

OLL PRESCHOOL
2018-2019
Parent Handbook

Program Philosophy

Researchers have found that if we really want to enhance children's readiness to succeed in school, then we must pay as much attention to their emotional health and social competence as we do to their cognitive abilities and academic skills (Shonkoff, 2005). At Our Lady of Lourdes Preschool we believe in providing a safe and structured preschool environment that will direct needed attention to your child's development in all of these critical areas:

Spirituality... by sharing with your child the knowledge of God as our Creator and the life and love of Jesus Christ through biblical teachings and song we hope to contribute to their spiritual development.

Emotionally... by providing needed reassurance and guidance we help your child learn to respond appropriately to life's joys and disappointments in a nurturing environment.

Socially... by providing the opportunity for children to interact with children their own age and with caring adult care providers they may play and learn together while they develop self-caring skills and responsibility.

Cognitively... by stimulating each child so that they may think critically, problem solve, and reason.

Physically... by offering activities that help each child develop large and small motor coordination.

Mission of Our Lady of Lourdes School and Preschool

The mission of Our Lady of Lourdes School, in the Archdiocese of Omaha, is to provide a four-fold educational vocation of the Catholic Church: to proclaim the message of faith, to foster community, to encourage worship and prayer, and to motivate to serve others. Our mission is to educate each student to become academically successful, community-minded citizens who will be active and loyal members of their Church and community.

Preschool Curriculum

The Religious Education program designed for the Preschool is designed to support parents in the educating of their children about the Catholic Faith. It is designed to develop positive attitudes about themselves, their families, and friends by discovering and learning more about the many gifts, talents and abilities that God has provided.

- Participate in Christian learning experiences and activities geared to their age level. Increase their knowledge and practice of Christian actions to others such as taking turns, listening, helping, caring, sharing, and thanking others. Listening
- Introduction to Community worship through active participation in prayer and songs. (Hail Mary, Our Father, Grace before meals and occasionally attending liturgical celebrations.)

Language Arts- Pre Reading Skills

The children will be involved in reciting the alphabet with visuals and develop an awareness of Phonemic awareness of each letter. Through the year they will be involved in rhyming words, reading books, reciting nursery rhymes and poems, writing their name, and begin writing capital and lowercase letters.

Math Skills

The children will have the opportunity to learn how to count to 50, write to 10, know their shapes, colors, match like items and place items in order of large to small.

Science Skills

The children will be involved in learning about many plants, animals, dinosaurs and insects throughout the school year.

Art /Fine and Large Motor Skills

In our preschool program the children experience various mediums, tempera and finger paints, play dough, cutting with scissors, using glue and crayons and markers. Emphasis will be placed on learning to hold a pencil correctly, cut correctly with a scissors, walk with balance, hop and skip, put on a coat and learn to button and zip.

Socialization Centers/Individual Activities

The preschool children will have the opportunity daily to work in various learning centers involving blocks, building, crafts, kitchen, home, puzzles, games and computer centers.

They will also be individual time to read books, listen to books on CD, work on puzzles, computer programs, and apps.

Discipline Philosophy

Preschool staff use a combination of discipline methods in our classrooms. We use a program called Love and Logic which helps to guide and encourage our students through natural consequences to use appropriate behaviors and positive social skills. We also use the Girls and Boys Town discipline educational model known as The Well-Managed Classroom. This discipline model provides instruction for strong, positive teacher-student and peer relationships, instructional methods that motivate students, management techniques that maximize students' on-task behaviors and problem solving and behavior management techniques that empower students to responsibly manage their behavior. We also include an all-school a behavior matrix that is implemented throughout the school building. Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional and academic success.

Teaching social skills is imperative if we are committed to helping students achieve success in school and beyond. By giving students the basic tools for social interaction, we are shaping their success experiences in the classroom, with their peers, and in future experiences.

Health and Immunizations

The school health laws state that students will have a physical examination upon entrance into the beginner grade. Your child's immunizations must be up-to-date for protection of all. The following immunizations are required for preschool/kindergarten: diphtheria, pertussis (whooping cough), tetanus, polio, measles, mumps, rubella, hepatitis and varicella (chickenpox). Please make sure these are on file in the school office before your child starts school. A copy of the state requirements can be obtained from the school web site or school office.

Enrollment Procedures/Termination Policy

To be eligible to enroll in the preschool, your child must turn three by July 31st of the respective school year and *must* be completely potty trained. A registration fee of \$50 will be required for each child at the time of enrollment. To enroll in the program the parent/guardian needs to obtain a registration form from the school office, or our school website, complete it thoroughly, and return it to the school office along with the registration fee. The teacher or school secretary will then notify the individual of acceptance into the program. The school has the right to terminate arrangements with anyone within the first two weeks of their enrollment period.

Age Requirements

To be eligible to enroll in the three-year-old preschool, your child must turn three by July 31st of the respective school year. Four-year-olds must turn four by July 31st of their respective school year for the half day and full day programs.

Tuition

See office for current tuition rates.

