Children will participate in morning prayer and circle time each day. During circle time we will focus on various skills including colors, shapes, numbers, letters, sight words, calendar, days of the week, months of the year, weather, the Pledge of Allegiance and much more!

## **PROGRAM GOALS**

Listed below are some overall goals of our 3 and 4 year old program. There are many more goals that we reach throughout the year. This is just a general synopsis of some larger goals that encompass the smaller goals we set throughout the year. All of the program goals will show a beginning understanding as a 3 year old in our program and will grow to a deeper understanding and level as a 4 year old.

### **Social/Emotional/Spiritual:**

- To learn to love and respect each other
- To develop independence and self-confidence

- To develop self-worth
- To understand own feelings and feelings of others
- To be more aware of God and how He is here for us
- To follow rules and routines
- To make friends and learn what it means to be part of a group
- To learn prayers and Bible stories

### **Physical:**

- To develop large muscle skills – jumping, balancing, running, throwing, and catching
- To develop small muscle skills – scissors, writing, tracing, zippering, buttoning, puzzles, fingerplays, playdough
- To learn about taking care of our bodies – making nutritional choices, understand our body parts

### **Science and Math:**

- To develop thinking skills such as the ability to solve problems
- To learn how to make observations, make predictions, ask questions, and make discoveries
- To understand the characteristics of living and non-living things
- To understand physical properties of objects and how they move
- To understand how our behavior effects the Earth – recycling, etc.
- To develop and use scientific thinking and problem solving skills
- To understand mathematical concepts, such as counting, one to one correspondence, graphing, patterns, shapes, colors, sorting, classifying, comparing, and measurement

### **Language and Literacy:**

- To understand receptive language – understanding words and sounds, phonological awareness (letter sounds, rhyming, etc)
- To understand expressive language – communicating with others
- To develop listening skills – following one and two step directions

- To understand the purpose of print - recognizing their names, friends' names, words and letters
- To begin writing for a purpose – to create a letter or story
- To display comprehension when reading stories – recalling details from a story, retelling a story in sequence, and being able to ask and answer questions about a story
- To develop book knowledge and appreciation – reading books from front to back, showing left to right progression, and describing the pictures seen

### **Social Studies:**

- To understand being part of a community – drawing self-portraits including all body parts, sharing information about families
- To understand characteristics of a family
- To be able to participate in group decision making and understand own role and responsibility in the classroom.
- To identify past, present and future – technology, daily routine, concepts of yesterday, today, and tomorrow
- To understand community workers and the jobs they do

### **Creative Arts:**

- To explore the elements of design, shape, line, color, and texture
- To use a variety of materials to express feelings and create art
- To discuss own art creations
- To explore rhythm, tempo, and social interaction through musical games
- To understand and listen to different types of music from different cultures
- To sing familiar songs, chants, and fingerplays
- To share social interaction skills through dramatic play and trying out new roles

## **ASSESSMENT OF CHILDREN**

Children will receive progress reports two times a year, fall and spring. The information on these progress reports can be very limited, so we will also

have optional parent-teacher conferences twice a year, November and March, to review them. Please note that the progress reports are based on what your child shows us at school. It does not mean that they do not exhibit the skills at home. Experiences at school are different and materials are presented in different ways than at home. Parents and teachers are a team, working together to ensure the success of your child!

## **ADMISSION**

The following are the requirements for registration and admission to Little Lions Preschool:

1. Children registering for preschool must be of age for corresponding program prior to October 15th. (This would mean that any child entering into the 3 year old program must be 3 prior to date and anyone entering into the four year old program must be 4 prior to date.)
2. All registrants must have appropriate paperwork filled out with our Advancement Director.
3. All registrants for preschool must present current immunization records prior to the first day of school. These records must be up-to-date according to the State of PA requirements and will be reviewed.
4. In the event that the child is from a separated family and lives with one parent, custody papers must be presented and will be kept on file with student's paperwork.
5. All children need to be potty trained to attend our program unless they have an IEP stating otherwise.

## **APPOINTMENTS WITH TEACHER**

Please let Mrs. Kopp know if you would like to meet to discuss any concerns that you may have. You can reach Mrs. Kopp at [mariakopp13@gmail.com](mailto:mariakopp13@gmail.com) Your questions and concerns are very important, so please do not hesitate to reach out!

## **ARRIVAL AND DEPARTURE**

Our school day begins at 9:00 am. We ask that students do not arrive before 8:50 AM.

Our school day for 3 Year Olds and half day 4 Year Olds ends at 11:30AM.

Our full day 4 Year Old program ends at 2:30PM.

Students will have their temperature checked before entering the building.

At the end of the school day parents are to wait outside the building. Teachers will line students up and walk them out to the parents. Teachers will only dismiss children to ADULTS and teacher must recognize and know exactly who will be picking the students up daily. If there is any change in the pick-up person, please send a note to school or call the school office at 570-668-2757 to report the change. If there are any questions regarding the pick-up person, the teacher reserves the right to ask for identification and may retain the child until parents are contacted for verification.

We ask that the parents arrive a few minutes early for dismissal so children have enough time to walk out at a safe distance and the parents can receive an update about the preschool day.

## **CHANGE OF ADDRESS/PHONE NUMBER/EMERGENCY CONTACT**

It is important to report all changes of address, telephone, emergency contact, etc. as soon as possible to the teacher so that proper corrections can be made on school records.

Parents are asked to provide the school with emergency phone numbers where you can be reached or where someone who can substitute for you is available in case of illness or some other emergency.

