

WELCOME



**St. Joseph School
Pre-Kindergarten
Handbook
2006-2007**

Our Mission

St. Joseph Catholic School serves God and community by providing a comprehensive Pre-K through 8th grade education. In partnership with home, parish, and community, we develop the whole child, instilling traditional Catholic values and morals.



Our Pre-Kindergarten Mission

St. Joseph School will work with parents to help each 3-5 year old child develop spiritually, emotionally, intellectually, physically, and socially in a loving, Christian environment. This program will provide opportunities for learning that will help prepare each child for his/her education in a Catholic school kindergarten.

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Admission Requirements

- Child must be age 3 by September 1, 2006
 - Child must be toilet trained
- Child must be accompanied to and from the classroom each day
 - Parents must adhere to the St. Joseph Family Handbook

Days and Hours of Sessions

- Monday, Wednesday, Friday 8:30 - 11:00
- Tuesday and Thursday 8:30 - 11:00
- Monday, Wednesday, Friday 12:00 - 2:30
- Tuesday and Thursday 12:00 - 2:30
 - Days may change according to class sizes
- St. Joseph School follows District #110 for emergency closure/late start/early dismissal due to weather. School Alert # 952-442-0640

Application and Registration Process

- Application Fee: \$50.00 /family
- Non-refundable and not applicable to Parent Tuition Investment
 - Application Fee required to apply for a place in the class
- Official enrollment in class confirmed after application has been accepted and blue Registration Form is completed and turned in

Priority List for Registration

1. Returning student
2. Students with siblings attending St. Joseph School
3. Parishioners of St. Joseph Church
4. New students

Parent Tuition Investment

- 2 days/week: \$840 annually (06-07)
- 3 day/week: \$1210 annually (06-07)

Supply List

A final supply list for students enrolled in the pre kindergarten program at St. Joseph will be provided for all families in the summer mailing. Here is a sample for planning:

- 1 Large Back Pack
- 1 Large Package of Napkins (250-500 ct.)
- 1 Child size White Cotton t-shirt
- 1 Hardcover 3-Ring Binder - 1"
- 1 Pair of Men's White Socks
- 50 Plastic sheet protectors (put in binder)
- 2 Gallon size Ziplock Bags
- 1 Roll of Paper Towels (PreK AM only)
- 4 Sandwich size Ziplock Bags
- 1 Box of Kleenex (PreK PM only)
- 1 package 50 5oz paper cups



Dress Code

Preschool children will not be wearing uniforms until their Kindergarten year. Preschoolers should dress for active, messy, creative activities. We will also play outdoors each day, so please make sure your child is dressed warmly. Hats, mittens, snow pants and boots are required for outdoor play during the winter season.

Health Policies

Medical Form: The State of Minnesota requires all schools to maintain a medical record, and for each child to have a physical examination and immunization record prior to enrollment. A health form will be provided by the school for the physician's signature. A separate immunization record may be filled out by a parent or physician. These must be returned to the school prior to the first day of school.

Illness

- For the protection of all children, your child should be kept home if he/she shows signs of a fresh cold, rash, temperature, upset stomach, cough, diarrhea, or pink eye.
- If your child becomes ill while at school, he/she will be isolated from the other children and you or your emergency contact will be called to pick up your child as soon as possible.
- Children must be symptom-free or on medication at least 24 hours before returning to school.
- Please notify the school if your child has been exposed to or has any communicable diseases, so that we can inform other parents. Parents will receive written notices when their child has been exposed to any communicable diseases.

Administration of Medication: Please refer to the St. Joseph School Family Handbook

Medical Emergencies: Parents of all children are required to submit an emergency form (provided for parents through our summer mailing). Parents should update the school on any change in home, work, and medical phone numbers. In case of emergency, every effort will be made to contact the parent or designated emergency person. If neither can be reached, medical care will be provided until parents can be notified.

Snacks

Each preschool session will have a snack break. These snacks will be provided by the school and will include milk. Please arrange birthday snacks/treats with the teacher a head of time.