A one-time non-refundable registration fee of \$100 is due at the time of registration each year.

Tuition will be collected through an automatic bank transfer starting monthly from June through May. Families enrolled in the preschool program will be contacted by a company called FACTS to set up their account. As a second option, families may choose to pay their child's tuition in full before the first payment is scheduled to be deducted from their account. Payments in full can be mailed or delivered to the school office. Please make checks payable to OCSC (Omaha Catholic School Consortium). Note...unfortunately any child whose payments have not been set up will not be able to attend class until this has been taken care of. If you have any questions about this process, please contact the business office of the Omaha Catholic School Consortium at (402)590-2810.

Enrollment is on a first come first served basis. Class sizes are limited according to state standards.

Arrival for Half Day Preschool (3-year-olds) and Prekindergarten (4-year-olds)

You may park in front of the school in the drop off lane and escort your child to the early childhood room through the red door. Please escort them to the classroom door each day. Students are expected to arrive by 8:00 a.m. but not earlier than 7:45 a.m. If your child is arriving after the 8:00 a.m. bell, please ring buzzer for the office and check them in there before bringing your child to his/her classroom. Staff are working with students once the class begins and will not be able to leave the students to come open the door.

Dismissal for Half Day Students

Children in the morning program will be dismissed from the same door as arrival. Again, please park in the drop off lane in front of the school and come to the red door to escort your child back to your vehicle. Dismissal is at 11:00 A.M.

Arrival for Full Day Prekindergarten (4-year-olds)

You may park in front of the school in the drop off lane, or on the upper lot to the west of the school and escort your child to our classroom (across the hallway from the office). Students are expected to arrive by 8:00 a.m. but not earlier than 7:45 a.m. If your child is arriving after the

8:00 bell, please check them into the office before bringing your child to his/her classroom. It is imperative that no child be left unattended on school grounds or in the classroom.

Dismissal for Full Day Prekindergarten

Prekindergarten students will dismiss at 3:00 P.M. Students will be dismissed from the lower playground behind the school. Please park in the upper lot and come to get your child from the lower lot. Because this dismissal is so close to the dismissal time for the rest of the school, we appreciate seeing parents/guardians in person, before sending your child off. We keep these students on the lower lot, due to heavy traffic congestion during all school dismissal. Thank you for understanding procedure as it is for the safety of your children.

Dismissal: The teachers will only dismiss the student to his/her parent unless prior arrangements have been made. If someone other than yourself will be picking up your child please send written note in your child's folder, email the day before, or call the school office directly.

Late pick up will be charged an additional fee-

Preschool and Prekindergarten morning dismissal is at 11:00 A.M., afternoon at 3:00 P.M.. Unfortunately, we do not have the staffing to provide supervision for students who are picked up late. Therefore there will be a \$5.00 charge for every 5 minutes students are picked up late.

Restroom Readiness

Please have your child use the restroom prior to coming to school. We would like for all of the boys to be familiar with using a urinal as well as a regular toilet.

Classroom Rules

Our Classroom Rules are kept simple for young children to understand and abide by. Over the course of the year these rules will encourage the most active and engaged learners. The rules are:

1. Listening Bodies
2. Raised Hands
3. Quiet Mouths
4. Walking Feet
5. Helping Hands
6. Caring Heart

Dress Code

Preschool and Prekindergarten students are asked to follow a dress code, and uniforms are required. Students have an option of red or white polo shirt, or white button down for girls. Pants/shorts should be navy blue uniform style. Plain gray or navy sweatshirts

are also encouraged, as well as “official” OLL sweatshirts with our school logo. Hair should be kept tidy and out of the eyes. Students should wear tennis shoes daily, as much of our activity includes running, jumping, skipping and playing outdoors. Please see the OLL Student/Parent handbook for more specifics regarding uniform.

Extra Clothes

Accidents do happen, so please bring a change of clothes (season appropriate). Clothes need to be sealed in a Ziploc bag marked with your child’s full name. Each item inside of the bag should have your child’s name on it as well. Please be sure to include a shirt, pants or shorts, socks, and underwear. We will send this home when the weather cools and you can return the bag with a winter set of clothes.

Weather

We will follow the regular grade school policy concerning weather announcements. Weather announcements reach all of us through the media. We advise you to keep tuned to local TV stations and/or their webpages for the school closings. Should school be cancelled at Our Lady of Lourdes, this would come across as “Omaha Catholic” on media outlets. You are always free to keep your child home if you feel the weather is too severe. We ask that you call the school office and inform them.

Snack/Lunch/Food Allergies

Milk is served daily in either mid morning or mid afternoon, depending on your child’s program. You will have the option to purchase this as an extra milk on your child’s lunch account. Milk fees vary each school year. As soon as the fee is established, it will be communicated to parents. Checks for milk will need to be made payable to OCSC (Omaha Catholic School Consortium). Some days may also include a small snack such as pretzels, animal crackers, or a cookie. Please let us know about any food allergies that may concern these, or any types of foods. If your child will not be drinking milk, please send a note and provide cups for water instead. Please contact Mrs. Sobetski, our lunchroom coordinator with any questions regarding this process.

