

# **SAINT AGNES-SACRED HEART SCHOOL PRIMARY SCHOOL CAMPUS**

## **PRE-KINDERGARTEN KINDERGARTEN HANDBOOK**



### **SCHOOL HOURS**

#### **PRE-SCHOOL (3 YEAR OLD)**

**Monday, Wednesday, and Friday**

**Half Day 8:00 to 12:00**

**Full Day 8:00 to 3:00**

**Five Day Program**

**Half Day 8:00 to 12:00**

**Full Day 8:00 to 3:00**

#### **PRE-KINDERGARTEN (4 YEAR OLD)**

**Half Day 8:00 to 12:00**

**Full Day 8:00 to 3:00**

**Half Day 8:00 to 12:00**

**Full Day 8:00 to 3:00**

#### **KINDERGARTEN**

**Half Day 8:00 to 12:00**

**Full Day 8:00 to 3:00**

## **MISSION STATEMENT**

St. Agnes-Sacred Heart's mission is to assist families in the total development of their children within the traditions of the Catholic faith. We are committed to academic excellence in accordance with each student's unique and God-given talents, to communicate the teachings of the Catholic Church and to prepare our students to function as responsible adults of the 21<sup>st</sup> century.

## **PHILOSOPHY**

The Early Childhood experience is a journey which children travel at different paces according to their individual development, background of experience and needs. Our programs assist in developing the total person, spiritually, physically, socially and intellectually. Therefore, the Early Childhood education experience will provide an opportunity for unifying all aspects of children's lives.

Our children are unique and need to have their academic and spiritual needs met. They have tremendous potential for growth. Their God-given imagination and contemplative minds are eager for stimulation. In a warm, caring, risk-free environment, we manifest Catholic beliefs, values and attitudes. Our children are encouraged to develop a positive image of themselves and others as they begin to live the Gospel Message.

Our dedicated teachers endeavor to provide a rich variety of activities and experiences which will challenge and encourage children to develop at their own pace. From this experiential learning, it is possible for the children to become complete individuals. Successful developmental experiences in early childhood education will prepare children for the formal academic programs. It is important that the early childhood environment be developmentally appropriate for children. Essential is a curriculum which leads to an awareness of the unconditional love of God.

# **ADMISSION POLICIES**

## **REQUIREMENTS**

1. Pre-School students must be 3 by August 31
2. Pre-Kindergarten students must be 4 by August 31
3. Kindergarten students must be 5 by August 31
4. Parents must be registered and participating members of St. Agnes or Our Lady of the Sacred Heart Parishes
5. Copy of a State Birth Certificate
6. Copy of immunization records as mandated by the State of Pennsylvania
7. Copy of Baptismal Certificate, even if child was baptized at St. Agnes or Sacred Heart
8. Non-refundable activities fee.

## **FINANCIAL REQUIREMENTS**

Tuition and financial arrangements are handled by Smart Tuition through each respective parish office. Parish offices can be reached at St. Agnes, 215-257-2128 and Our Lady of the Sacred Heart, 215-822-9224.

# **ACADEMIC POLICIES**

## **PRESCHOOL**

The Preschool Program provides the following:

1. growth in awareness of the Father's love as experienced in family, parish, and community
2. developing awareness that he/she is a child of God and will grow in His love
3. development of a positive self-image
4. development of a social-interdependence with adults and peers
5. experiences which will enable the child to communicate effectively with others

6. development of motor skills which will lead to proficiency and coordination in action and movement
7. use of concrete materials and “hands-on” experiences to facilitate learning through discovery

## **KINDERGARTEN**

Building upon the preschool program, the Kindergarten also provides experiences in the following areas:

### **MUSIC**

Music in kindergarten is both an area of learning and a supplement to all other areas of the curriculum.

In the catholic kindergarten, music is an essential part of the religion curriculum. Songs and gestures are a means of prayer and worship. Music creates a joyful and reverent atmosphere for prayer time and special services.

