

Holy Rosary Pre-Kindergarten

Parent Handbook



2011-2012

Family Handbook

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WELCOME

Thank you for choosing the Holy Rosary Pre-Kindergarten program. We are very excited to welcome you and your family into the Holy Rosary Community. This year is going to be filled with many engaging activities and new friendships as we explore the world around us! We have gathered the following information to ensure your child's safety and for the basic operation of the program. This handbook will consistently be updated to provide the best information regarding the environment and experiences of the children and parents of the program. Please keep this handbook for future references. You will be notified immediately if any changes to the handbook are made.

HOLY ROSARY SCHOOL MISSION & VISION

STATEMENTS

Holy Rosary School, guided by the teachings of Jesus Christ, commits to each child's spiritual, intellectual, physical, and emotional development.

Holy Rosary is a Catholic School committed to the development of the whole child centered on the teachings of Christ.

Holy Rosary School continues the long tradition of Catholic Education to prepare future Christian leaders to live faith at school, in the parish, and in the community.

Holy Rosary School challenges every child to achieve academic excellence through a variety of learning experiences.

Holy Rosary School prepares each student to be socially responsible for self, others, and the environment.

We encourage the collaboration of parents, parish, and school groups to extend and enhance learning.

ADMISSION/REGISTRATION/FEES

Please refer to the Holy Rosary Elementary School Family Handbook or contact the main office for questions, comments, or concerns regarding these matters.

PRE-KINDERGARTEN PHILOSOPHY

The Holy Rosary Pre-Kindergarten program shares the vision and mission of the Holy Rosary School.

Holy Rosary has been developed to guide children (age 4 by August) to understand their role as students in the school community and to introduce children to the joys of learning.

The Pre-K staff strives to enrich each student's understanding through physical, social-emotional, academic, and spiritual experiences. We foster a positive atmosphere ensuring empathy for all.

The Holy Rosary Pre-K staff is committed to providing a safe learning environment where all students can explore, question, and express themselves through a variety of creative outlets.

STAFF BIOGRAPHIES

Each teacher employed at Holy Rosary School has the direct responsibility for the education of the students in his or her individual class. The teacher is the first and foremost authority in the classroom, is responsible for student behavior, and implements special programs as directed by the principal.

The Pre-Kindergarten Director, Program Specialist, and Lead Teacher is Alexandra Flugstad. She received her Bachelors degree in Business marketing from Gonzaga University, and her Master In Teaching from Whitworth University in 2009. Alexandra has a Washington State Residency Teaching Certificate and has taught third grade at Holy Family School in Seattle the last several years. Alexandra has extensive experience working with children in after-school enrichment programs, and as a Pre-K teacher. She feels privileged to continue her educational career at Holy Rosary.

The Co-Lead Teacher of the Pre-Kindergarten program is Kathy Ingebretson. Kathy has been working in the childcare profession since 1981 and started managing the Holy Rosary Church nursery in 1996. She has been teaching in the Pre-K classroom since its inception in 2003. Kathy is certified in food handling, First Aid/CPR, and S.T.A.R.S. Kathy lives in Edmonds with her husband and she is the proud mother of four Holy Rosary School graduates.

HOURS OF OPERATION/ARRIVAL & DISMISSAL PROCEDURES

The Pre-K program will follow the schedule of the Holy Rosary School.

The classroom doors will open at 8:15am. The morning only students will be dismissed at 11:50am. All day students are dismissed at 3:05pm.

The Pre-K students enter the school at the main office entrance.

Authorized persons must walk the child into the school and sign in with the staff, signing their full name on the sign-in sheet. Once the second bell has sounded at 8:20am the main entrance hallway door will be locked and guardians must stop in at the office to obtain a tardy slip, walk their child to the classroom, and sign their child in on the sign-in sheet noting the time of arrival. Attendance is taken at 8:25am.

For dismissal pick-up, authorized persons are to wait quietly in the school foyer. The student will be walked out to the foyer by a staff member and will wait along the wall until they have been sign-out by the authorized person. Only those listed on the authorization pick-up form will be allowed to remove the student from the school premise.

