

ST. JOAN OF ARC CATHOLIC SCHOOL

Pre-Kindergarten 4 Student Handbook

2013/2014



501 S.W. 3rd Avenue
Boca Raton, FL 33432
Phone: 561-392-7974
Fax: 561-368-6671

St. Joan of Arc 2013-2014

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Boca Raton, FL 33432
(561) 392-7974
www.stjoan.org**

Mission Statement

St. Joan of Arc School, as part of the parish faith community, commits to building the Catholic identity of its students, to challenging them academically, and to prepare them for lives of service to others.

Introduction

St. Joan of Arc Pre-K 4 is designed to provide a happy and secure place where each child will have a variety of experiences. The philosophy for the Pre K-4 program at St. Joan of Arc is a value oriented one based on Catholic beliefs. The program integrates prayer, church, service, social skills, and academic knowledge. The learning style, needs and abilities of the individual child are priorities in the developmentally appropriate curriculum.

St. Joan believes in a child-centered active learning environment for the young child. The young child is filled with energy, is curious about life, is ready to discover and is actively involved in learning. Children should initiate their own learning experiences with supportive adults. These adults strive daily to nourish the trust and confidence required for every healthy learning experience. Through daily planning and evaluation sessions, adults create the conditions for a child's active learning and generate strategies to challenge a child's emerging abilities. The goal is to work with parents in order to provide many and varied opportunities for the child to develop spiritually, physically, socially, emotionally, and cognitively as a total person.

With its multi-sensory, integrated learning approach, St. Joan of Arc gives three-to-five-year-olds a solid foundation of academic readiness skills and a broad knowledge base upon which to build. Encouraging the child's love for learning, the program prepares the child for formal academics with a natural, built-in format of beginning phonics, math readiness, and the essential skills which enhance and streamline the learning process.

Parents should understand that Pre-K4 is a time of school readiness for a child. Youngsters should not be pressured to perform beyond developmental maturity. The Pre K-4 year should be a pleasant introduction to the school experience. It should also be an enjoyable year for the child and the child's family. The program fits naturally into family life as it develops the child's love for learning and love for the faith

General Activities

The Pre K-4 activities include:

Prayer; Pledge of Allegiance; Calendar Recognition and Use; Religion, Letter Recognition, Computer, Science, PE, Music, Art, Social Studies; Large Group Activities; Snack and Playground Time; Learning Stations; Lunch, Storytelling and Rest Time.

Calendar

The Pre K-4 school calendar *does not follow* the exact same schedule as the school for its opening and closing dates and times. When school begins in August, one-half the class receives its orientation on the first day; the other half receives it the next day, and students are on half-days the rest of the week in order to allow an easier transition into school for them. Parents are notified in July about the exact schedule for this first week.

School Visitors and Security

All volunteers and visitors should go to the office to get a volunteer or visitor tag. Parents should not go directly to the classroom during school time. All volunteers are asked to be fingerprinted at the school office. See office for details. Interruptions are distracting to students and can interfere with classroom learning. Visitors to the classroom must be approved ahead of time by the teachers. It is appropriate to speak with the teachers during pick-up and dismissal in order to make school arrangements.

Parent Teacher Conferences

There will be several opportunities through out the year to have a conference with the teachers. To schedule an appointment, please contact the teacher in writing or by phone. Generally, conferences are held with the teacher, guidance counselor, and the principal. Both parents are asked to attend these conferences. Please address all educational questions directly to the teacher, the assistant has separate duties.

Emergency

In case of accident or illness, the parent designated on the school emergency form will be contacted immediately by the school office. Any change of address or telephone number should be reported promptly to the school office so as to keep family information current.

School Hours

The Pre K-4 day at St. Joan of Arc begins promptly at 8:15 a.m. The classroom will be open before this, but if possible, parents should not arrive before 8:00 a.m. in order to cut down on the parking lot congestion. Parents are to park and walk their children to the classroom and sign in. The dismissal is at 2:15 p.m., and again, parents are asked to walk to the classroom to pick up children and sign out. Any child not picked up is placed in the school's extended care program to ensure proper supervision. Rates for the extended care program are available in the office.

Class Fees

A class fee of \$50.00 is due the first day of school to offset the cost of class events, activities and projects.

Tardiness

Students who are late to class cause disruptions in the morning's duties such as attendance and lunch count. The student who is late causes the schedule of the entire class to be delayed. A late student should be walked by the parent to the office to pick up a tardy slip before entering the classroom. Parents are asked to manage time wisely and abide by the school's attendance and tardy policies. Students are considered tardy after 8:15 a.m.

Student Records

It is essential that the student records be complete before the first day of school. Parents are asked to submit all forms and papers as requested. This includes the two major documents, the Baptismal Certificate and the Birth Certificate.