### **ART**

Art for young children is a means of self-expression in visual form, a “picture” of what one does, sees, feels, thinks, and talks about. Art opens children to see beauty in the world which God has given to us. Moving at their own pace, through the use of art materials, the children can develop and refine large muscles, strengthen smaller ones and increase eye-hand coordination.

Experiences in art are designed to foster imagination, curiosity, ingenuity, and creativity. Young children need time and opportunity to experiment freely with a variety of art media in an atmosphere that values self-expression.

### **MATHEMATICS**

Kindergarten children need to stimulate their five senses and have the opportunity to observe, explore, experiment, discover and create in order to grow. Growth in mathematical concepts is an important part of the total growth of the kindergarten child.

Developing mathematical concepts in kindergarten is accomplished first by manipulating concrete objects and materials. Manipulatives do not have to be commercial products. Bottle caps, buttons, clay and bananas can be used to demonstrate mathematical ideas. In kindergarten, manipulatives are more important than a text book. Later, pictorial representations can be used and eventually children are able to respond to symbols and number recognition.

## **PHYSICAL EDUCATION**

Young children have an innate need for movement and activity. They do everything with vigor and zest. They also need relaxation time. It is the teacher who must understand and adapt to children's physical needs by providing a variety of different learning experiences which address these physical needs.

## **COMPUTER AND LIBRARY SKILLS**

The educator's challenge is to teach our children to use the computer as a tool for their learning, to recognize what is important in this field, and to provide opportunities for exploration of thoughts and ideas.

## **COMMUNICATION SKILLS**

Most kindergarten children are spontaneous in their use of language. This spontaneity must be challenged by providing opportunities throughout the day for informal use and development of language.

The kindergarten teacher utilizes holidays, special events and classroom activity to further motivate and stimulate a language arts program that is developmental, spontaneous and integral. The kindergarten communications program should be developmentally appropriate. Experiences that provide for all the developmental needs, physical, social, and emotional as well as intellectual are important components.

Activities which are interesting and meaningful to the child are effective springboards for language development. Opportunities for growth in listening and speaking skills emerge naturally from block play and dramatic play, from the use of science, math, rhythm manipulatives, as well as from building, drawing, and painting activities.

Reading and writing opportunities also open as the child interacts in meaningful print context. Reading classroom labels in the various learning centers, listening to stories, participating in shared book experiences, and creating original language experience stories are good language development opportunities.

## **SCIENCE**

A child comes to kindergarten with a natural curiosity about everything.

Each child is motivated to learn about the world around him/her. The kindergarten teacher sets up an environment in which each child can observe and search for answers to his/her questions. Science programs use a hands-on discovery approach which allows the child to learn through his/her own experiences.

## **SOCIAL STUDIES**

The kindergarten social studies curriculum is designed to help children become aware of themselves as members of a community. The program stresses the social development of the child. This development begins with awareness of the family, friends, community and Church.

The children build relationships with others in the classroom and school. They learn and practice the social skills of sharing, taking turns, following rules, and assuming responsibility. The children are encouraged to respect and appreciate neighbors as an extension of the family, and also to value whose services are important to the community.

## **ATTENDENCE**

### **ABSENCE**

Regular attendance and punctuality are encouraged for all students. Parents are to notify the school each morning if their child will be absent. Please call 215-257-3571.

Doctor and dentist appointments are to be scheduled for non-school times when possible. If an appointment must be scheduled during school time, please obtain a certificate from the doctor/dentist office for admittance to school.

### **STUDENT RECORD INFORMATION**

In accordance with the Buckley Amendment, also known as the Family Educational Rights and Privacy Act, parents have the right of access to records regarding their child's progress.

## **SCHOOL VISITATION**

### **VISITORS**

All visitors must report to the school office before visiting other parts of the school building. In this way we hope to avoid unnecessary interruptions and provide a safe environment for our students and teachers.

### **PARENT VOLUNTEERS**

The administration and faculty of Saint Agnes-Sacred Heart School welcomes and appreciates your desire to offer your support to the school community as a parent volunteer. Your participation will involve direct supervision of children.

