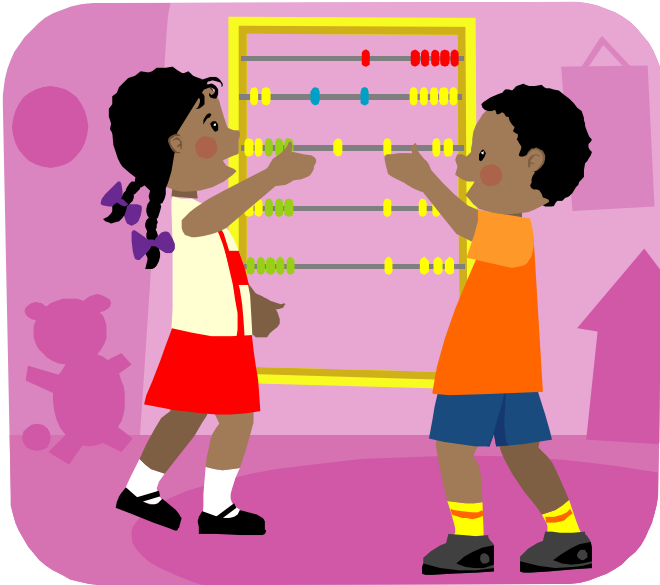


**ST. THOMAS PRE-SCHOOL
PARENT HANDBOOK
2011-2012**



**133 Bristol Street
Southington, CT 06489**

School Tel: 860-628-2485

Website: www.st-thomasschool.org

Welcome to Mrs. Niemann's 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.

In order to prepare students for
Kindergarten, Pre K 3 & 4 offers the
following educational programs:

Happily Ever After Reading
Houghton-Mifflin Math
The Investigator Club 10 Critical Domains of
Learning
Stories of God's Love

Welcome!
Mrs. Niemann

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.

PURPOSE

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

- 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

POLICIES AND REGULATIONS

Both three and four year olds may sign up for fulltime pre k: 8:00 a.m. – 2:00 p.m.

Part time options: 8:00 a.m. – 11:15 a.m.

Parents have their choice of days and times available.

Tuition and Fees

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

2011 -2012 tuition Rates:

Full Time:

Five days - \$4500.00

Four Days- \$ 3800.00

Three Days - \$ 2900.00

Two Days - \$1950.00

Part Time (mornings)

Five Days - \$3200.00

Four Days - \$2600.00

Three Days - \$2000.00

Two Days - \$1350.00

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.

Closings

There is no session for Pre-K when the total school is closed.

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 dismissal, parents pick up the children at the front door.

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

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 unless the teacher has given permission.

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.

Hot Lunch

Hot lunch is available to pre k students who are full time. A menu selection is sent home the last week of the month for the following month. Parents are to check off selected items and return their menu selections to school with a check or cash for payment. Lunch cost is \$4.00 per day. Milk and snacks are extra. The menu is also available on the

school web site.

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.

Weather cancellations

St. Thomas School Pre-K follows the NO SCHOOL, DELAYED OPENING or EARLY CLOSING

announcements of the Southington Public Schools. These and any other emergency announcements will be on WTIC. Also, Channels 3 and 30 TV stations will have the announcements. Please listen to these stations so as not to tie up phone lines. Delays and cancellations will also be available on the following web site:
www.southingtonpublicschools.org.

Parent/School Communication

Each week the Principal will send out an email letter on Tuesday with all updated information. Please make sure your correct email address is on file in the school office. In addition the pre k teacher will also send home notices and information when needed.

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