Lunch Duty

Each family is asked to volunteer during the year for Pre K 4 Lunch Duty. Parents are needed from 11:00 a.m. – 12:00 noon to supervise lunch. If parents are contacted in the summer to sign up for volunteer hours, they are reminded to specify that it is the Pre-K 4 duty, not the regular school lunch duty, which they wish to supervise. Each volunteer is required to view the Protecting God's Children video offered monthly at St. Joan of Arc and be fingerprinted.

Uniforms

The children in Pre-K 4 are to wear uniforms to school everyday. The boys should wear the special Pre-K 4 blue pull-up shorts available from the uniform company with the white or green polo shirt. The girls may wear the school jumper with a white peter pan blouse, polo cotton dress, or pull-up shorts with a white or green polo shirt. The required footwear is sneakers with Velcro fasteners with plain white socks. Students are **not** to wear light-up sneakers, zipper sneakers or open back sandals. No belts please.

Dress down days are once a month. Please do not send your child in sandals on these days.

The Pre-K 4 children will have PE classes once a week. A uniform of green shorts and a St. Joan of Arc T-shirt will be worn on these days. The children may wear their PE uniforms to school and wear them all day. On days when students will be attending church, they are expected to wear the regular uniforms. St. Joan sweat pants may be worn on very cold days.

The Pre-K 4 teachers request that the parents also send in a reserve pair of underwear in a zip locked bag, marked with the student's name, by the end of the first week of class.

Church

Every week the students visit the church to pray and sing. Parents are invited to come and share this worship time with their children. The Pre-K 4 classes do not currently attend school liturgies. Students are also introduced to stewardship during these visits through their TTT donations. TTT stands for the Time, Talent, and Treasure that the students give back to God and the Church. All monetary donations go to the school Missions Fund. Each week a Sunday Mass Family Scripture Sheet is sent home for homework. Please return it each Monday with your child's donation attached.

Identification

Parents are asked to label all of a child's possessions (clothes, lunch boxes, personal supplies, etc.) in a permanent manner with the family name. This assists greatly in returning lost items to the proper owner. Items turned into the lost and found department without some kind of identification will be given to the poor after one month.

Lunch/Snack

You can bring a lunch box each day or purchase a healthy hot lunch in our cafeteria. Menu and price list will be available each month. The Pre-K 4 class will also have a snack each day. Families will take turns during the year providing the snack for the entire class. The week is assigned in advance by the teacher. Homemade food is not allowed.

Birthdays

If a student wishes to celebrate a birthday with the class, parents are asked to advise the teacher a few days in advance. Cupcakes, cookies, or doughnuts are suggested. Cakes are not to be sent in to class. Parents are asked to also send along napkins with any food items. No homemade food.

Invitations for birthdays will not be distributed in school unless every child (or every girl or every boy) is receiving one.

Interviews

All incoming Pre-K 4 students have the opportunity to individually meet the school faculty and to begin to acquaint them with the classroom during the teacher-student interview process held each Spring.

Progress Reports

The Pre-K 4 teachers periodically inform parents of their child's development both academically and socially. In October and again in March, conferences are held to discuss student progress, and written Progress Reports are sent home in late January and at the end of the school year. However, parents can request a conference at any time during the year. Please refer to the Parent Teacher Conferences section.

Supplies

Students are asked to bring in several items on the first day of school. These are: a book bag (no wheels please), a large box of Kleenex, a lunch box (if needed), a bottle of washable glue, a small receiving blanket for rest time (rest mats are provided and please **do not** send pillows), 1 pair of underwear in a bag, 1 kitchen sponge, Mr. Clean Magic Eraser and a container of baby wipes. In addition, please send in color card stock paper. Girls are asked to bring the computer card stock in August and Boys are asked to bring it in January. The remainder of the student's daily supplies will be provided by the school. The general supplies requested are for the entire class to share. Parents are reminded to place the child's name on all personal possessions.

Attendance

If a Pre-K 4 child is absent, the parents **MUST** notify the school office. Upon the child's return to school, a written absence note **MUST** be submitted to the teacher giving the reason for the absence.

Pre-K 4 Newsletter

Parents will receive a newsletter every month from the Pre K-4 teachers to inform them of activities, curriculum, and special events. Also, you will find homework and information at Edline.com Register at the site to view all the information.

Toys

Students are not to bring toys to school unless requested by the teacher. Toys may be sent in on Share Days or for special occasions. Parents will be informed on these days. The exception is books, which may be brought in any day.

****Parents are asked to refer to the St. Joan of Arc School Handbook for questions regarding all other school policies and procedures.**

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I have read and reviewed this with my child.

Student's name (please print):

Parent signature:

Date:
