

# Little Knights Preschool



Information, Guidelines,  
Policies and Procedures  
August 2018

Welcome to the Little Knights Preschool Program at Immaculate Conception Catholic School. It is our goal to help prepare your children for formal education by providing them with a loving, caring and safe environment in which to learn.

All children are unique and special. We recognize that children whose basic emotional, social, spiritual and physical needs are nurtured through the preschool years will be ready and eager to learn the academics in elementary school. By making material available in an interesting and exciting manner, children can be free to play, explore and imagine in the course of a child-oriented day. We incorporate our curriculum into thematic units so that every child can experience success.

**The purpose of this handbook is to detail the program and policies of the Little Knights Preschool Program. Please read it carefully and sign the signature page.**

Thank you for entrusting your children's very special years to us. We are looking forward to a wonderful year.

Our Catholic Faith is an essential part of our Preschool program. We use a variety of resources in our daily religion lessons to help each child know God is love, and that He is the maker of all that is great and beautiful in the world.

The children begin the year with Chapel day once a month. We have stories, songs and a prayer during Chapel time. Beginning in January, the four-year-old classes will start going to the weekly school Mass. The children should be encouraged sit with their class, rather than their parents, during the weekly school Mass as this is an important part of our religion program.

### **Program Information**

The Little Knights Preschool Program offers a three-year-old and a four-year-old program. The three-year-old program has a two, three, or five-day option. The Four-year-old program has a three or five day option. All our programs offer developmentally appropriate curriculum and each level builds on the previous one. Our goal is to expose the children to a wide variety of units and provide an atmosphere of learning through play. Units are designed to develop readiness skills and they all provide developmentally appropriate activities directed toward that end.

### **Three-Year-Old Program- 2 day (TTH), 3 day (MWF), 5 day (M-F)**

The emphasis of this program is on socialization. We strive to help the children build self-esteem while they learn through play. We encourage and promote interest in socializing, imaginative play, group activities and solitary play. All of these activities are enriched with stories and music.

### **Four-Year-Old Program- 3 day (MWF), 5 day (M-F)**

In both four-year-old programs we encourage children to play cooperatively with others, to share, contribute and interact with others in a group, to explore, and to create. These programs consist of a vast array of units and themes, while introducing Kindergarten readiness activities in a fun and developmentally appropriate way.

**Children must be three by September 1<sup>st</sup> to enter the three-year-old program and four by September 1<sup>st</sup> to enter the four-year-old program.**

## **Preschool Enrollment Guidelines:**

--Our guidelines include the following:

Continued collaboration as we try to see where the "best fit" is for a child ages 3-5. This continues to be a group effort involving the parents and all of us working together in the best interest of the child on a case-by-case situation.

### **Potty training: An important criterion. Complete potty training includes:**

\*being able to go to the bathroom by themselves in the classroom

\*telling the teacher if he/she needs to use the bathroom

\*being able to wipe by themselves, being able to clean themselves and change their own clothes after a potty accident due to Safe Environment Policies.

\*waking up in the morning or after a nap dry

\*child does not use diapers or pull-ups anymore

We will work with parents if there is an accident now and then, which we all know will happen with this age level. If it turns out that the potty training is just not sufficient, then the enrollment of that child will be put temporarily aside; suspended until all of the above criteria for potty training is met.

We look to our mission statement and work together with the parents to address what's best for each individual child.

**Please be aware that due to Safe Environment policies, ICCS staff and volunteers in the nurse's office are not allowed to change your child after a bathroom accident. Your child will be given all the encouragement and supplies necessary to take care of themselves after a bathroom accident. If your child is unable clean themselves, the parent will be called to come to the school. We appreciate your help and support.**

**GOOD FAITH:** Children are accepted in good faith. Occasionally, it is necessary to remove a child from the program. The first six weeks of preschool are generally considered a trial period. During this time, if a child has not shown that he or she is ready for the

program, the parents will be asked to remove the child from the program. The parents have the option to re-enroll for the following school year. Teachers will do their best to provide information concerning a child's progress in advance of a removal request when possible.

### **School Hours**

School begins at 8:00am each morning and ends at 2:55pm each afternoon. Children need to know that someone will bring them to school on time and be waiting when school is over. Therefore, please be prompt in both bringing your child to school and picking him/her up. Our activities begin promptly each day and are disrupted by late arrivals.

### **Health and Safety**

Immaculate Conception Catholic School, as a member of the Catholic Diocese of Fort Worth school system, follows Texas Department of Health rules covering immunizations. A current immunization record must be received in the school office **before** your child is formally admitted. Boosters need to be updated as necessary as well as DPT/DT, polio,

HibCV, hepatitis B, MMR, measles immunizations, and any other immunizations as required by the state.

**Chronic Conditions and Allergies must** be brought to the attention of your child's teacher. **Please let the teacher know of any food allergies, especially peanut or nut allergies, so that we may let the other parents know not to send those items for snack.**

**Absences:** Please inform your child's teacher if your child will be absent. You may do this by calling the school office.

