

2018-2019

# PreSchool Handbook



**455 East State Street  
Jacksonville, Illinois 62650  
217-243-8621  
[www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com)**

# WELCOME/CONTACT INFORMATION

Welcome to Our Saviour School's PreSchool! We are so excited you chose Our Saviour PreSchool for your child's early learning experience! Throughout this year, your child will be given the opportunity to grow academically, socially, emotionally, and spiritually through developmentally appropriate activities in a safe learning environment. We look forward to a fun and fantastic year with your child!

This year begins a partnership between home and school that will continue to grow throughout your child's educational career. We will be in constant communication with you throughout the year, and we want you to feel comfortable to do the same. Please don't ever hesitate to contact us. Texting is the best way to reach us during the day. While we may not always be able to reply immediately, we will check our phone often and can always respond during lunch and/or after school.

**MRS. AMY WHITE**, PreSchool Teacher - Amy White graduated from Illinois College with a degree in Early Childhood Education. She has 9 years of teaching experience. She and her husband, Charlie, have two sons who will be in second and fourth grade at Our Saviour this fall! Amy is blessed to continue being a part of the PreSchool Team! (217) 473-8318 [awhite@oss-shamrocks.com](mailto:awhite@oss-shamrocks.com)

**MRS. BAILEY BECKER**, PreSchool Teacher - Bailey graduated from MacMurray College with a degree in Educational Studies. She has 4 years of teaching experience. She and her husband, Justin, have a one year old son. Bailey is very excited to be part of the PreSchool program and the Our Saviour Family! She can be reached at 217-370-2278. [bbecker@oss-shamrocks.com](mailto:bbecker@oss-shamrocks.com)

**MRS. ANGIE RIVES**, PreK Instructional Assistant: Angie Rives graduated from Triopia High School. She, and her husband Scott, have two sons-one who will be a 4th grader at Our Saviour and the other who is in our PreK Program. Angie is blessed to be a part of the Our Saviour School Family and the Pre-School program!

**MRS. JESSICA ARNOLD**, PreK Instructional Assistant: Jessica Arnold is originally from Ohio and graduated from the University of Dayton. She spent most of her career coordinating and directing after-school programs and summer camps for children in PreK-5th grade. She, and her husband Bryan, have two daughters and one on the way! Their oldest will be starting Kindergarten this fall at OSS. Jessica is excited to be joining the OSS family as a parent and a teacher.

**MRS. DANA MOORE**, PreK Instructional Assistant: Dana Moore resides in Jacksonville with her husband Tony and 4 children. She has been a hairstylist for 34 years while raising her children. She is a member of Church of Our Saviour where she has taught Sunday School, Children's Liturgy, PSR and Vacation Bible School. As an OSS/Routt alumni, she is excited to be helping teach children a Catholic education.

## DRESS CODE

Dress Code for students (boys and girls) are to wear the PreK logo tee as their uniform top. Orders for the PreK uniform tees happen upon enrollment and on an ongoing basis through the school. The shirt may be short or long sleeved or a crew or hooded sweatshirt. For the bottoms, the boys and girls may wear any comfortable bottom that is navy blue in color. The key is clothing that is fit for play, ease and comfort. The PreK students may wear a long sleeved shirt under their PreK logo short-sleeved tee.

**Shoes** - Students may wear tennis shoes or other shoes with a sturdy sole and back on the heel. Flat heeled boots are acceptable, but due to safety no boots with heels (including cowboy boots).

## SERVICE HOURS

**PreK-only** families-are required to put in 5 hours per year with the year being May 1-April 30. In order for the program to be successful it is important for every family to participate. In addition to helping ensure that the current programs in our school can continue uninterrupted, added benefits to each family will be: an increased awareness of school activities; a chance to meet new people; and an opportunity to help make sure the students continue to have an enriching educational experience at Our Saviour School.

