

Good News Preschool

LOCATION

The preschool is located on the campus of **Jesus the Divine Word Catholic Church**. The mailing address is 885 Cox Road, Huntingtown, Maryland 20639. The telephone number is (410) 414-8304 Ext.15. The fax number is (410) 535-9057. Our e-mail address is preschool@jesusdivineword.org. Our website address is www.jesusdivineword.org/preschool.

PHILOSOPHY

It is the mission of the *Good News Preschool* to promote the social, emotional, cognitive, motor and spiritual development of three, four and five year old children within a fun-filled, loving, Catholic environment.

LEARNING ENVIRONMENT

Our learning environment is one in which the uniqueness of each child is emphasized. Our program offers developmentally appropriate activities for each age group in each instructional area. The class size for three-year-olds is limited to a maximum of 12 children, and the class size for four-year-olds is limited to a maximum of 15 children. There are two teachers for each class. The teachers introduce key concepts of learning and provide opportunities and activities for children to explore these concepts in a hands-on environment. Communication and social skills are encouraged through group activities and cooperative play. Enhancement of gross and fine motor skills is fostered within the classroom setting and during outside play. "Creation stations" covering selected topics in science, social studies, mathematics, and language arts encourage both problem solving and creative growth. The children experience prayer and celebration through music, traditions and Bible stories, while developing a sense of reverence for all life.

STAFF

Patty O'Toole has a Bachelor of Science degree in Biology from Yale University and a Master of Science degree in Nursing from Pace University in New York. She is a registered nurse. Patty has taught various grades in the parish Faith Formation program and currently assists with the Youth Ministry and Confirmation programs. Patty also serves as the editor for our parish bulletin.

Diane Strippy has a Bachelor of Science degree in Advertising Design from the University of Maryland. She worked as a preschool teacher from 2001 to 2014 at Cardinal Hickey Academy, Owings, MD. Diane has also worked as a substitute teacher in Calvert County Public Schools and has taught various classes in our parish Faith Formation program.

Reneé Tittinger has a Bachelor of Science degree in Business Administration from LaSalle University and a Paralegal Certificate from Georgetown University. Reneé has taught kindergarten and first grade in our parish Faith Formation program and has served as the parish clerical assistant.

PARENTAL INVOLVEMENT

The staff of *Good News Preschool* encourages communication and cooperation between school and home to make your child's preschool experience the best it can be. Our newsletter, "*Good News*," will be sent home monthly via email to provide parents with the upcoming curriculum and special events. Conferences will be held upon request. A progress report will be sent home twice a year.

Parents are asked to provide their child with a nutritious snack each day. We will provide each child with cool water during snack time. Please remember that this is not lunch. *The children only need a small snack to hold them until lunch time.*

Any parents who have a special talent or interest and would like to share their gift with the children during the school day are encouraged to speak with the teachers.

GENERAL INFORMATION

REGISTRATION & ADMISSION

Good News Preschool is open to all of God's little children. The school is open to all religious affiliations and races.

Registration fees are *non-refundable*. Exceptions are granted for medical issues with written communication from a medical professional.

Pre-registration will be held to ensure enrollment of students in the following order of priority:

1. Current students
2. Siblings of current students
3. Jesus the Divine Word parish members

General registration will be held after pre-registration is completed. Students will be accepted on a first come, first served basis. A waiting list will be created if all student positions are filled.

Entrance Requirements:

- A. Children entering the 2016/2017 3-year old program must be 3 years of age by September 1, 2016.
- B. Children entering the 2016/2017 4-year old program must be 4 years of age by September 1, 2016.
- C. All children must be toilet trained.
- D. A completed Health and Immunization Form must be on file with the school.
- E. A completed Emergency Notification card must be on file with the school.
- F. A signed tuition agreement must be on file with the school.

Entrance ages are based on the recommendation of the Archdiocese of Washington in accord with the Maryland State Department of Education kindergarten entrance requirements.

POLICIES

OPENINGS & CLOSURES

Our calendar year runs from early September through the Friday before Memorial Day in May. We will follow the Calvert County Public School calendar with regard to most vacation days. We will be *open* when Calvert County schools have a 2-hour early dismissal day. A list of days we will be closed can be found at the back of this handbook. **Please post this in a prominent location for future reference.**

When there is a possibility of school closings due to inclement weather, please follow the county's public bulletins. **If Calvert County Public Schools are closed, there will be *no preschool***

class. However, if CCPS have a delayed opening time, we will be open for class. If heavy snows or icing begin during school sessions, parents should come early to pick up their children. Days lost due to inclement weather will **not** be made up at the end of the school year.

ARRIVALS & DEPARTURES

Class Days:

3-year olds

Tuesday and Thursday

9:00 a.m. – 12:00 p.m.

4-year olds

Monday, Wednesday, Friday

9:00 a.m. – 12:00 p.m.

Parents are responsible for bringing their children to school and picking them up at the end of each session. Children are required to be in the presence of an adult until the teacher greets them. ***The doors to the classroom will open at 9:00 a.m.***

Parents need to arrive ***on time*** for departures. Written notice is needed if your child is in a carpool. The teacher ***must*** be notified by a parent/legal guardian if the daily driving schedule changes. Children will be allowed to leave ***only*** with those individuals specifically authorized by parents/legal guardians. This is to ensure the safety of the children. ***All children must be in a car seat as required by state law.***

HEALTH ISSUES

Parents must notify teachers of all medical conditions and concerns regarding their child. Basic first aid will be administered in the event of minor injuries and written notification of the occurrence will be sent home that day. All teachers have completed the American Red Cross community First Aid, Safety, and CPR class specifically designed for early childhood caregivers.

