

SCB Preschool 2021-2022 Handbook



Saint Charles Borromeo School
431 Decatur St.
St. Charles, Mo. 63301
(636) 946-2713-Main office
(636) 757-9474-Preschool/Bask

Saint Charles Borromeo Preschool Staff

Administration

Rev. William Dotson, Pastor

Dr. Jackie Voelkl, Principal

Michelle Winkler, Asst. Principal

Angela Schneider, Office Manager

Sister Raquel Ortez, Director of Religious Education

Casey Quarando, Nurse

Teachers

Mrs. Teresa Holliday (Mixed age combined 3's-5's)

Mrs. Heather Floodman (Pre-Kindergarten)

Welcome to SCB Pre School! This Handbook will provide you with information about our school policies, procedures, and curriculum. Please read through this information carefully and keep it as a reference throughout the school year. We will learn through faith, unit of studies, and play throughout the year! Goals are set for each individual child to meet their needs. Students are challenged to grow spiritually, emotionally, socially, physically, artistically and academically. Please feel free to contact us anytime at **(636) 757-9474** or email your child's teacher directly at teresaholliday@borromeoschool.com or heatherfloodman@borromeoschool.com We will return your email/phone call at our earliest convenience, usually during our planning time or rest time. If you need to get a hold of someone immediately, please call the main office **636-946-2713**

Arrival:

Please enter the lower lot from 5th Street where there is a fire lane driveway. This driveway takes you onto the property and normally the gate is closed. The fire lane driveway is located off 5th Street between Mike's Autoshop and the Gym. When you pull into the driveway, you will see that it takes you between the gym and playgrounds. The gate will be opened in the morning only. When you pull in, stop when you get to the recycle and trash dumpsters. Drop off will be from 7:30-7:50 am. Gate closes at 7:45. Aides and Teachers will help children into the building. If you arrive after 7:45 you will need to come to the front office doors for temperature checks.

Dismissal:

Half Day: 11:30 Please park on the tree lot or the street due to lunch and recess and pick your child up at the primary lots (lower lot) doors.

Full Day: 2:45 Those **with siblings park on the lower lot** and get in the normal drop off lines with primary school. Come up and pick up your preschooler first at the preschool door before the siblings get let out at 2:55. The gate on the bottom lot gets closed at 2:55 as children are walking out. Those **without siblings park on the tree lot** and pick up your child at the preschool door.

Early Pick up: If you arrive before 2:40, park on the street near the front entrance to pick up your child from the main office.

Uniforms:

Uniforms can be purchased at Fisher's at the Spencer Creek Shopping Center. Tennis shoes must be worn daily.

Everyone- Shirts- Navy or maroon Bobcat T-shirt

Bottoms- Navy or khaki pants or shorts

Sweatshirts- Navy full zip sweatshirt with logo

Girls- May wear navy leggings or the Bobcat uniform dress

Guiding Children's Behavior:

With the children, we will develop rules and expectations for the classroom. The children will learn to work together and learn how to solve problems with their peers. We will guide children's behavior in ways that promote self-regulation and to express their feelings. A quiet and safe space in the classroom is available if they choose to go too. This space will be used when they are needing some alone time or feeling angry, sad, scared, disappointed, anxious, frustrated, calm, or tired. This space will help relax, regain composure, self control and to do calming techniques. Your child can go to this space at any time as long as it is not disruptive to the class learning environment. Teachers will notify parents about behavior as needed.

Illness

If a child becomes ill during school time, parents will be contacted. We ask that your child be fever free for 24 hours without medication before returning to school. This also pertains to rashes, vomiting, pink eye and other communicable symptoms/illnesses.

Absence

If a child will be absent due to illness, out of town or appointment a parent is to call (636-946-2713) or email their teacher by 8:00 a.m. If your child is part-time and absent on their scheduled day of school, there will be no make-up day.

Toilet-Trained

Being toilet-trained is a requirement in registering your child for Preschool. If a child has an ongoing accident, an appointment will be scheduled with the parents to discuss the child's readiness for preschool. The child may need a few days at home to work on toilet training, in which he/she shows

independence with bathroom skills. Independent skills such as pulling up pants, wiping their own bottom and washing hands.

Curriculum

Our preschool curriculum is designed to prepare students for kindergarten through using units of study each week and following, Finding God for Religion and Wilson Foundations for writing/letter sound/letter formation. Each week we focus on the development and learning that are aligned with Missouri State Standards for Early Childhood Education and guidelines with the St. Louis Archdiocese. The areas of development we focus on each day during Learning Centers are: Faith, Literacy, Mathematics, Physical Development, Science, Social and Emotional Development and Social Studies.

Conferences

Individual parent-teacher conferences will be held in the evening, November 22nd and 23rd 2021. Sign up forms will be available weeks before the conference.

Rest Time:

Full day students will rest every afternoon. Pre-K 4 students will sleep 60-90 mins and Pre-K 3 students will sleep for 90-120 mins. Students that are unable to fall asleep will be able to rest their bodies while reading books. Students will use nap mats with a removable body pillowcase and a small thin blanket. The body pillowcase and blanket will be sent home at the end of each week to be laundered and will need to be returned at the beginning of the following week. Please try to go with the nap pad dimensions on the school supply list, larger pads are too big to store in cubbies.

Snack Time:

Each child will be assigned a day to bring a snack for the class. Please provide a healthy snack that is safe for all students in their classroom. A list of suggested snacks will be provided by your child's teacher. Please let us know if your child has any food allergies.

Lunch Time:

Lunch will be served at 11:30. Children have the option to purchase a hot lunch at school or eat a packed lunch from home. School lunches cost \$2.00 and can be paid through PayPal to fsccafe@borromeoschool.com, using the friends and family option, or send a check to the school office.

Celebrating Birthdays:

We celebrate your child's special day by announcing their birthday during morning announcements. They can dress down on their birthday/half birthday. We will assign a day for your child to bring a special snack from the suggested snack list.

Other Activities

Open House (August 15, 2021 11:30-2:30)

Back to School Night-**Parents only** (August 25, 2021 6:30pm-7:15)

Dad/Daughter Donut (October 1 7:30am-8:00)

Thanksgiving Friendship Feast (Nov. 19, 2021 10:30-11:30)

Christmas Party (Dec. 22, 2021 10:30-11:30)

Valentine's Day (Feb. 14, 2022 10:30-11:30)

Muffins with Mom (April 25, 2022 7:30am-8:00)

Field Day (May 6, 2022)

Pre-K Graduation (May 26, 2022 8:30 in the Church)

Last Day of Preschool (May 26, 2022 - 11am dismissal)