

Saint Teresa Pre-Kindergarten Handbook



“Christ is my love. He is my whole life.”

-St. Teresa

Saint Teresa of the Child Jesus and the Holy Face,
pray for our children.

Updated March 2022

PRE-KINDERGARTEN GOAL

Our goal is to provide a social introduction to a Catholic School atmosphere for 4 and 5 year olds--operating within the framework of stimulating the child's spiritual, intellectual, physical, social and psychological growth and development.

ADMINISTRATIVE POLICIES

AGE REQUIREMENTS

Students must be 4 years old by July 31.

PROCESS OF ACCEPTANCE

- Current Pre-K St. Teresa School families and parishioners (Mid-January)
- General Public (Early February)

TO DO LIST: REQUIREMENTS FOR ENROLLMENT

- Pre-Kindergarten Application Form
- Register/enroll online and create FACTS account
- Birth Certificate – need original and then we will make copy of it and return original to you.
- Baptismal Certificate – need original and then we will make copy of it and return original to you.
- Immunization Records
- Custodial Papers – if applicable

Note: To reserve a place for your child in the upcoming pre-kindergarten class, the Pre-Kindergarten Application Form and the \$25.00/\$50.00 Registration Fee must be turned in to the school office.

FEES

Registration Fee - \$25.00 per child. \$50 for non-Catholic.

SCHEDULE & TUITION

Monday through Friday 8:00 a.m.-11:00 a.m. or 12:15 p.m.-3:15 p.m.

\$140/Month (\$1,260/year) Non-Catholic \$190/month (\$1,710/yr)

Please note that tuition is determined on the basis of the number of school days for the entire year. The actual number of teaching days will vary slightly from month to month (work days, Christmas, Holy Week). To simplify matters, we have determined the same fee for each month. Even if there are fewer teaching days in a month (May, for example), the full monthly fee, and not just part of it, should be paid.

Tuition should be paid through your FACTS account or checks may be made payable to St. Teresa School and sent monthly to the school office or the rectory. (September through May)

DAYS IN SESSION: The pre-kindergarten classes will start the first full week of school. All vacations will coincide with the regular school calendar. (For example, Thanksgiving and Christmas).

CLASSROOM INFORMATION

DAILY ACTIVITIES

The daily schedule will involve the following:

- +Calendar/Circle Time: focuses on counting, days of the week, etc.
- +Alphabet Time: phonological awareness, print awareness, oral language skills
- +Centers/Small Group Time: one on one time with the teacher
- +Content Area: Religion, Math, Science, Social Studies, Music, Art

RELIGION

Religion will be included not only as a separate subject but as a frame of reference for all our subjects, as we are a Catholic School basing our teaching on Catholic values and philosophy. Besides meeting our priests and sisters, your child will hear and learn prayers, religious songs, and stories. In Art we will have some religious projects. Your child will learn to make the Sign of the Cross and to pray the Prayer Before Meals, Glory Be, Hail Mary, and Guardian Angel Prayer. Monday through Friday morning and afternoon classes will also include Catechesis of the Good Shepherd.

PHYSICAL FITNESS ACTIVITY

Large muscle development will be encouraged through various games and exercises in the room. When weather permits, the children will play on the playground. If the weather is inclement, they will go to the gym or play in the room.

ARTS AND CRAFTS

We have Art or craft activities which help develop small muscle coordination as well as an appreciation for art.

AUDIO-VISUALS

We will use audio-visual aids: CDs, videos, and DVDs, to enrich our program.

SNACKS

Parents will be required to provide daily, healthy snacks for the students on a rotating basis.

OTHER POINTERS

ARRIVAL AT SCHOOL

Students may be dropped off at 7:45 a.m. A staff member will be present at door #2 and greet them. Students will go directly to their classroom at this time. Additional staff in the stairwell and hallway will assist them to their classroom. If a student arrives after 8:00 a.m., the student should enter door #1, and the office will check them in and direct them to their classroom.

DISMISSAL

At dismissal time the teacher will walk the students out from door #2, where she will wait outside (or inside the doorway of door #2 during inclement weather) until all students are picked up by parents. When it is five minutes after dismissal time, the teacher will walk any remaining students to the office area. Any parents arriving later than 5 minutes after dismissal will need to pick their child up from the school office. Furthermore, we do not recommend that pre-kindergarten children walk home alone nor will we provide crossing guards for children this young. If it is your decision to have a child walk we must have a written note on file stating that you want the child to walk and that you assume full responsibility for his/her safety. If at any time you are unable to meet your child after class, please send a note or call to let us know who will be taking your child home.

CLOTHING

In order to prevent lost or misplaced coats, mittens, hats, etc., we strongly recommend that you write your child's name on all clothing items.

Please also provide an extra set of clothing in a large Ziploc bag labeled with your child's name, to be kept in the classroom. Please include the following: shirt, shorts, pants, underwear, and socks.

COMMUNICATION BETWEEN SCHOOL AND HOME

You will receive an email from the school weekly, normally on Thursday. Additional emails may be sent, depending on the need/activity. The teacher will also periodically send home information in your child's backpack about different classroom activities.

THANK YOU AND GOD BLESS YOU FOR CHOOSING

ST. TERESA'S PRE-KINDERGARTEN!