***Supervision is an ongoing activity that requires our full and undivided attention to the children at all times.***

For the safety of our students and the good order of the school, we ask that during your time of service you actively support the rules and regulations as set forth in the Saint Agnes-

Sacred Heart School Volunteer Handbook. We also ask that you assist us in protecting the reputation of each person by refraining from discussing events involving students, teachers and administrators in public.

## **REQUIREMENTS**

- 1. Volunteer Information Form**
- 2. Current Criminal Record Check**
- 3. Pennsylvania Child Abuse History Clearance**
- 4. FBI Criminal Record Check** (persons out of state or who have moved into Pennsylvania within the last two years)
- 5. Certificate of Attendance from Protecting God's Children Awareness Session**
- 6. Signed Acknowledgement Form- Standards of Ministerial Behavior and Boundaries**
- 7. Act 24 Arrest/Conviction Report & Certification Form**
- 8. Mandated Reporter Training**
- 9. Volunteer Identification Badge**

### **Sign-in:**

A volunteer sign-in log is located at the main entrance of each building. Volunteers must sign-in upon their arrival.

### **Identification Badge:**

Volunteers who have submitted the required background checks and paperwork will be issued an identification badge from the Principal. ID badges must be worn by all school volunteers while they are in the building or on school grounds during the hours that the school building is open and children are present (7:00AM to 6:15PM). Adults having direct contact with students who do not have an identification badge are to be escorted to the main office.

## **PARKING**

Please park in the lower parking lot near the basketball courts. Do not park in the upper lot next to the school building. Do not park in the area just behind the church social hall; this is reserved for faculty and staff.

## **COMMUNICATIONS**

Important information including the monthly calendars, newsletters, and school forms will be sent home in the family envelope. The family envelope should be returned with the student the next class day.

On occasion, memos will be sent home without the family envelope. Please check your child's school bag daily.

Use an envelope to return any important papers or school fees with your child's name clearly marked on the outside.

## **EMERGENCY CLOSINGS**

### **MORNING PRESCHOOL & KINDERGARTEN**

Morning pre-school and half day Kindergarten will not be in session if there is a morning delay due to the weather.

### **SCHOOL CANCELLATION**

If school is cancelled or if the opening of school is delayed due to inclement weather, SASH follows Penridge School District. **An ALERT NOW will be issued to the primary (home) phone number listed and primary e-mail that is listed.**

### **EMERGENCY EARLY DISMISSAL**

When the decision to leave school early is made, **an ALERT NOW will be issued to all phone numbers listed and all e-mails that are listed for emergency situations. Please be sure your child knows what to do and where to go under these circumstances.**

# SAFETY

## FIRE DRILLS

Fire Drills are conducted on a monthly basis on both campuses. The students are instructed to leave the buildings quickly and in silence when the alarm rings and in accordance with the directions posted in each area.

## SHELTER-IN-PLACE

Shelter-In-Place is an emergency plan put into effect in the event of a weather related incident or an environmental emergency. Notification would come via our local police, fire or county emergency agency.

During a Shelter-In-Place emergency, students, faculty, staff and administration gather in a common area. The entire school building remains in a Lock Down mode. **This means that no one may enter or leave the building until an All Clear comes from the local authorities.**

A Rubbermaid type shoebox for each child is to be prepared for storage in the classroom. Include these items; **child's name, water, packaged snacks, tissues, activity book, sharpened pencil, and hand sanitizer.**

## SCHOOL HEALTH SERVICE

Pennridge School District provides the services of a nurse to keep up-to-date records of immunizations, physical examinations, hearing and vision screening, heights and weights, and dental health records in accordance with the regulations of the Commonwealth of Pennsylvania.

Dates of immunizations must be provided and all vaccines must be current as mandated by the State of Pennsylvania. **Saint Agnes-Sacred Heart School does not have the services of a full-time nurse.**

## **EMERGENCY CARDS**

Emergency cards with parent's signatures must be kept for each child at both buildings to assist in locating parents in emergency situations.

It is important for you to keep this information current. Notify school immediately if you have a change in emergency card information such as: the medical condition of the child, change of address, phone numbers, and emergency contacts.