If the parent is not picking up the student, a note (emailed or written) must be given to both the teacher and school secretary; providing the following information regarding the temporary change in pick-up: date, time, child's name and name of individual who is temporarily authorized to pick-up the child, along with the parent's signature. This is done in connection with the authorization pick-up form.

Please be respectful of the other classes that are in session during our dismissal times as well as the teacher prep times before and after school by adhering to the pick-up/drop-off times and locations.

Please notify the office and teacher (email/phone/note) should a student be absent from school.

Once children are in your care, we ask that you continue supervision of respect towards school and church property. Staff assisting in pick-up/drop-off procedures will be on hand to help enforce this policy.

CURRICULUM

Holy Rosary Pre-Kindergarten program provides age-appropriate curriculum in a creative, stimulating, and nurturing environment. The class works on a monthly theme which is broken down weekly. The theme is strengthened through circle-time and daily activities.

The Pre-Kindergarten program at Holy Rosary School is a Licensed Program. The daily schedule is designed to meet the children's developmental, cultural, and individual needs and aligns with WAC 170-295-2010.

Physical: Fine/gross motor development, music and movement, outdoor playground, Indoor gym, use of scissors, glue, paint, materials related to tracing and writing. Through physical experiences the students' partake in real life events, problems, and solutions.

Social/Emotional: Show-n-Tell, safety skills, teamwork, self-esteem development, conflict resolution, increasing child's independence, child and teacher directed playtime, and field trips. Through social/emotional experiences the students' learn patience, problem solving, and helping skills.

Intellectual: The daily schedule includes the opportunity for the students to engage in the following activities: listening, science, reading, drama, games, blocks, computer, sensory, math, handwriting, and art.

Spiritual: The students will have integrated religious education, prayers, and music, as well as visits to the Church and participation in Mass.

Specialists are teachers who are experts in their subject area. Weekly Pre-Kindergarten Specialists include Spanish, PE, Library, Technology, and Music.

The staff reinforces the need for and development of communication across the curriculum. Through this we are asking the students to describe what they see, feel, and think. We guide the students to speak in a positive manner.

To foster a complete community feel, the Pre-Kindergarten class partners with the seventh grade on several school-wide activities. This program strengthens the idea that every age can offer support, friendship, and guidance. The program is continued the following year as the eighth grade and Kindergarten classes carry on the buddy program.

The Pre-Kindergarten staff conducts age-appropriate formal & informal assessments/evaluations at various times throughout the school year. The results will be communicated with parents through progress reports, report cards, and report cards.

CLASSROOM MANAGEMENT

The Pre-Kindergarten program shares Holy Rosary School's views on discipline and conduct which are stated in the Holy Rosary Family Handbook.

In Summary:

The Pre-K class promotes Christian behavior among students and self-accountability in word and deed. The students in the Pre-K program are expected to respect others, respect authority, respect property, and act in a responsible manner.

The Pre-K staff refers to "class rules" as "class expectations." The students and staff will work together to develop class expectations which will be posted age-appropriately in the classroom and implemented throughout the school day.

Students will refrain from mock (pretend) fighting. When any student shows continued behavior contrary to Holy Rosary School or Holy Rosary Pre-K expectations, the following consequences or corrective actions may be taken and used at the staff's best judgment.

These actions are based on three factors:

- Unique needs of the student
- Behavior record of the student,
- Circumstances surrounding the offense.

Consequences or corrective actions that could be used include:

- Asked to use words to explain problems and solutions
- Asked to listen to other student/teachers words
- Asked to stop behavior
- Redirected to another choice
- Cool-off time within the classroom (includes discussing feelings)
- Cool-off time in hallway with teacher (includes discussing feelings)

If it becomes necessary, the teachers may escort the student to the principal's office to help manage the situation.

If a student has continued behavior that is deemed unhealthy or unsafe to either himself or others, the teacher may need to remove the student from the classroom and a conference with the parents/guardians will be scheduled.

HEALTH & SAFETY PROCEDURES

The Holy Rosary staff strives to protect the health and safety of all staff members and students.

Fire, earthquake, and intruder drills will be conducted throughout the year in an age-appropriate manner.

We will be unable to accept any student for school if s/he is ill. Prompt pick-up is requested for students who develop symptoms throughout the day of an illness that is regarded as contagious to others. The Pre-K staff and school nurse will provide your child with the best care possible.

