

## ALL SAINTS CATHOLIC PRESCHOOL GENERAL INFORMATION

Included below is information about almost every aspect of our program. More information can be found in the Parent Handbook, which will be provided to families at the beginning of the school year. All Saints Catholic Preschool provides a quality educational experience for preschool children in a Catholic Christian context and gentle learning environment. It is not affiliated with All Saints Catholic School. Having your child registered in the Preschool has no connection with enrolling your child into kindergarten at this school.

### OPEN HOUSE FOR NEW FAMILIES

In late August or early September, the staff will be present one evening for you and your child to see the preschool room and meet the teachers. An invitation will be sent during the summer to all enrolled families. Tuesday/Thursday classes will come at an earlier time and the Monday/Wednesday/Friday classes will follow. Due to the large number of people in the classroom, we encourage returning students to wait until the Parent/Child Activity Day to see the classroom.

### PARENT/CHILD ACTIVITY DAY

The first class session will be a shorter class and include parents. It is an opportunity for parents and children to explore the classroom, meet other children in the class and complete an art activity. At the end of the class time, the children will leave the classroom with the teachers to participate in large muscle play. The director will then meet with the parents to introduce them to the program and answer any questions. A notice regarding the Parent/Child Activity Day and the Parent Meeting will be mailed to you during the summer with the date and time you are scheduled to come.

### CONFERENCES

Teachers hold conferences twice a year, once in the fall and again in early spring. The fall conference is designed so the teacher can share his/her observations with the parent and obtain information about the child from the parent. The spring conference is a time for the teacher to share the child's progress.

### NEWSLETTERS

A newsletter will be sent home with your child at the end of each month. It will keep you informed of what activities and special events are taking place at preschool, and provide you with dates of field trips and any pertinent information that you should be aware of. You will also find a list of some of the finger plays and songs we have been learning in school so you can sing along with your child at home. A monthly calendar is included with the newsletter which has details regarding your child's class.

### LESSON PLANS

Daily lesson plans will be posted outside of the preschool room for your viewing. A bulletin board in the hallway will have other important information pertaining to the Preschool. Take time to look at the bulletin board when dropping off your child or waiting for dismissal.

### CLASS LIST

A list of classmates will be furnished, as it is nice for parents to use in planning play dates or for carpooling. If your family has any information that needs to be changed during the school year, please inform the director. A form will be sent to you in the summer to indicate if you do not want your personal information included.

### FAITH FOCUS

Children begin and end the day with prayer as well as say a special prayer at snack time. Bible stories are shared with the preschoolers and they are introduced to a different saint each month. Occasional prayer services and visits to the church and chapel are also scheduled. The morning 4-5 years old class attends mass occasionally during the year. Church holidays and seasons are the focus of some of our units of study as well.

### CLASSROOM VISITORS

We believe parents are their child's first teachers; therefore, we encourage you to visit our classroom to see what your child is doing in preschool, to share an activity, or just be an extra pair of hands. However, we ask that you wait until after the first month of school so the children can acclimate themselves to our routine before you visit. Furthermore, please contact your child's teacher to make arrangements before you plan to visit so it is a convenient time for all involved.

Volunteers are also welcome to come and share a talent or occupation with our eager learners. If you have something you would like to share with one or all of our classes, please let us know.

All volunteers are required to sign a Code of Conduct, attend VIRTUS training through the Archdiocese and have a background check before taking part in classroom activities.

### STAR OF THE DAY AND SHARING DAYS

Your child will be assigned a day to be the "Star of the Day." The schedule will be posted on the monthly calendar. More information regarding the "Star of the Day", sharing and birthdays will be in the Parent Handbook.

### SNACKS

A snack will be provided each day for your child. While you do not need to provide a snack for your child, there are some children who enjoy bringing in a snack to share. To give those children that opportunity, we suggest that on their "star day" they bring a store purchased snack for the class. A treat on or near their birthday is also a great time to bring a snack. If you plan to have your child bring a snack, please check the healthy snack list we send to you for suggestions. Hard candy treats or special birthday treats can be sent home with children rather than eaten at snack time. Snacks not on the healthy food list will not be served.

