

Welcome to SJA Preschool!



2019-2020

5950 Heatherdowns Blvd.

Toledo, Ohio 43614

419-866-6177

Joanofarcschool.org

Communication

Email:

When contacting your child's teacher, please include both of the classroom teachers on the email. They will 'reply all' when responding and ask that you "reply all" in continuing the communication. This will be the best way to keep everyone on the same page.

Preschool Green:

Mrs. Kathy Dunning (kdunning@school.joanofarc.org)

Ms. Emily Kinsey (ekinsey@school.joanofarc.org)

Preschool Purple:

Mrs. Bri Staffan (bstaffan@school.joanofarc.org)

Mrs. Marissa Spader (mspader@school.joanofarc.org)

Preschool Orange:

Mrs. Sara Kendziora (skendziora@school.joanofarc.org)

Mrs. Kim Lach (klach@school.joanofarc.org)

Preschool Director:

Mr Gabriel Jakubisin (gjakubisin@school.joanofarc.org)

Newsletter:

Sjaweekly- our school-wide newsletter is posted on our school website (joanofarcschool.org). This is updated on Thursdays.

Preschool newsletter will be posted weekly on the Preschool webpage (joanofarcschool.org).

Progress Reports

Preschoolers will be observed and assessed both formally and informally throughout the school year to monitor their growth. These assessments will also aid in curriculum planning allowing us to adjust the material to meet the needs of our young learners. Developmental progress reports will be sent home in November and again in May to keep parents informed of their child's progress toward kindergarten readiness.

Parent/teacher Conferences

Teachers are expected to alert and confer with parents as soon as possible when a sudden change in behavior or progress is observed. We will schedule a formal conference during the month of January.

School Website

SJA offers a great school website for everyone in our school community, joanofarcschool.org. Students, parents, teachers, assistants, and staff share important information using the features of the site, so we encourage everyone to check it often. It is an information-rich resource where you can view homework and project information for your children, read about important and exciting events in the classrooms and view the SJA News page. Parents and teachers can also communicate by email through the site.

Drop-off & Pick-up

A child with the following symptoms will be immediately isolated in a designated room and a parent / guardian will be notified to come pick up the child.

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (redness of the eye, obvious discharge, matted eye lashes, burning, itching)
- Temperature of 100 degrees Fahrenheit, taken by the auxiliary method when combined with other signs of illness
- Untreated infected skin patches
- Unusually dark urine and /or grey or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infection

A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director/teacher and parent/guardian.

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature and/or vomiting

A mildly ill child who is experiencing minor common cold symptoms that are not accompanied by any of the symptoms listed above will be treated accordingly as the teacher deems necessary. Procedures may include:

- Taking child to the clinic to have temperature taken
- Taking a child to the clinic to rest
- Contacting parents/ guardians to inform them of the child's complaints and symptoms regarding the illness to determine if the child should be sent home or resume in classroom activities.

- Because the local school district transportation departments are unable to provide transportation to preschool age children; transportation to and from school is the responsibility of the parents.
- Only those individuals who are listed on the authorization form will be allowed to pick up the child at the end of the day.
- Any student going home other than the usual way designated by the parent or guardian must send a written note in to the teachers. In this instance, photo identification must be presented by the authorized adult when picking up the child.
- Morning drop-off begins at 8:15 am.
Drop-off: Carline parents **should not** get out of their cars. An adult will be there to greet your child and help them exit the car. Front doors will close at 8:30 am, at which time parents will need to park and bring their child into school. Parents are always welcome to park and walk their child in. **Please wait in the lobby for teachers to walk your child down to the room.**
- Half-day pick-up begins at 11:30 am.
- Afternoon pick-up begins at 2:40 pm. *
Pick-up: Carline parents **should not** get out of their cars. Parents will be provided with nametags to put on the dash or hang from the mirror for use during pick-up. Students will be dismissed 1-2 at a time. Our teachers will open the car door and load the student in on the **passenger side only**. Parents are then able to pull around into the open parking spaces to buckle their child in.

* Parents with multiple aged students may park in the K-8 car-line and walk up to get their preschooler, then return to their car for car-line pick up of their older child(ren).

Curriculum

St Joan of Arc offers a nurturing environment, where students are encouraged to discover, engage, interact, make mistakes, and problem solve. St Joan of Arc Preschool program is based on Creative Curriculum, which aligns with Early Learning Content Standards approved by the Ohio Department of Education. We also align our curriculum with the Diocese of Toledo Preschool Standards. We offer a developmentally appropriate, differentiated curriculum to best serve the broad range of needs and interests of emergent learners. Our students will have full use of our outdoor playground equipment and indoor gymnasium creating a balance between activity and structured learning.

Our Pre-school Curriculum is designed around these essential building blocks:

Academics

Students will participate in developmentally appropriate readiness activities in areas of Language & Literacy Development, Math, Science, and Self-Help skills.

