

# St. Cecilia School

## Preschool Parent Information Packet



Welcome to St. Cecilia Preschool! Listed below are teacher bios, classroom procedures, school policies and learning goals for the year.

### **Meet the Teachers**

Mrs. Nicole Mangan: A little bit about me! I have been teaching for eleven years. I taught kindergarten for six years and pre-kindergarten for five. I knew from a very young age that I wanted to become a teacher. I thoroughly enjoy educating the younger grade levels. It is so much fun to watch the amount of growth that takes place throughout the year! I look forward to getting to know you and your child this year!

We are blessed with two assistants in our preschool classes: Ms. Judy Dornbusch and Ms. Cindy Magee. Over the years, they have worked with preschool, daycare and aftercare students. They are excited to meet new faces this year!

### **Preschool Classes**

Enrollment cut off dates:

A student enrolling in the 3 yr. preschool class: 3<sup>rd</sup> birthday before August 1.

A student enrolling in the 4 yr. old or Pre-K class: 4<sup>th</sup> birthday before August 1.

Ideally, the preschool program is meant to be a two-year program. If your child's birthday falls after the August 1 date and you are planning on enrolling him/her, another year (third year) of preschool will likely be needed before kindergarten can be started.

### **Class times**

Three-year old preschool: Tuesday & Thursday: 7:30 am -10:30 am OR 11:30 am - 2:30 pm

Pre-K: Monday/Wednesday/Friday: 7:30 am-10:30 am OR 11:30 am -2:30 pm

### **Learning Goals**

Preschool is a year of tremendous growth! We will have a lot of fun in class but also work hard and learn a lot too! We will primarily focus on kindergarten readiness. Our lessons will be taught through play, music, movement, hands on activities, stories, themes of the week and other learning activities.

Some of the concepts/goals that we will focus on this year include: socialization/following directions, sharing and treating others with kindness, name writing, learning about the alphabet, number recognition, basic math skills, shapes, colors, beginning writing skills, beginning reading skills (PreK), identifying calendar elements (days of the week, months, weather) learning about Jesus and so much more!

### **Classroom Expectations**

We will work very hard in preschool to help each child learn how to make proper choices. We will regularly model appropriate classroom/school rules. A lot of positive reinforcement and encouragement will be used. We expect each preschooler to learn and follow important directions from the teachers. We hope each child is ready to explore by working with his/her hands and unique brain.

## **Parent Expectations**

We expect parents to bring their child to school when class begins and pick their child up in a timely manner when class is over. We expect parents to read and stay up to date with current handouts/newsletters. We heavily encourage parents to work at home with their child and follow up with current lessons/themes that we are learning about in the classroom.

## **Dressing Requirements**

Preschool students do not wear uniforms. Your child should wear comfortable, washable clothes. While we try our best to stay clean, keep in mind that we play outside, paint and take part in other “messy” activities. Flip flops are not recommended, as they are not suitable for outdoor play. Please keep an extra set of clothing in your child’s backpack. This will be used in case of emergency. Please replace the clothes when they become dirty. Clothes should be labeled with your child’s name.

## **Folders**

Each child has a folder that will go back and forth between school and home. This folder will contain some of the child’s work/projects throughout the week. There will be times where projects are temporarily left at school to be showcased around the room, on a bulletin board, etc. Your child’s folder will go home on his/her last day of school for the week and is to be returned the following week. Please regularly check this folder for notes/newsletters.

## **Evaluations**

Assessment is an ongoing process of gathering information relative to a child’s development. Throughout the year, we will be making observations on each preschooler and formally assess his/her growth. We will look for each child’s strengths, as well as determine areas of improvement.

## **Absences**

To report an absence, please call the ECLC at 859-363-4314. You can talk to the Director, Kim Murphy, or leave a voice mail message. You may also email her [kmurphy@independence.org](mailto:kmurphy@independence.org) or me at [nmangan@stcindependence.org](mailto:nmangan@stcindependence.org).

## **Snacks/Birthdays**

We will have a snack each day containing two food groups. There may be times throughout the year that we ask for your help in providing snacks for our classroom. We try to align our snacks with our weekly themes when possible.

Please let us know if you want to bring in a treat for your child to share with the other students. We will celebrate birthdays during snack time. The state requires that all treats be store purchased, not homemade. Suggestions for treats: popsicles, rice krispie treats, cookies, go-gurt, fruit. Snacks need to be TREE-NUT FREE.

## **Preschool Supply List**

### **THREE YEAR CLASS:**

- Snacks - Please send at least one of the following:

- Pretzels
- Goldfish
- 1 box of fruit cereal bars
- Fruit snacks
- 1 box of Rice Krispy treats
- Crayons and markers
- 1 box of tissue
- 2 rolls of paper towels
- Lysol spray and/or wipes
- 2 (or more) glue sticks

### **PRE-K CLASS:**

- Snacks - Please send at least one of the following:
  - Goldfish
  - Graham crackers
  - Animal crackers
  - Pretzels
- Crayons, markers and watercolors
- 2 (or more) glue sticks
- 1 pack of Dry Erase Markers
- 1 3-ring flexible poly binder (1/2 inch or 1 inch is fine)
- 1 Primary Writing Tablet/Journal
  - ***Mead brand makes a good, sturdy journal. You can also find primary journals at The Parent Teacher Store and Staples. I do not recommend journals from The Dollar Tree, as they do not hold up very well throughout the year.***

### **Parent/Teacher Communication**

In Pre-K, a weekly newsletter will be sent home informing parents of our lessons that week, important classroom information, upcoming dates, etc. In addition, there will be a calendar posted outside of the room that will list some of the lessons and activities we are doing in class.

The 3-year old class will have monthly newsletters that are sent home.

- We will have show and tell days each month. More information will be posted about these at a later date. Conferences will be held in November/December and at the end of the year if requested.
- There will be times throughout the year that we will have “field trips” come to our school. We will not be transporting the students on any field trips.

### **Arrival and Dismissal Procedures**

Those children enrolled in morning PreK4 will be dropped off at the gym doors to be greeted by their teachers. Those enrolled in our morning PreK3 and all afternoon classes will be dropped off at the ECLC doors off Locust Lane. ALL CLASSES can be picked up at the ECLC doors. Each student will need to be signed in and out daily, by a parent or guardian. The students may begin dropping off ten minutes prior to class starting times. The teachers will greet them at the door. Students that are attending a half-day session will be dismissed from the Early Childhood Learning Center main entrance. We will gather the students outside at 10:25 (am class) and 2:25 (pm class). Each parent will need to pick their child up and sign them out. Always send a note if your child will be riding in a car pool. The note should include your child’s name, name of driver, days of the pick-up and your signature.

\*\* Please promptly return all important forms back to school and make sure that everything from the check list is turned in and all fees are paid. It is very important that we have all necessary paperwork at the beginning of the year. Thank you for your cooperation. \*\*

Throughout the year, if you have questions or concerns, please do not hesitate to e-mail or call us. We are looking forward to a great year!

Sincerely,

Nicole Mangan

[nmangan@stcindependence.org](mailto:nmangan@stcindependence.org)

Other Contacts:

School phone: 859-363-4314

Kim Murphy – Early Childhood Learning Center Director

[kmurphy@stcindependence.org](mailto:kmurphy@stcindependence.org)