**Illness:** For the well-being of all the children and the staff, your child should NOT be sent to school if any of the following conditions exist.

1. Fever and/or vomiting: In the case of fever or vomiting, your child MUST be kept home for 24 hours **AFTER** his/her temperature returns to normal without fever-reducing medication and vomiting has ceased.
2. Frequent coughing and sneezing.
3. Runny nose accompanied by drainage or runny noses that require constant wiping.

**Note:** Sick children will be sent home. If your child arrives at school sick, he/she will not be permitted to stay. Also if your child becomes sick during the day,



you will be called and required to pick him/her up as soon as possible. Children may return to school when they have been symptom free for 24 hours. You must check in with the office before bringing your child to class after he/she has been out sick.

**Outdoor play:** Outdoor play is a regular part of our day. We go outside every day, except on extremely cold days, rainy days, or if the playground is too muddy. Your child must be well enough to go outdoors with the other children at all times. **Please dress your child appropriately for the weather. You may send a hat and gloves with your child. Scarves are not allowed for safety reasons. Please remember that it is always windier and colder on our playground than at home.**

### **Infant/Toddler Safety in the Classrooms**

The preschool classrooms are not infant/toddler friendly. They are equipped and developmentally appropriate for 3 and 4 year olds, so some of the toys and equipment may be hazardous to infants/toddlers. To ensure the safety of all the children, please keep your infants and toddlers with you at all times.

## Uniforms

Uniforms are required in both the three and the four-year-old programs. The preschool uniform consists of:

- \* light blue Little Knights t-shirt and sweatshirt
- \* navy blue Parker uniform pull on shorts/skorts and pants (no skirts or sweatpants)
- \* long-sleeved white or navy blue shirt under the t-shirt when the weather is cold

**Children are required to have their preschool sweatshirt in their backpacks at all times.** The uniforms are available at the school Spirit Shop. Used uniforms are also available. **Preschool students cannot wear ICCS school spirit shirts, sweatshirts, hoodies, jeans or belts.**

**Shoes: Velcro tennis shoes are required in preschool.** Tie shoes with laces are not allowed in preschool. Children will be learning to tie shoes in Kindergarten. Character Velcro shoes are allowed as long as they **do not light up.**

**Backpacks:** Preschool students are required to have a **full sized backpack** with no wheels. Small child-sized backpacks are too small to fit blankets, lunches and folders. **No light up** backpacks, please.

**Extra clothes:** Children do have accidents; everything from potty accidents to getting wet from water in the tunnel on the playground, to spilling juice or milk on themselves at lunch or snack. For this reason, **all children are required to have an extra set of clothes in their backpacks at all times.** The set of extra clothes needs to include a shirt, pants/shorts, underwear and socks (PreK 3 parents should include a pair of old Velcro shoes). If your child does not have an extra set of clothes and has some type of accident, you will be called to bring a set of clothes to your child.

**Labels:** All items your child brings to school should be marked with his/her **FIRST AND LAST names**, this includes **Little Knights preschool sweatshirt**, and coats/jackets.

## **UNIFORM AND APPEARANCE STANDARDS:**

### **Appearance standards include the following:**

--Student's hair should be kept trimmed and neatly combed with bangs not covering the eyes. Extreme hairstyles, extreme haircuts, fake hair, spikes, extreme hair coloring, bleaching, etc., is not permitted for boys or girls. For boys, the hair may not be longer

than collar length and must be above the ears; no tails. No type of heavy grease-type gel is allowed.

--Accessories for hair such as barrettes, ribbons, etc. should complement the school uniform and should not "stand out". Only small stud type earring--no ring or hoop styles. Earrings for boys are not acceptable.

--No fingernail polish, fake nails, or make-up is allowed.

--In the light of our Gospel Mission, students are not allowed to write, have tattoos, no body piercing or any type of marking on their person.

**--Shorts and skorts may not be worn from November 1 through March 1; however, students are discouraged from wearing shorts when the temperature drops below 60 degrees.**

### **Arrival Procedures**

Children may begin coming into the classrooms at 7:45 a.m. If you arrive before 7:45, your child will have to go to Extended Day, where charges will apply. **Preschool children cannot be dropped off in the drive thru line. Preschool children must be walked in by a parent.** The time before school starts is important teacher prep time. Please do not enter the building until 7:45 a.m.

Please be aware that the doors by the preschool classrooms are locked after 8:00 a.m. You will need to take your child to the office to sign in if you arrive after 8:00 a.m. Only office personnel may bring students to the preschool classrooms after 8:00 a.m. We ask that parents do not enter the classroom after class begins unless it is an emergency.

**Tardies:** Tardies have a negative impact on the child, the class, and the teacher. Preschoolers thrive on consistent routines. Please help your child have a positive start to his/her day by arriving on time.

### **Dismissal Procedures**

Preschool dismissal on regular school days is from 2:55 p.m. to 3:20 p.m., and on early dismissal days is from 11:55 a.m. to 12:20 p.m.