The following list provides a sample of academic skills incorporated in our curriculum:

- **Language & Literacy:** letter recognition, phonics, word recognition, comprehension, storytelling, predicting, sequencing, conversational skills, signing, and understanding and following directions.
- **Math:** Number recognition, shapes, patterns, calendar, problem-solving, critical thinking, reasoning, matching, sorting, and comparing.
- **Science:** animals, plants, seasons, five senses, life cycle, healthy habits, and comparing and contrasting.
- **Social Studies:** daily life, heritage, culture, places, community, and holidays
- **Self-help Skills:** dressing, hand washing, setting the table, and cleaning up after themselves

Medication

Generally, all medications should be given at home, but we understand that this is not always possible. Any student who is required to take prescribed medication, including over the counter drugs, during regular school hours must have the required medical authorization forms (available in the clinic/office) completed and on file. Written permission from the physician and parent/guardian of the student must be received before administering any medication. Students are not allowed to keep medication in their possession while at school. All medication should be properly authorized and labeled, with exact dates, times, and dosage information specifically noted. **Preschool children are not permitted cough drops.**

Management of Communicable Disease

If a staff member notices any signs or symptoms of a communicable disease, proper procedures will be followed. If a child needs to be isolated due to sickness, he/she will be isolated in a designated area and supervised by a trained staff member. A parent/ guardian will be contacted immediately about the child's condition. When necessary, a note explaining exposure to a diagnosed communicable disease will go home immediately to families affected. **A child who exhibits symptoms of illness must be free of illness for 24 hours (from the last incident before returning to school, this included vomiting, and/or diarrhea and being fever-free without medication.**

** continued on the next page

Potty-Training Policy

To help maintain a sanitary environment and fulfill licensing rules, children must be fully potty trained.** Each child coming to school needs to bring an extra set of clothing for potty accidents, messy activities and other mishaps. The extra set does not need to be a school uniform; it can "regular" clothes appropriate to the season. Please send the clothing in a clearly labeled zip-lock bag. The extra bag of clothes will be kept in the classroom. At the end of each season we will send them home and request new clothes for the appropriate season

***While we do understand occasional accidents happen, if preschool staff or school administration deems a student to have excessive accidents, the student may be asked to take a break from the preschool program.*

Emergency Illness and Accident Procedures

All Preschool staff, including the school clinic staff, are trained in First Aid, CPR, Recognition of Child Abuse, Hand washing and Disinfecting, and Communicable Diseases. If a child has a sudden illness or injury, first aid will be given until further medical care can be obtained. First aid will also be given for minor accidents that happen during school such as a bump on the head, or a skinned knees. Whenever necessary, an accident report will be completed by a staff member and a copy of the accident report will be sent home to parents.

Emergency procedures:

First aid will be administered

A parent/guardian will be called

Emergency medical transportation will be called if necessary

A staff member will stay with a child until he/she is released to the parent/guardian. A Home Release Form must be signed by the parent/guardian responsible for the care of child.

Social Development

Students will develop social skills through peer interaction, collaboration, and free play. They will practice patience, problem solving, and good manners.

Spiritual Development

Students will understand that God loves us and He created us to be unique and special. They will follow the Golden Rule - "Treat others as you would like to be treated". In following this model, students will be taught sharing, kindness, and forgiveness. Bible stories, prayer, and songs help form their early faith formation.

Physical Development

Students will participate in a variety of activities designed to enhance large & fine motor development.

The following list provides a sample of physical activities incorporated in our curriculum:

Fine motor: writing, cutting, tracing, coloring, drawing, buttoning, zipping, and tying

Large motor: throwing, catching, jumping, skipping, building, and climbing

Licensure

St. Joan of Arc Preschool is a licensed program approved to operate by the Ohio Department of Education. The most recent compliance report is posted on the parent bulletin board in the classroom. Parents may request copies of the program compliance report at any time from the school office.

Holidays

Attendances and Absences

If a student is absent from school for any reason, the parents or guardians are required to call the School Absence Line at 419-866-9051 **before 9:00 AM** on the day of the absence. If the school does not receive a phone call explaining the child's absence, a reasonable effort will be made by the school personnel to notify the parent or guardian at home or at work. A written note signed by the parent or guardian stating the reason for the absence is required upon the child's return to school. In the event the student must be dismissed early, an adult must first come in the school office and complete the attendance log. If the student then returns to school before the end of the day, the parent must sign them in at the office upon his/her return. If you know your child will be missing school ahead of time, please let the office know.

Behavior Management

We believe that children who are actively engaged in developmentally appropriate activities will have fewer discipline problems. The classrooms and schedules are set up to promote positive social behavior and cooperation. The teachers model positive behavior techniques, such as responding appropriately, reinforcing positive behavior, and directly teaching conflict resolution skills. We believe children learn best in a nurturing environment where making mistakes is a part of the learning process. We will maintain consistent communication between home and school and handle each situation on an individual basis.

Halloween: Preschool classrooms will not have a formal Halloween party. Preschool will parade on Thursday, October 31st from 10:45-11:05.

Christmas: Preschool will not have a formal Christmas party. They will celebrate Advent/Christmas throughout the week leading to Christmas break.

Christmas program: Preschool Christmas program will be on Wednesday, December 18th beginning at 1:00pm. This is a daytime performance only.