## **DRESS CODE**

Students at Little Lions Preschool are not required to wear a uniform. However, there are some rules for clothing as follows:

- Please no high heeled shoes or shoes without backing (no flip-flops, clogs, or wedged shoes)
- Students wearing snow boots or rain boots must bring an additional pair of shoes to wear during the school day.
- Students must wear comfortable clothing that is easy and manageable - we will get messy sometimes!
  
- All students must have a spare change of seasonably appropriate clothing in their bags in case of accidents.

\*\*Parents must understand that preschool gets messy and we are not responsible for ruined clothing due to paint and other materials.

## **SNACK AND LUNCH**

All children are required to bring a snack and a drink on a daily basis in both the 3 and 4 year old programs. Once we have received all paperwork, we will let you know of any allergies in the classroom. Children registered for the full day 4 year old program will need to pack a lunch. Please pack the snack separate from the lunch to prevent confusion. Students eat in the classroom. We do not provide hot lunch or options to buy lunch in preschool.

## **EMERGENCIES**

In case of an emergency, please let us know and we will have your child ready for you to leave early. Our school office phone number is 570-668-2757. In the case of emergency at the school, every attempt will be made to contact the parent first and then emergency contact listed on your student emergency card. Students will participate in all safety drills with SJRS including, but not limited to: fire drills, tornado drills, and lockdown drills.

## **MEDICATIONS**

Whenever it is necessary for a student to take medication in school the appropriate forms must be completed. These forms include a signed release form completed by the parents and the medication form completed by the physician. Medication may not be administered by school personnel unless

both of these forms have been completed. We can only give prescribed medications to the children, no over the counter medications can be given. Medication must be brought to school by the parent, not by the student. Medications must be contained in the original prescription bottle with the original label. Medications brought to school in plastic bags or in open bottles will not be administered to students. Students are not permitted to bring any over the counter medications to school, such as cough drops, cough medicines, nasal spray, etc.

All school personnel are required to learn how to administer Epi-pens in case of an allergic reaction.

## **ILLNESS POLICY**

Parents will be asked to pick up their child from preschool if they exhibit any of the following:

- Fever of 100 degrees or higher
- Vomiting/Loose Bowel Movements
- Colored discharge from eyes, ears, nose (unless they have a doctor note stating that they are not contagious)
- Lice or eggs found in child's hair
- Injury or illness that requires medical treatment

\*\* Parents will be notified immediately if any injuries occur at school. We will also call for nose bleeds.

## **SNOW DAYS/EARLY DISMISSAL/EMERGENCY CLOSINGS**

School closings will be broadcasted under Saint Jerome Regional School. Little Lions Preschool WILL NOT be listed. In the event of hazardous weather conditions, information concerning the delayed opening or closing of school will be broadcast on WNEP and WBRE. It will also be posted on the school Facebook page. In the event of an early dismissal, parents will be called concerning the dismissal time.

1 hour delay - Class begins at 10AM, half day students dismiss at 12:30 PM

2 hour delay - Class begins at 11AM, half day students dismiss at 12:30 PM



3 hour delay - 3 year olds – No School

4 year olds - All students report from 12AM to 2:30PM

If the school building has to be closed due to inclement weather, Mrs. Kopp will use e-mail to provide virtual lessons for that day. Inclement weather days will not be made up in person.

## **ABSENCES**

If you need to report your child absent please call the school office at 570-668-2757 or e-mail Mrs. Kopp at mariakopp13@gmail.com

## **DISCIPLINE POLICY**

Our goal in Preschool it to be proactive when it comes to behavior problems. When we have a behavior problem in the classroom, we first look at ourselves and our environment to see if we could change something to stop a behavior from occurring. We also believe that positive reinforcement on a daily basis helps to curb any behavior problems. We praise good behavior every chance we get rather than reinforce negative behaviors. Good behavior is contagious!

If there is a reoccurring behavior issue, parents will be notified in their child's folder, through email, or at pick up that day. As a team, we will meet to discuss the best way to deal with the behavior at hand both at home and school.

For safety reasons, Little Lions Preschool does reserve the right to dismiss any student that is a physical threat to themselves and others. Final determination of disciplinary action is up to the discretion of the director/teacher. Dismissal of a student from the program is agreed upon by the teacher and our principal.

## **CONFIDENTIALITY**

The Little Lions Preschool follows the rule of teacher-parent confidentiality. Any conversations between the staff, parents, or guardians are kept confidential. Preschool staff will not share this information with any other individuals. However, there are times when it is necessary to share information with other parties who are involved with a specific child, i.e. their classroom teacher or principal of the school.

## **VIRTUAL LESSONS**

Virtual preschool lessons are offered at Little Lions Preschool. Privacy is of the utmost concern for our teachers and students. During the prerecorded instruction lessons, the camera will remain focused on the front of the classroom with the teacher and chalk/smart boards as the focus. Our teachers will focus the camera to avoid seeing the student's faces to the best of their ability. It is important to be aware that if a child moves throughout the room for any reason, they may become visible. Everyone in our school community is trying to do what is best for our children and our families. Our school staff and teachers are working to accommodate the many different scenarios families are facing. Providing the online option for students is just one way our school community can work together. This opportunity is a true example of our love for one another demonstrated by our patience and understanding.

## **PARENT SIGNATURE OF UNDERSTANDING**

I (We) have read and understand the Little Lion's Preschool Policy Handbook. I (We) also understand that addendums may be added as necessary and we will be notified of these changes in writing. I (We) also understand that we must also follow the policies within the St. Jerome Regional School Handbook.

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Parent/Guardian Signature Date

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Printed Name

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Parent/Guardian Signature Date

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Printed Name