Please enter through the preschool wing doors and sign your child out. If you have older children to pick up, you must either go to the atrium or go through the drive thru line to pick them up. You cannot pick up your preschool child in the drive thru line; **you must come in to pick them up.** Children not picked up by 3:20 p.m. on regular school days and 12:20 p.m. on early dismissal days will be checked into Extended Day and charges will apply.

## Lunch

Children will need to bring a lunch on MWF unless the parent has purchased a hot lunch. Parents may order the chicken strip lunch on Tuesdays and the pizza lunch on Thursdays beginning in September through the end of the school year. Order forms are sent home in your monthly "brown envelope". Parents may also purchase daily milk through the school. Please pack lunches in a labeled lunchbox or bag, include an icepack if you send something that needs to be kept cold. We are not able to heat lunches or keep lunches refrigerated. Please make sure your child has a drink if you are not purchasing milk. **Please also send any utensils that your child may need such as forks, spoons and bowls. Please do not send candy or carbonated drinks in your child's lunch.** If you are bringing your child's lunch, please make sure it is in the office by 10:30 a.m. If it is not here by that time, your child will receive a Lunchable and you will be charged. Lunchables are \$4 each. **If PreK 4 parents would like to join his/her child for lunch, please sign in the office and be in the gym by 10:40am. You will need to sit with your child at a separate parent table during lunch.**

## Snacks

Preschool parents will need to provide snacks according to a schedule that will be made by the teacher. Sugary products need to be limited to birthdays and similar classroom celebrations. Snacks need to be placed in individual serving size baggies. **Please send juice boxes/Capri Sun juices or small (8 oz. or smaller) water bottles.** You may send cupcakes or another special snack for birthdays only. Your child's teacher will let you know how much snack to send to school.

Please choose a snack from the list below when it is your turn to send snack. **All snacks must be put into individual baggies.**

**Fruit** - Please clean and cut up fruit

Grapes	bananas	orange slices
Apple slices	raisins	strawberries

### **Crackers**

Goldfish crackers	Chewy granola bars
Graham crackers	Nutri-grain style fruit filled bars
Vanilla wafers	

Animal crackers

Peanut butter crackers\*

Pretzels

### **Cheese**

Cheese cubes or sticks

**\*please let your child's teacher know if your child has a peanut/nut allergy**

## **Birthdays**

We would like to celebrate each child's birthday either on or near their actual birthday. If you would like to send a special snack for your child's birthday, please make arrangements with your child's teacher.

**We ask that you do not send regular cakes or cupcake cakes for birthdays.** Birthday party invitations may be sent home in the weekly folder if there is an invitation for every child, otherwise they must be mailed. You must give the invitations to your child's teacher by Tuesday/Wednesday to be sent home in the weekly folder on Thursday/Friday. Please do not send birthday gifts for other children to school.

## **Rest time**

Preschool children are required to have a rest time every day. Children need to lie quietly, but do not have to sleep. We do not have the space or staff to let children who do not sleep stay awake in another room. **Children need to have a quad fold kinder nap mat the measure approximately 46" by 20" and no more than 1" thick.** We do not have the space to store larger mats. Children may bring a blanket in his/her backpack each day to cover up with that is no larger than the mat. **Please do not send toys or stuffed animals to school for rest time.**



## **Room Parents**

There is one head room parent for each of the preschool classes. The room parents will work together to coordinate the preschool auction project and coordinate volunteers for the school's annual Holyween Carnival. The room parents may also work with the teachers to get supplies for parties and in helping the teachers with any other activities.

## **Parent/Teacher/School Communication**

**Brown Envelopes:** The Brown Envelope is a primary means of communication between the home and school. The Brown Envelope generally is sent home once a month to each family by way of the youngest child in each family attending school. Notes from the school office and the lunch order forms are sent home in the Brown Envelope. **Please return all forms that are sent home in the Brown Envelope back in the same Brown Envelope.** The Brown Envelope needs to be returned the following Monday/Tuesday.

**Weekly Folders:** Weekly folders are sent home each Thursday or Friday with the children's work, and any notes or newsletters from the teachers. Folders must be returned to school on Monday or Tuesday.

**Conferences:** Whenever a conference is necessary the teacher or parent may initiate the scheduling, or may conference over the phone. Teachers are usually not able to conference before or after school, unless this has been scheduled in advance, as to be able to devote quality time to the conference.

**Class Updates:** The teachers will post the weekly updates for their class online. The weekly updates will include information about themes, upcoming special activities, and snack information. To get class updates, go to the school website at [www.catholicschooldenton.org](http://www.catholicschooldenton.org) and click on Little Knights Preschool tab. Then click on PreK 3, PreK 4 or PreK 4 MWF. A hard copy will be sent home weekly in your child's red folder as well.

**I have read and agree to comply with all of the policies and procedures set forth in the Little Knights Preschool Handbook. I understand that I must also read the Immaculate Conception Catholic School Handbook that is online. I will need to sign and return the signature page for that handbook as well.**

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Print Name

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Signature

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Date