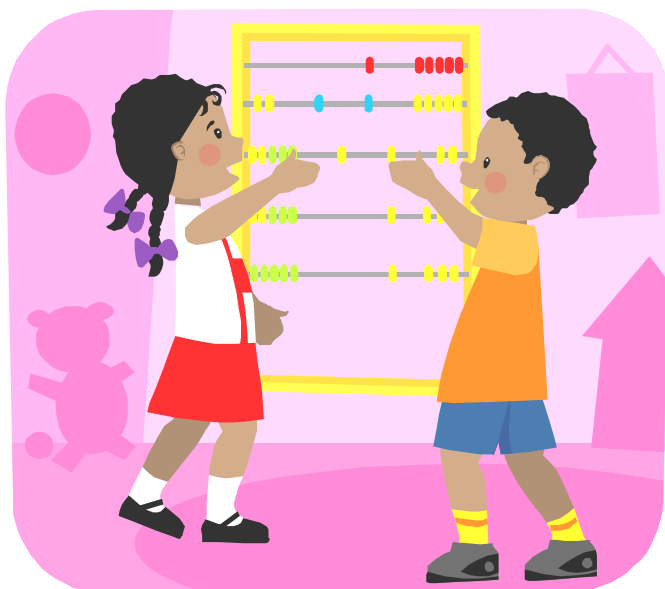


**ST. THOMAS PRE-SCHOOL
PARENT HANDBOOK
2010-2011**



**133 Bristol Street
Southington, CT 06489**

School Telephone: 860-628-2485

Website: www.st-thomasschool.org

Welcome to Mrs. Niemann's Pre-K 3 and Pre-K 4 Class

Welcome to the St. Thomas Pre-K 3 & 4 year old program. As your child's teacher, I will help them learn and discover through hands-on learning. Fine and gross motor skills will be integrated throughout your child's learning environment which will assist them in preparing for Kindergarten. Your child will be immersed in activities that will expand his/her spiritual, physical, social and cognitive developments according to the guidelines and policies of the Archdiocese Office of Catholic Schools.

Welcome!
Mrs. Niemann

In Pre-K, we will be exploring learning centers that include computers, art, blocks, ABC, numbers, and creative play. Your child will visit learning centers daily. Learning centers are added throughout the school year to assist your child in developing essential educational skills.

Each day, we will begin with our Morning Meeting. During this time, your child will expand his/her social skills while building community and relationships inside the classroom.

Parent and teacher communication is important in Pre-K. Monthly newsletters are sent home to parents to keep you informed on our learning theme of the month. There is also a Pre-K website that is updated regularly that parents access on the school's website.

PHILOSOPHY

St. Thomas Pre-K is an integral component of the educational mission of St. Thomas School. Its philosophy and mission is that of the school:

Philosophy

The philosophy of St. Thomas School flows from the Church's participation in the mission of Jesus. As a loving community with a responsibility to our students and their families, the faculty and staff are committed to promoting academic excellence integrated with a vision of life and learning centered in the person and gospel of Jesus Christ.

Mission Statement

Saint Thomas School is a Christian community committed to providing a quality education based on Catholic doctrine, values, and service. As a school, we celebrate and nurture our cultural diversity. We teach a solid core curriculum and challenge every child, thus enabling them to reach their greatest potential. We provide opportunities for excellence in academics in a faith-filled, caring, safe environment for growth in spiritual, social-emotional, and physical development in grades pre-kindergarten through eight.

<h2>PURPOSE</h2>

The Pre-K experience at St. Thomas School provides the young child with a developmentally appropriate program designed to stimulate and nurture each child's growth during the first years of social contact beyond the home. We believe that this religious setting can foster maturation in all areas of a child's life. The Pre-K program provides an enriching educational environment built on learning and growing by means of varied experiences. Its goals are to:

Spiritually

- Develop a positive attitude toward life
- Gain an awareness of God through creation and love of neighbor
- Experience prayer as talking to God
- Discover the Bible as God's special book
- Become familiar with Church and worship
- Develop an awareness of right and wrong

Emotionally

- Begin the development of a self-identity in relation to others and the environment
- Develop self-confidence, pride, self understanding, independence and self- discipline
- Make friends and feel a part of a larger social group

Physically

- Increase large and small motor skills to age appropriate competencies

School Readiness

Pre-K 3 will concentrate on motor skill development; social, emotional, and intellectual growth; and, religious development.

- Continue vocabulary development: meaning and correct usage
- Develop listening- speaking skills and stimulate intellectual curiosity
- Enhance creative expression through art, music and movement
 - Develop mathematical concepts with multi-sensory, hands- on approach become comfortably familiar with the total St. Thomas School environment

In order to prepare students for Kindergarten, Pre-K 4 offers four curriculum programs:

- Houghton Mifflin Math
- Super Kids Reading
- Hands on Science
- God Loves Me Religion

POLICIES AND REGULATIONS

2010 - 2011 Tuition Rates**Full Time: 8:00 am - 2:00 pm**

Monday - Friday	\$4,200
Monday, Wednesday, Friday	\$2,800
Tuesday, Thursday	\$1,900

Part Time: 8:00 am - 11:15 am

Monday - Friday	\$3,000
Monday, Wednesday, Friday	\$1,900
Tuesday, Thursday	\$1,300

A non-refundable registration fee of \$40.00 is charged when enrolling the child.