Classroom Visits

Please feel free to stop in and visit your child any time during the school day. Children love to see their parents. Grandparents are also welcome. We would love to have parents or grandparents to come and participate in special activities or share hobbies, stories or share occupations with children. Please call ahead to set up a special time to come in, so that we may prepare needed materials.

Conferences

St. Joseph holds conferences twice a year and others by request of parent or teacher. They are held in the fall and late winter. In the fall conference, we will discuss how your child is adapting to the preschool and go over some of the things your child will be learning. In the second conference we'll talk about the amount of growth your child has shown throughout the school year.

Before the school year begins, parents who have registered will be invited to bring their children to St. Joseph Education Center so that they can meet their teacher and walk through the building and classroom. This helps children feel more comfortable on the first day of school and helps the teacher become familiar with the students. Parents with children who have a difficult time with separation are strongly encouraged to come in and get to know the teacher.

Field Trip Parent Consent Forms

Parents are required to grant written permission for children to attend any field trip.

St. Joseph School will provide parents with a form granting permission to all in town field trips with our summer information packet. Any trip outside of Waconia requires a separate field trip form. Parents and other volunteers, who accompany Pre-K students on field trips or in the classroom, must undergo a voluntary background check. (Archdiocese policy July 1, 2004)

Transportation

Transportation is the responsibility of the parent or guardian. If others (for example a sister or a daycare person) are to be transporting a child regularly, please notify the school and teacher.

Parents must fill out a "Driver's List"/Emergency form with names of people who may pick up your child. Your child will not be released to anyone but persons whose names are on this list. Children may not be picked up any later than five minutes after the session is over. If the pick up person is going to be later than this, they must notify the school.

Daily Arrival and Departure

Children must be brought into the preschool classroom for safety reasons. Children may not arrive any earlier than five minutes before a session is to begin. At the end of a session, children must be picked up in the preschool classroom.

Parents are to park in the First Street parking lot where they are to enter and leave the building using this entrance. At no time should vehicles be parked on Second Street, as it is a bus loading/unloading area.

**St. Joseph School's
Christian Behavior Expectations
Be prompt and prepared.**

- Be on time.
- Come with appropriate materials

Be on guard, therefore. The Son of Man will come when you least expect it.

Luke 12:40

Respect authority

- Listen to authority.
- Follow directions promptly.
- Accept responsibility for behavior.

**Pay attention and you will have understanding. What I am teaching you is good,
so remember it.**

Proverbs 4:2

Respect rights of others.

- Use appropriate voice.
- Listen to speaker.
- Respect the opinion and point of view of others.

Whatever you do for the least one of these, you do for me.

Matthew 25:40

Respect property.

Every good gift and every perfect present come from God.

James 1:17

Display a concern for learning.

- Remain on task.
- Allow others to remain on task.

**If you want to be wise, keep the Lord's commandments, and He will give you
wisdom in abundance.**

Sirach 1:26

Display appropriate social skills

- Cope with disagreement, teasing and criticism.
- Display courtesy.
- Display tact.

Love your neighbor as yourself.

Matthew 22:39

Display positive and productive character.

- Live by high standards.
- Go beyond what you expect from others.

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God.

1 Peter 4:10

Behavior Guidance

Teachers will communicate to the children appropriate rules and expectations to keep the children safe at school. The main classroom rules are: Be Neat, Be Kind, and Be Safe. Teachers will model appropriate techniques for children to use to help them problem-solve, increase their self-respect and to show respect for others in the classroom.

If inappropriate behavior occurs, we will provide immediate and directly related age appropriate consequences for that child's behavior. If an inappropriate behavior occurs, the child will be redirected from the problem toward a constructive activity, or acceptable alternatives are discussed. On the second occurrence of an unacceptable behavior, the child will be asked to sit down at a table and a teacher will discuss what behavior was inappropriate and what actions the child could have chosen instead. After this discussion and a child's acknowledgement of understanding, the child will be redirected toward a constructive activity. If the same child shows unacceptable behavior again, the child will be removed from the play activity and will sit next to a teacher. Together they will discuss the child's options of appropriate behavior. After this, the child will sit in the chair while engaging in an academic activity for 2-5 minutes depending on the severity of the behavior.