DISCIPLINE

It is the policy of the *Good News Preschool* to maintain a positive approach regarding the matter of discipline. A child may be told that there are some things he/she may not do at preschool. The first time a child displays inappropriate behavior, the teacher will try to encourage the child to try a different activity through redirection. If the problem is not corrected, the teacher may take the child aside to try to discuss the problem. Finally, the child may be asked to sit briefly in a chair to take time to calm down before rejoining the group.

When a child is picked up from school by someone other than a parent and in an effort to relay information regarding behavior issues, a teacher will contact the parents by phone or email.

Parents will be called to arrange a conference in cases where discipline is a continuous problem. The school reserves the right to dismiss a child from the program who is repeatedly disruptive to the class and who demonstrates an inability to accept adult direction.

DRESS

All clothing should be comfortable, suitable, and appropriate for weather and play conditions. **Clothing should be easy for the child to manipulate in the bathroom.** Closed toe shoes are strongly recommended as this helps prevent the child's discomfort from the playground mulch and offers stability in walking up and down the hill to the playground and in running and playing. Children will be going outside each day when the weather permits and the temperature is above 40 degrees.

On the first day of school, each child is to bring a change of clothes to keep at the school. This change of clothes should include underwear, socks, pants and a shirt. These clothes should be placed in a plastic Ziploc bag with the child's name printed clearly on the bag. In the spring, parents should bring in a change of clothes more suitable for warmer weather.

Please be sure to use sunscreen before coming to school on sunny days.

FINANCIAL

Tuition is due on the *first day* of each month. Any tuition not received by the 5th of each month will be subject to a *late charge* of \$25.

M-W-F class tuition is \$250/month

T-Th class tuition is \$175/month

Payments should be delivered directly to the preschool in the designated envelopes provided by the school at the beginning of the school year.

For families with more than one child registered, the oldest child pays full tuition and any additional children receive a 25% discount. Regardless of the number of closings or delays due to weather conditions, there will be *no* tuition refunds. In addition, if

a child is taken out of school for vacation or illness, full tuition for that month is still due.

Good News Preschool requires **one month** written notice for withdrawal of your child from the preschool program. **Failure to provide this notice will result in a charge equal to one month's tuition.**

SICKNESS & EMERGENCY

Out of generous concern for others, please do not send your child to school if she/he has a severe cold, cough or fever. Please do not send your child to school if she/he has had diarrhea, vomiting, or fever within the last 24 hours.

If a child comes to school with an illness, the parent will be called to take the child home. An emergency form with at least three persons who can be contacted during the day in case of sickness or an emergency **must** be completed and given to the school by the first day of class.

TERMINATION

Termination of enrollment may result from:

1. Failure to pay tuition
2. Withdrawal of the child by the parents
3. Mutual agreement between the parents and the school if the child's adjustment to the program is not satisfactory
4. For any reason deemed justifiable and equitable by the preschool administration.

TOYS

Children should **not** bring toys to school. The school has a large inventory of toys for use during the school day. Special times are set for a show-and-tell period. If a special situation arises with something of interest or value to the child, please let the teacher know so they can arrange for a showing. Please do not permit children to bring chewing gum, candy, or money to school.

Daily Schedule

9:00-9:25	Arrival, meet and greet, free choice activities
9:25-9:35	Clean up, hand stamps, find name for circle
9:35-10:00	First Circle Time ~ Prayer, calendar, weather, unit theme, story, introduce activities, number and letter recognition, name recognition
10:00-10:05	Wash hands
10:05-10:20	Snack, quiet book and puzzle time
10:20-11:00	Teacher- directed activity and student initiated learning centers
11:00-11:05	Clean up
11:05-11:30	Second Circle Time ~ Teacher led science, social studies, language arts, and/or music movement
11:30-11:35	Pack up
11:35-12:00	Playground
12:00 Noon	Dismissal

2016-2017 SCHOOL YEAR

Wednesday, August 31	M-W-F class orientation
Thursday, September 1	T-Th class orientation
Tuesday, September 6	First day of school for 3-year old class
Wednesday, September 7	First day of school for 4-year old class
Thursday, October 27	Fall festival for T-Th class
Friday, October 28	Fall festival for M-W-F class
Monday, December 19	Christmas party for M-W-F class
Tuesday, December 20	Christmas party for T-Th class
Thursday, May 25	Last day of school for T-Th class
Friday, May 26	Last day of school for M-W-F class
Thursday, June 1	Graduation for M-W-F class

DAYS NOT IN SESSION

Friday, September 30 *Calvert County Youth Day*
Friday, November 11 *Veterans Day*
Wednesday, November 23 – Friday, November 25 *Thanksgiving Break*
Wednesday, December 21 – Monday, January 1 (Classes resume Tuesday, January 3)
Monday, January 16 *Martin Luther King, Jr. Day*
Friday, January 27 *March for Life*
Monday, February 20 *Presidents' Day*
Thursday, April 13 – Tuesday, April 18 (Classes resume Wednesday, April 19)

Any changes in the calendar and any information regarding special dates and events will be posted in our monthly *Good News* newsletter.