Valentine's Day: Preschool will not have a formal Valentine's party. Preschool teachers will send home directions to decorate a Valentine's box at the beginning of February. Students will celebrate Valentine's Day throughout the entire week and pass out their Valentines. On your child's final day of the week they will be able to bring their box of goodies home.

Specials

Preschool Green

Art: Monday 9:55 - 10:25

Library: Wednesday 9:44 - 10:24

Music: Friday 9:44 - 10:04

Gym: Thursday 9:30-10:00

Preschool Purple

Art: Monday 10:25 - 10:55

Library: Wednesday 10:26 - 11:06

Gym: Thursday 9:00 - 9:30

Music & Movement: Monday 10:04 - 10:24, Friday 10:46 - 11:06

Preschool Orange

Art: Friday 1:30-2:00

Library: Mondays 10:26 - 11:06

Music & Movement: Wednesday 9:43-10:03, Friday 10:05-10:25

Gym: Thursdays 10:00-10:30

Lunch and Snacks

Parents are responsible for providing their child's daily healthy snack. Please do not pack juice, water bottles, or a thermos. We will provide water or you may order your child milk for snack time and/or Lunch. Snack should fit into a snack-size baggie and must be clearly labeled with their name. Half day students do not need a lunchbox. Students who attend all day will need to pack a lunch, unless they order hot lunch on Wednesdays and Fridays. Hot lunch and milk may be purchased through RenWeb.

We strongly suggest avoiding yogurt/gogurt, as they are very messy and can curdle. If anything other than a plastic spoon or fork is packed, please label it with the child's name.

Birthdays

Students may bring treats to celebrate their birthday or $\frac{1}{2}$ birthday. These peanut-free treats will be distributed at the discretion of the classroom teacher. We also suggest Birthday Books to celebrate the occasion. Money normally spent on a treat could be used to buy a hardcover book for our school library.

PS Green and Purple: Please feel free to send in a birthday treat with your child on the date closest to their birthday or half birthday.

PS Orange: A detailed note of when your child will celebrate his/her birthday will go home the first week of school. A reminder note will also be sent as the date gets closer.

* No invites/Thank yous can be sent through the school unless every student in the class is included.

Delays and Closings

When it becomes necessary to close or delay the school due to inclement weather, an announcement will be made over the local radio and TV stations. If **SPRINGFIELD LOCAL SCHOOLS** are delayed or closed, SJA will also be delayed or closed. Should an emergency arise concerning only our school, SJA will be specifically mentioned. **If school is delayed or closed there will be no before school extended day.** When the school is closed due to an emergency situation, all after-school activities and evening meetings are also canceled. If St. Joan of Arc is on a 2-hour delay, HALF DAY preschool classes will be cancelled. All day students will follow the 2-hour delay schedule with preschool starting at 10:30 and drop off time beginning at 10:15. For those children who have older siblings in grades K-8, preschool students will wait in the lobby with a preschool teacher until 10:15.

Daily Preschool Schedule

Half day preschool begins at 8:30 a.m. and ends at 11:30 a.m.
All day preschool begins at 8:30 a.m. and ends at 2:40 p.m.

8:15 - 8:45	Arrival/Free Choice
8:45 - 9:05	Circle Time
9:05 - 9:30	Large group instruction
9:30 - 10:00	Snack and Bathroom Break
10:00 - 10:30	Indoor/Outdoor Play
10:30 - 11:15	Small Group/Centers
11:15 - 11:30	Half day students pack up
11:30	Half day students' dismissal
11:30 - 12:00	All day students' Lunch
12:00 - 1:00	Rest Time
1:00 - 1:15	Bathroom Break
1:15 - 1:35	Indoor/Outdoor Play
1:35 - 2:20	Small Group Instruction/Centers
2:20 - 2:40	Pack up
2:40	All day students' dismissal

This schedule is a basic outline. While we plan for consistency, times and activities may vary.

Dress Code

Preschool students at St. Joan of Arc must wear the t-shirt designed by the school with khaki or blue pants, shorts, or skirts. Parents will have the option to purchase short sleeve and/or long sleeve shirts for your child. We recommend elastic waist pants to ease the use of the restroom. White sock and shoes appropriate for school must be worn at all times. Tennis shoes must be in good condition and clean. "Open back" and "open toe" shoes are **not** permitted. Fashion boots and sandals are not part of the preschool dress code either. Also, please be aware that we cannot be responsible for lost hairbows, headbands, and accessories.

Shorts may be worn in August, September, October, and May unless otherwise stated.

Extended Day

Extended day services will be offered for the preschool program. Extended day hours are from 7:00-8:00 a.m. and 2:45-6:00 p.m. If you are interested in registering for extended day, please contact the school office. **If there is a 2-hour delay, there will be no extended day in the morning.** Parents who have other children in grades K-8 can drop their preschool child off with their siblings without any additional extended day charges. However, if arriving prior to 8:15, a parent/guardian must walk the preschool child into the Extended Day Room.

Field Trips

Children will participate in field trips that correlate with class content and educational value. Parents (or another authorized adult) will be responsible for transporting and chaperoning their child during the field trip. Field trip information will be given to parents as they are scheduled