Students in the full day program have the option of providing a lunch from home, or purchasing a lunch ticket. There are several options for our lunch menu, including peanut butter and jelly sandwich, hot dog, or a main menu item for the day. Milk tickets are available for purchase during lunch time as well, if your child chooses to bring her/his own lunch.

Birthdays

If your child's birthday falls within the school year, he/she is allowed to bring snacks that are pre-packaged on his/her birthday or a day close to the child's birthday to share with the rest of the class. Homemade items can no longer be brought for snack due to health department regulations. If your child's birthday is during the summer, you can celebrate before summer break or at the half birthday date. If your child is having a birthday party outside of school and you want the invitations to be distributed through school, there must be an invitation for each child. If every child is not invited, then we ask that you send the invitations by mail to the homes of the children that are being invited.

Field Trips

There may be opportunities for field trips throughout the year for the full day Prekindergarten class. Permission slips will be sent home with your child. Parent chaperones or parent drivers may be requested for some field trips. Parents who volunteer to drive on field trips must have a completed Driver Information Form on file in the school office and must complete a Catholic Mutual Safe Driver Training Course administered at the school prior to the day of the trip. Parent drivers should take the agreed upon most direct route to and from school to the place of the field trip, and must be sure that each child is seat-belted in an appropriate seat in their vehicle. All parent helpers need to be fully aware of their responsibilities, and should not bring any additional children with them.

Volunteers

Our early childhood program is always looking for parents who can volunteer time to help with various tasks, both in and out of the classroom. When parents volunteer to assist with students in the school setting, they are required to complete and retain current Safe Environment certification. Information about Safe Environment Training can be found on the Archdiocesan website.

Assessments and Parent-Teacher Conferences

We plan to assess the Preschool and Prekindergarten students three times through the year. These assessments will be reported to parents on a trimester schedule. The results of the assessments will help us determine specific areas to focus on with each child. Results will also be discussed at a Parent-Teacher Conference, either by arranging to meet with your child's teacher, or visiting at the scheduled Parent-Teacher Conferences in the fall or spring. We hope that you will accept this invitation to share this important information. Feel free to contact us to arrange a meeting if you have concerns or questions about your child's progress

Sick Policy

Our Early Childhood program follows the Our Lady of Lourdes Catholic School sick policy. Please call the office at 402 341-5604 to let us know that your child will be unable to attend school because of illness. When the student is able to return to school, the parent is to send a written note explaining the reason for the absence. If a child becomes ill during the school day, a staff member will notify the parents immediately. The parent will be expected to arrange for the child to be picked up. A child must be fever-free for 24 hours before returning to school.

Medication

Preschool follows the Our Lady of Lourdes Catholic School policy on the distribution of medications, prescriptions or over-the-counter: No medicine can be given without a doctor's note. Parents wishing to have their child take a prescribed or over-the-counter medication during school hours must send a written, signed, and dated permission statement from a physician. The medication to be administered must be in its original container and will be kept in the school office unless it is required to be with the child (i.e., an inhaler).

Asbestos Notice

Our building materials contain asbestos. There is no danger to anyone as long as the material is not disturbed. Parents may view our state-approved management plan by contacting the school office.

Fire and Disaster Drills

In order to ensure the safety of the students, plans have been developed for use in case of either a fire or tornado emergency. These plans are practiced periodically throughout the year to ensure the students are aware of procedure. The tornado shelters have been inspected and approved by the Omaha/Douglas County Office of Civil Defense. In case of a tornado, students will remain at school until they may safely leave. No child will be allowed to leave without a parent or authorized adult during a tornado warning.

School Visitation

Parents are welcome to visit the classroom at any time to observe but they must first check in at the office prior to entering the classroom.

Reading Program

We offer the Panther Page Turner reading incentive program to encourage students to read. Specific details will be given by the teachers at the start of the school year.

Preschool Teachers

Ms. Sousa

Mrs. Clements

Mrs. Jensen

Problem Resolution

Communication and cooperation between a parent/guardian and a teacher are essential to a student's success. **If at any time issues or concerns arise, the parent must first consult with the teacher to seek understanding or resolution.** If the parent is unsatisfied with the results of that conference then they may seek consultation with the Principal. The principal may choose to convene a conference to address the matter and may also seek the advice of the Executive Director. If a satisfactory solution is not achieved, the Executive Director may become involved in the process.

Parental Dissatisfaction

When parents are seriously dissatisfied with an aspect of the school's program or operation, which the administration deems as integral to or in the best interest of the school, and they have exhausted all efforts at a mutual resolution of the problem, they should exercise their option of choosing another school. When the dissatisfaction results in continued agitation on the part of the parent, the administration may exercise the school's right to withdraw permission for enrollment of the child or children.

Right to Amend

The school reserves the right to amend these policies as it becomes necessary to do so.

Contact Information

Our Lady of Lourdes School

& Preschool

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Omaha, NE 68105

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