We assume that a child will be placed for the full school year. If unforeseen changes (such as moving) would necessitate having the child leave the program, full payment for the month in which the withdrawal occurred must be paid. If the school is left with an unpaid balance for services rendered, the account balance will be given to a collection agency.

Punctuality

Parents are asked to bring the child to class on time and picked up promptly at the end of the session.

Inclement Weather

St. Thomas School will follow the “NO SCHOOL” announcements for the Southington Public School System. Radio Station WTIC (1080 AM and FM), WKND, WRDC (1360 AM and 103 FM), WKSS (96 FM), WHCN (106FM) and WRCH (910 AM and 100.5 FM). Television station WFSB-TV (Channel 3) and WVIT-TV (Channel 30) will broadcast these announcements beginning at 6:00 am. Delays and cancellations will also be posted on the following website: www.southingtonpublicschools.org.

General Health Guidelines for Attendance

The school office must be notified when a child is absent (628-2485). A child should be kept at home when:

1. The child has the following symptoms the night before or the day of school:

Chills severe	headache	swollen joints
Listlessness	diarrhea	flushed face
Nausea or vomiting	earache	sore throat
Unusual cough	fever 99.2	complaints of pain
Pallor	swollen eye/pink eye	

2. The child has a common cold: The child stays at home if there is excessive nasal discharge or cough. The child should be without a fever for at least 24 hours before returning to school. The child should feel well enough to be in a group or play outdoors when weather permits.
3. The child has been exposed to a communicable

disease: If a child is due to become contagious within a 24 hour period, he/she must stay at home. The school nurse must be notified if a child has a communicable disease. A doctor's permission is necessary for the child to return to school.

4. The parent shall abide by the teacher's and nurse's judgment if she feels the child should be kept home because of illness.

Health Regulations

A health form signed by a licensed physician is required annually for every child enrolled in the program. All immunizations must be up-to-date.

Emergency regulations

Parents are to sign and return the school's emergency form by the first day of class. In case of an accident or serious illness the following procedures will be followed by the principal (or person delegated in her absence):

1. The parent or responsible person listed on the emergency form will be notified.
2. If unable to contact the parent or responsible person, the doctor and/or hospital designated by the parent will be called.
3. In an extreme case, 911 will be called.

Arrival and Dismissal Procedures

Parents or guardian must escort the Pre-K students to the left entrance of the school for arrival and dismissal procedures.

Parents are asked to cooperate fully with these safety procedures or others that the teacher or principal may deem necessary.

Uniform

All Pre-K students will wear navy shorts / navy sweatpants and t-shirts / sweatshirts with school logo. Girls may also wear the one-piece jumper. Uniforms can be purchased at Modern Formals.

Labels

Please label all articles of clothing that are removable as well as lunch boxes or other items that belong to the child.

Toys

Toys should not be brought to school.

Lunch

Hot lunch is offered every day for those students staying for the full day. A menu is sent home monthly and is posted on the school website. The cost for hot lunch is \$4.00 per day.

Snacks and Treats

Each day parents are asked to provide the child with a nutritious snack and drink. Lunch boxes are acceptable. Candy, gum and chocolate are not permitted. We discourage sending "treats" for the whole group as a precaution against giving a child food to which he/she may be allergic.

Outdoor Playground

Playground rules will be strictly enforced by the Pre-K staff for the safety of all the children. Unsafe behavior may result in loss of playground privileges.

Birthdays

Celebrations are encouraged for a child's birthday. A special snack may be sent in for the class to share. Cupcakes are discouraged. A list of recommended snacks will be sent home at the start of the school year.

Insurance Coverage

It is the responsibility of the parents to provide coverage for their child in connection with injury due to accidents during the normal course of play on the school premises and elsewhere during school sessions.

Fire Drills

Fire drills will be held periodically as required by state regulations. This process can be a frightening experience for a young child. Please take some time to talk to your child periodically about this procedure. We will do all we can to make this a non-stressful event.

Parent / School Communications

Parents will receive weekly e-mails from the School Office regarding important notices and dates. It is the Parents' responsibility to notify the School Office of any changes in e-mail addresses.

<p style="text-align: center;">REGISTRATION PROCEDURES FOR CONTINUED ENROLLMENT</p>
--

Advancement from the Pre K to the St. Thomas Kindergarten is not "automatic" in nature.

Registration for the kindergarten is held at on announced date. Pre-K students will be given first choice for these spaces according to the following priorities:

1. Siblings of students already enrolled in the school (K-8).
2. Registered parishioners of St. Thomas Church.
3. All other St. Thomas Pre-School students.

All enrollments into the Kindergarten Program are based on the child's developmental readiness as determined by a Kindergarten Screening and the pre-school teacher's recommendation. The principal, in collaboration with the parents and teacher, makes the final decision in this matter.