Curriculum Goal

The St. Joseph Prekindergarten program will focus on the developmental needs of each individual child in these areas: faith formation, language development, physical education, social studies, math, technology, music, science, and art. Emphasis will also be placed on social and character building skills. Children will be developmentally appropriate activities in these areas to help each child learn and enhance his/her skills. Each child will use his/her senses to experience new things, so that he/she may develop new and progressing skills. This environment will be full of social, interactive experiences in which the children will

communicate and learn from teachers and peers, and learn through the manipulation of materials during play-time.

St. Joseph's PreKindergarten Curriculum is based on the Letter People Curriculum. It also follows a thematic basis that goes along with each letter. The Letter People are introduced yearly while variations in the themes will occur every other year. St. Joseph PreKindergarten also uses these Faith Formation curriculums: Christ Our Life Series (God Made Me for the 2-day program and God Made the World for the 3-day program) and the Image of God Series (Who Am I?). These two curriculums are rotated every other year.



Let's Begin with
THE LETTER PEOPLE

Social Goals

Children will experience working with others and showing others who they are. Group activities engage children in areas where they require help and where they offer help to others. We will We will practice speaking and listening skills.

Children will:

- Participate in activities with other children.
- Communicate ideas and wishes to others.
- Listen to others when they are speaking.
- Develop friendships and have positive social skills.
- Cooperate in a group.
- Respect peers and adults.
-

Emotional Goals

Children will learn new ways of expressing feelings. Opportunities will be provided that bring children confidence in their work and given positive reinforcement in building self-esteem.

Children will:

- Express feelings to others.
- Tolerate separation from parent.
- Attain confidence and a positive attitude in working out problems.
- Develop self-esteem and know how to build others' self-esteem.



Learner Opportunities

Faith Formation

Each child will learn about God and Christian values. We will talk about God and visit the Church. Children will learn some basic prayers. We will read Bible stories that teach lessons and discuss them. and have conversations about the stories. We'll teach values that arise through everyday living and playing. Your child will learn different peace activities to help calm and ready themselves for prayer.

Children will:

- Learn about God.
- Learn about God's love for us.
- Learn how to share God's love with others.
 - Listen to Bible stories.
 - Participate in prayer.
 - Learn Christian values.
- Learn different peace activities.

Language Development and Reading Readiness

Children will use their imaginations and language skills by participating in play activities. Your child will speak in front of others by telling stories and participating in show and tell. Each child will have a chance to take the letter bucket home.

Children will:

- Participate in telling stories of their own.
- Discover the pleasure of listening to many different types of stories (book, flannel board, finger plays, etc.).
 - Have puppet shows.
- Learn what feelings are and how to express them appropriately.
 - Expand vocabulary.
- Use good manners and respect others through communication.
 - Express thoughts and ask questions.

- Listen attentively and courteously to speakers.
- Raise their hand before speaking when in-group time.
 - Become familiar with letters.
 - Be able to recognize first and/or last name.

Large and Small Motor

Your child will be involved in large and small motor activities to develop physical skills. These skills include such things as balance, coordination, and precision.

We will encourage your child to play during outside time. Children will learn games that encourage running, jumping, hopping, and more. We will talk about how to keep our bodies healthy and types of foods to eat.

Children will:

- Develop control over muscles (small and large.)
- Develop control in coordination and balance.
 - Participate in-group games.
 - Become stronger as they grow.
- Learn about their bodies and how to keep healthy.

Social Studies

Throughout the year there will be units on families, community helpers, neighbors and multicultural holidays from which to learn. Children will become aware that people are different and the same. Children will learn that our similarities and differences are acceptable because we are all God's children.

Children will:

- Know that there are different types of families.
 - Know different areas of the community
- Know different helpers (jobs) in the community.
 - Be aware of different cultures.
 - Learn about multicultural holidays.

Math

Children will learn about simple math concepts, through everyday experiences. The teacher will integrate these concepts into the child's everyday play.

Children will:

- Experiment with measuring and weighing with a scale.
- Learn about patterning.
- Become familiar with numbers and counting.
- Learn about the calendar.
- Experiment with writing numbers.
- Experiment with sorting by color, shape, and size.
- Become familiar with different sizes.
- Experiment with sequencing pictures.
- Become familiar with graphs.