Please submit all current and necessary health information to the school and teacher as soon as possible. Please refer to our Pre-K Health Policy Handbook for more information regarding the distribution of medicine and first aid as well as further descriptions on excluding ill children from school.

If your child has any allergies, please notify the Pre-K teacher as soon as possible to complete necessary paperwork and conference about the procedures to ensure a healthy environment. If an allergy is prevalent in our class, a notice will be posted and sent home to all parents.

We ask for your full support in making sure that these goals are met on a daily basis.

We ask that you comply with any rules that demand a safe environment.

PARENT RESPONSIBILITIES/EXPECTATIONS

Parents/Guardians are a child's first teachers. We understand and respect your role in your child's life and believe through a collective partnership we can offer the best educational experience for your child. We ask for your respect and support in the practices and expectations of educating your child while at Holy Rosary.

It is the parent/Guardian's responsibility to read ALL information from the school or classroom teacher as well as to complete all the recommended forms and return them promptly to the Pre-K teacher. The staff of Holy Rosary Pre-K welcomes your comments and suggestions in written or email form.

We realize that expectations of the children may be different between home and school and we ask for your trust, faith, and support in our knowledge and education as teachers that your child's best interest and development is always at the forefront of everything we do.

While parents have the right to their child at any time, the teachers ask that you be respectful of the other students and staff when entering the school and classroom. For all visits, please sign in at the office and obtain a visitor/guest pass.

We feel it is not acceptable school behavior to have adults roughhouse with students, both family and non-family members.

We ask that you please respect these guidelines to ensure the safety of all students at Holy Rosary. Please direct any questions or comments regarding this matter to the program director.

Attending conferences is an important way to communicate with your child's teacher. Conferences are scheduled two times throughout the year. However, additional conferences may be requested by the parents/guardians or teacher if a need arises.

VOLUNTEERS

Student's performance and interest in education is greatly affected by their parents/guardians. With this theory, we welcome and encourage parent involvement in the educational process at Holy Rosary School.

It is state procedure that a licensed facility, and within school hours, only allow parents unsupervised time with their own child (and not unsupervised time with any other child) if they have not taken the state mandated background check. Those parents who have turned in a cleared background check, under state law, can be allowed unsupervised time with students. However, it is the philosophy of the Pre-Kindergarten classroom, that a staff member be present and/or is aware of each student's location at all times.

Parents are welcome to sign-up to help with a variety of tasks that will greatly assist the staff, students, and families at Holy Rosary. Please contact the classroom teachers or room parent for more information.

Please see the Pre-Kindergarten Health Policy and Holy Rosary Family Handbook (Parent Relations) and/or School Secretary regarding information on service hours and volunteer paperwork.

LUNCH/SNACK PROGRAM

The Pre-K program offers students a morning and afternoon snack, depending on the child's enrollment status.

The snacks are bought by the teachers and paid for through the snack fee included in the registration fees.

The all day Pre-Kindergarten students have 30 minutes for lunch. Students bring a lunch from home and keep it in their individual cubby.

Lunches must contain non-perishable foods or be packed with an ice pack to keep foods cool. The snack menus are posted monthly on the class website, on the Parent Information Board, and sent home with each child. All snacks and lunches must comply with the healthy foods guidelines of the department of learning. Your teacher will have copies of this guideline available for your review and an information sheet will go home with your child during the first week of school.

If a food allergy is prevalent in our class, a notice will be posted and sent home to all parents. We ask that you comply with any rules that demand a safe environment, including any food exclusions from sack lunches. If your child has any food allergies, please notify the Pre-K teacher as soon as possible to complete any necessary paperwork and conference about the procedures to ensure a healthy environment.

OTHER SERVICES

Holy Rosary Pre-Kindergarten offers the services of Dr. Jeff Baird, Father Haydock, as well as special services within the Edmonds School District.

The Holy Rosary School staff may also be able to refer you to other health care specialists should the need arise, including but not limited to the following: social services, grief counseling, and medical education.

Please ask the School Secretary, Teacher, or Principal for any information regarding special education or health accommodations.