## IMPORTANT INFORMATION

1. It is our policy that children must be 3 or 4 years old, respectively, by September 1 of the school year.
2. Children must be toilet trained in order to enroll in the program.
3. A health physical, within the past year, including lead screening, is required for each child enrolling in the program. These are due by October 15. **Please notify the school and teacher if your child has any allergies.**
4. Rest Time occurs for any full-day PreSchool student. Each child is to bring to school (to keep at school) a small blanket and a small stuffed animal/"lovie". No pillows or sleeping bags, please!

# CLASSROOM MANAGEMENT

Our Saviour PreSchool strives to provide a caring and safe environment for student growth and development. Rules are explained to students at the beginning of the year and we will spend lots of time reviewing our rules and learning how to respect others and other's property. Our rules are tied to 5 body parts:

1. Looking eyes
2. Listening ears
3. Kind words
4. Gentle hands
5. Walking feet

PreSchool is a time for students to learn how to take turns, listen to their teachers, and work with others. While we do expect students to always do their best, we do not expect perfection. If a student is having difficulty with classroom rules or behavior, he/she will be given several verbal reminders. If the behavior continues, he/she will be removed from the situation, given a verbal correction, and a reflection time. We will always follow up by talking about the classroom rules and discuss better choices for next time. Students in the 4-year-old class will use a system of colors to help monitor classroom behavior. This system will be introduced and practiced with students as part of our beginning of the year routine. More information about this system will be sent home at a later date.



# DAILY SCHEDULE

Our PreSchool curriculum educates the whole child. We address each child's academic, social, emotional, physical, spiritual needs. A typical day in PreSchool is very busy. Throughout the week we will cover materials in each subject area. Below is a list of what will be taught in our classroom:

- Morning Message/Calendar
- Dr. Heggerty Phonemic Awareness
- Centers/Free Play
- Religion
- Alphabet Time/Handwriting
- Story Time
- Math
- Science and Social Studies
- Specials – PreK 3's and 4's will receive music one time a day and PreK 4's will receive computers one time a week.
- Gross motor/outdoor play (weather permitting)

## **Arrival Procedures for PreK:**

You may bring your child to school between 7:30-8:00 a.m. In the mornings, you will park in the east parking lot. Walk in your child for sign-in inside their classroom. 11 a.m. Half-Day students will be met at the east main door for sign-out with their teacher.

## **Dismissal Procedures for PreK:**

- Full Day PreK students will dismiss at 2:45 p.m. each day.
- For the Pre-K only families (who only have a PreK student who attends OSS), you will pick-up your child at the south PreK PORCH door. Cars should pull up to the cone and the two PreK teachers will bring your child to the car and assist parents with loading.
- For those families with K-8 students AND PreK students, you will use our east parking lot for car dismissal. You'll park your car in one of the five lanes facing north. Walk in at 2:45 to sign your child out of their classroom, walk them back to your car and wait for your older children to dismiss at 2:50 p.m.

We thank you for abiding by these procedures as they keep all of our students safe!

# SNACKS, LUNCH & BIRTHDAYS AND SPECIAL EVENTS

## **Snack**

The students will receive a snack each morning and afternoon (for full day students). The school will provide water to drink at snack time as well.

## **Lunch**

Full-day students will eat lunch in the school cafeteria at 10:50. Our PreSchool aids will supervise our students in the cafeteria. School hot lunch is available for purchase, or you may pack a sack lunch for your child. Lunch money can be sent to school weekly or monthly – depending on what is best for you. Please place your child's lunch money in a labeled envelope with your child's name, teacher, and grade level on the outside. This will help ensure it gets to the correct place. Hot lunch is \$2.50 and milk and juice is 50¢.

## **Birthdays/Special Celebrations**

We love to celebrate birthdays in PreSchool! Each child will get the opportunity to celebrate his/her birthday at school. Students may bring in special treats to share with the class on his/her day. One tradition at OSS is that the birthday boy/girl is “treated” to a non-uniform day. Please see the school handbook regarding our non-uniform policy. We will send home a note at the beginning of the year with the date selected for your child's special day. Birthday invitations **MAY NOT** be passed out in school unless the entire class, all of the boys, or all of the girls are invited. We don't want feelings hurt. Please refer to the school directory if mailing invitations for a party.