Science

Children will talk about the weather and its changes. They will use their five senses to produce hypothesis. They will have specific units on day, night, and weather. They will experiment with materials on the sensory table. They will have a camping unit and will be taught how they can help make the environment better.

Children will:

- Experience hands on science activities.
- Participate in cooking activities.
- Learn about growth and changes in their bodies.
- Learn about the environment and how to protect it.

Technology

Children will learn to care for and properly use technology equipment. Children will use the classroom computers. We will learn how to use developmentally appropriate software.

Children will:

- Become familiar with a computer and simple programs.
 - Learn how to turn computer on and off.
 - Learn how to care for a computer.
- Be able to use software to experiment in other developmental areas.

Music

Children will be taught different songs and rhymes. They will have the chance to experiment with simple instruments. They will participate in the Christmas and spring music programs, as well as a Mother's Day Program. They will listen and dance to different types of music.

Children will:

- Learn different songs.
- Do motions for some songs.
- Sing songs for enjoyment and learning.
- Move to music in an artistic way.
- Explore different instruments.

Art Learner Opportunities

Children will participate in art activities to promote creativity and develop small muscle skills: cutting, gluing, painting, drawing. They will draw pictures and will have captions written about them. They will be taught the correct way of holding a pencil and will be given many opportunities to practice with one. We will talk about colors and shapes through play and learning activities.

Children will:

- Explore different types of art materials in artistic ways.

- Use art equipment properly and safely.
 - Clean up after finishing projects.
- Learn how to properly hold writing utensils.
 - Use small and large muscle control.
- Learn that art is a process, not only a product.
- Become familiar with basic colors and shapes.

Learning Centers

A learning center is an area of the room that contains games, props, or other equipment that coincide with learning activities. Preschool children learn through play. Learning increases when students have learning centers for play and interaction.

- **Dramatic Play:** This area includes a house/ kitchen area, dress clothes, props, puppet theater, puppets or an environment correlating to a theme.
- **Library/ Reading:** This area is like a library where books, flannel board stories, Leap Pad books, picture books, picture charts, and magazines are rotated throughout the year.
- **Math:** This may not be a specific center but rather spread through the classroom. Tools in this category are sorting materials, measuring cups, numbers, puzzles, counters, pattern blocks, and more.
- **Science:** This may include a table with exploratory items that correlate with a theme. It may have magnifying glasses, magnets, marbles, a "feely" box, and pictures. Thematic materials include seeds, cut up vegetables, bark, toothbrush, etc.
- **Art:** This area contains easels, brushes, different kinds of paints, glue, colors, colored paper, pencils, scissors, and more.

- **Small Motor:** This area is usually a table top area with manipulatives like play dough, puzzles, gears, and Lego blocks. This area is available in the beginning of each session as children wait for their classmates to arrive. It is also a "free choice" activity.
- **Writing Area:** This area contains traceable letters, stamps, various types of paper and writing tools, stencils, and wipe-off boards with markers for enhancing your child's fine motor skills.
- **Large Motor:** For this area we will be using the gym, park or school playground. Equipment found here includes: jump ropes, climbing structures, bowling area, balls, an obstacle course, and more.
- **Discovering God's World:** This is a quiet area where children can take time for reflection, share their feelings, and pray. Here we will read Bible stories and learn about God.
- **Group Area:** This is where we all come together to do our jobs (weather, calendar, attendance, ect.), read stories, learn songs or finger plays, and discuss main ideas. Children will also be given instructions about the day's activities.
- **Block Area:** Here children will find large and small building blocks and manipulatives of many kinds.
- **Sensory Table:** Here children explore with their senses. Various mediums are used to encourage imagination.



St. Joseph Catholic School

PreK-Grade 8

41 East First Street

Waconia, MN 55387

(952) 442-4500

Principal: Mr. Philip Grant

Teacher: Mrs. Jennifer Mielke

This program has been designed for each

3-5 year old's Catholic

Pre-Kindergarten experience