## **ACCIDENTS OR ILLNESS**

Accidents or unusual illness occurring at school are immediately reported to the Administration. When the student becomes ill or has an accident, the parent or guardian will be contacted immediately. If the parent/guardian cannot be reached, the person whose name is on the **EMERGENCY CARD** will be contacted.

## **MEDICATIONS**

It is generally recommended that prescription medications be given to the student before school or after school in accordance with the physician's directions. In those instances where it is necessary for the student to be given medication during the school day, it must be done through the school office. *All medications are to be kept in the school office along with a **MEDICATION TREATMENT FORM**.* The medication must be in the original container with label. In the case of prescription medications to be given for a short time, send only the medication needed for each day. All medications to be given at school which are prescribed or over the counter, must be accompanied with a completed Medication Treatment Form.

## **MEDICATION TREATMENT FORM**

This form can be obtained through the school office and the school's website [www.sashschool.com](http://www.sashschool.com) under DOWNLOADS.

## **ALLERGY ACTION PLAN FORM**

This form is available on the school's website [www.sashschool.com](http://www.sashschool.com) under DOWNLOADS. This form must be completed and signed by your physician if your child has any allergies which may require the use of an epi-pen (Epinephrine) and/or Benadryl.

This is a vital piece of information that all Faculty and Staff must be alerted to and aware of.

## **TRANSPORTATION**

Pennridge School District does not provide transportation for Pre-Kindergarten or Kindergarten programs.

All parents who drive children to school are to park in the remote lot by the basketball courts and walk the student to the rear entrance.

Pre-school parents may bring the child to the classroom. Kindergarten students proceed on their own to the classroom.

Parents wait outside the back exit for the children to be dismissed at the end of the school day. Teachers will release the students when the parent arrives for pick-up.

## **DRESS CODE**

### **PRE-SCHOOL & PRE-KINDERGARTEN**

Pre-School & Pre-Kindergarten students are required to wear tie-shoes or tie-sneakers.

### **UNIFORM FOR KINDERGARTEN**

**Winter Uniform (October 15-April 14)**

#### **Girls**

Blue plaid jumper or dark blue uniform trousers & belt

Yellow long or short sleeve blouse or turtleneck

Navy knee socks or tights

Navy cardigan sweater

## **Boys**

Dark blue uniform trousers worn with a belt

Long sleeve polo shirt or

Yellow long or short sleeve dress shirt with school tie

Navy cardigan or pullover sweater or vest

## **Warm Weather (April 15-October 14)**

### **Boys & Girls**

Navy walking shorts

Yellow golf shirt with school name

## **Uniform Distributor**

Flynn & O'Hara

215-793-9436

flynnohara.com

## **Shoes – soft rubber sole**

Uniform School shoes are worn by grades K-8.

Shoes must be purchased through:

Flocco's Shoes

610-828-5544

www.floccos.com

## **Gym Uniform**

### **Boys & Girls**

Navy sweatpants or navy shorts

Navy school sweatshirt

T-shirt with school logo

Sneakers and socks

Gym uniforms are purchased through SASH Home & School. Check the Website [www.sashschool.com](http://www.sashschool.com) for order forms.

## **PARENT'S CHECKLIST**

- Fill out all required forms and keep them up to date
- Children are brought to school and picked up at the scheduled times and only by an authorized person
- Notify the school in writing if there is a change in the person accompanying your child in the morning arrival or departure schedule, your phone numbers, and/or your emergency contact person
- Label all of your child's clothing, lunch box, school bag, umbrella, boots, etc.
- When needed, share with the teacher your child's experiences which would affect his/her participation in class
- Keep the school informed about your child's health appointments
- Read all notices sent home with your child
- Your child must have a school bag or back pack
- When a conference is needed with your child's teacher, please schedule a time by way of a note or a phone call
- No chewing gum or candy in school
- No toys are permitted in school

### **C.A.R.E.S. - Children Are Receiving Extended Service**

is available Monday through Friday at the Primary School.

Before School **CARES** is available from 7:00 A.M. – 8:00 A.M.

After School **CARES** is available until 6:15 P.M.