The referral is completely confidential.

DRESS CODE

The Pre-K students follow the same dress code as the Holy Rosary Elementary School. Girls are allowed to wear red, white, or blue tights which cover the entire foot. Leggings which stop at the ankle are not acceptable. Girls are to wear shorts under their jumper. All shorts and pants must be without cargo pockets. Please make sure all clothes fit properly and comfortably.

Please refer to the Holy Rosary Family Handbook or contact the school secretary for further information.

FIELD TRIPS

All Pre-K field trips are walking field trips. While these are planned at least a month in advance, changes in schedule and weather may result in last minute changes. Parents will be notified of field trips at least one week prior to the event and will need to sign a specific field trip form giving consent that their student may participate.

PERSONAL PROPERTY

The Pre-K staff is not responsible for any personal property brought to school. We will do our best to guide and teach students the importance of respecting personal property. We encourage students to only bring the necessary and requested items to school to ensure their protection.

PHOTO RELEASE

Photos of the students may be taken as a part of special academic projects, or in connection to the assessment and evaluation process of both students and staff. Please inform the Pre-K staff if you have any questions or concerns regarding this manner.

DIVERSITY POLICY

Holy Rosary Pre-K is committed to applying its teaching on Social Justice to its instructional and administrative practices.

Please refer to the Holy Rosary School Family Handbook for more information regarding this matter.

CHILD ABUSE

All teachers at Holy Rosary School are mandated reporters of child abuse and neglect. If a teacher suspects any such actions, s/he will report it to CPS without prior notification to parents.

OUT OF STATE CONTACT

In the event of a disaster, the local phone lines may either be unavailable or reserved for emergency personnel only. In order for you and your Pre-K child's teacher to stay connected, we have set up a system with an out-of-state contact. The Out of State contact is former Pre-K teacher, Laura Merced who now lives in Ohio. Laura Merced will be contacted by the Pre-K Director and given information to pass along to any Holy Rosary Pre-K parent who calls during the disaster. The Pre-K Director will be in constant communication with parents of the Pre-K program and the out-of-state contact in the event of such a disaster. Parents will also be able to leave messages for the Pre-K staff or their child through this procedure.

WRITTEN POLICIES

Holy Rosary Pre-Kindergarten is a state licensed facility. All of our procedures (Health, Disaster, Bloodborne Pathogens, etc.) are available for you to review. They are located in the Pre-K classroom and we encourage you to look through them at your earliest convenience. These policies are not allowed to leave the school; however, we will provide a quiet place for you to look through them within the school. A current license is posted in the classroom.

IMPORTANT CONTACT INFORMATION

Alexandra Flugstad (Director and Lead Teacher)
alexandraf@holyrosaryedmonds.org

Kathy Ingebretson (Co-Lead Teacher)
kathyi@holyrosaryedmonds.org

Holy Rosary School Office: 425-778-3197
Michelle Cimaroli, School Secretary: michellec@holyrosaryedmonds.org

Out-of-State Contact: Kim Greathouse
1-623-734-7929

Department of Early Learning: <http://www.del.wa.gov/>

SIGNATURE OF COMPLIANCE

I/We _____, parent(s)/guardian(s) of _____ sign this document stating that the Holy Rosary Pre-Kindergarten handbook as well as the Holy Rosary Elementary Family Handbook has been read. I/We acknowledge that the right to discuss this handbook and all other policies with the director of the program for further understanding of the program's philosophies and practices has been granted. I/We also understand that I/we have the right to voice, in written form, our concerns or suggestions of the program to the director. In addition, I/we agree that we have shared the appropriate information with our child as well as with other adults involved in the educational upbringing of our child in order to make the educational experience at Holy Rosary Pre-Kindergarten a success. I/We understand that the Pre-Kindergarten class while under similar (and at times sharing the same) practices and philosophies as Holy Rosary Elementary school has adopted this handbook for the sole purpose of providing age-appropriate and state-regulated procedures to ensure the highest level of education for all children in the Pre-Kindergarten program.

Signature of Compliance form

Please sign and return this form by September 6, 2011

A photocopy of this form will be returned for your personal records.

Signature: _____ Date: _____

Signature: _____ Date: _____