## SUPPLIES

Preschoolers need a large backpack to carry home their treasures they made at school. An optional school supply list is sent home in the summer if you are interested in providing useful items for the classroom. Teachers will periodically be asking for supplies to complete projects in the classroom and for parties. It is optional for parents to participate in helping with these supplies.

## ARRIVAL AND DISMISSAL

For the safety of your children, there are several important instructions regarding dropping off and picking up your child. You need to enter and must exit the building using the front door by the parish office. When arriving in the preschool entryway, always wait with your child until the preschool door has been opened and the children are welcomed into the room by a teacher. We recommend saying goodbye to your child in the entryway so parents do not congregate in the classroom where the children will be exploring. Parents may use this time to communicate with the teacher, if needed.

In dismissing the students, a parent needs to be waiting outside the classroom door and each child will be called by name and dismissed to the waiting parent. If at any time you are unable to pick up your child and send someone else in your absence, please read below for the correct procedure.

If you have young siblings that are coming with you, please do not leave them in your vehicle. It is, however, acceptable and encouraged to have parents park near each other and one parent can stay with the children in the vehicles, and another parent pick up the preschoolers. Please make arrangements that suit your family best and keep the safety of all children in mind.

## DISMISSING TO ANOTHER ADULT

On occasion there may be another parent, grandparent or friend who you have made arrangements with to pick up your child. For your child's safety, we ask that you let us know ahead of time with a phone call or note indicating who will be picking up your child and the date. The adult picking up your child should have a picture I.D. available when coming to get your child.

## CARPOOLING

If you are carpooling, please complete a form indicating these arrangements so your child can be dismissed safely with another parent. We will only dismiss a child to a parent on this list. This list should include any parents who are picking up a child while siblings are being watched in the parking lot.

## DRESS

Please have your child dress comfortably in clothes that can get dirty. While we provide washable materials and have the children pull on old t-shirts when using paint, they can still get messy. It is also important to send outdoor wear for children as we do use the playground. We also go outside in the winter and ask you to send snow pants and boots in their backpack each day so the preschoolers can play in the snow.

### FIELD TRIPS

The MWF classes attend field trips about once a month. Most of the field trips are to neighboring establishments and transportation is provided by parent drivers with minimal or no cost. The one exception is a field trip to the Minnesota Orchestra for a Kinder Konzert in which the preschoolers are bussed.

### PROGRAMS AND PARTIES

Parents are invited to a Halloween parade, a Christmas program and an End-of-the-Year program. These take place during the child's class day and are scheduled early in advance so parents can plan ahead to attend. Holiday parties (Halloween, Christmas, Valentines) are planned by the teachers and parents are invited to come into the classroom on these days to help with the activities. We have a limit of 6 parents at each party and require parents to participate without siblings.

### TUITION PAYMENT

Tuition is due on the first of each month, one month in advance, and may be paid by cash or check (the preferred method). A coupon booklet is available to help you remember the payments and allow you to have a record of your payments. You may either mail your payments or drop them off in a payment box at the preschool. Reminders of payments due are always posted to remind you of the due date.

### FAMILY PRESCHOOL ACTIVITIES

To encourage socialization with other preschool families, the Preschool Parent Advisory sponsors potlucks for All Saints Preschool families.

Interested parents and children meet monthly at McDonalds between classes to allow for extra play time for the children and visiting time for the parents. This time is organized by the Parent Advisory.

### PARENT ADVISORY COUNCIL

A group of interested parents meet monthly with the director of the preschool to discuss issues relating to the curriculum, events and operation of the preschool. In the past the Advisory has planned the family potlucks, organized Armful of Love and food donations and discussed ways to broaden service and involvement within the church community. Meetings take place on Thursday mornings at the beginning of each month. An invitation to join the PAC will be sent to each family.

For further inquires, please call All Saints Catholic Preschool at 952-985-9936 or access the church website at [www.allsaintschurch.com](http://www.allsaintschurch.com).