

**Saint Alphonsus Liguori School**  
411 North Wheeling Road  
Prospect Heights, Illinois 60070  
847-255-5538  
<http://www.saintalphonsus.com>

# **PRESCHOOL HANDBOOK**

REVISED: September 2014



# ST. ALPHONSUS LIGUORI CATHOLIC CHURCH

## Our Parish Mission Statement

Loved and called by God, we, St. Alphonsus Liguori Parish, come together as an involved, welcoming and caring Catholic community.

Following Jesus and guided by the Holy Spirit we commit ourselves to prayer, service and living our faith.

Enriched by Word and Sacrament, we minister to the spiritual, education and human needs of our families, parishioners and neighbors.

## Our School Mission Statement

Responding to the Gospel call “to make disciples of all nations...teaching them to observe all that I have commanded,” St. Alphonsus Liguori Church has established its parish school.

**The mission of St. Alphonsus Liguori School is to provide an excellent Catholic education that will prepare our students academically, spiritually, socially and physically for a happy, successful and faith-filled future in an increasingly diverse world.**

## Our School Philosophy

The purpose of St. Alphonsus Liguori School is to provide a comprehensive education that offers a core body of knowledge that will enable students to solve problems and become life-long learners. This education will instill a lifelong commitment toward service both in and outside of the Catholic community. In an atmosphere of love and care, each student will reach his or her maximum potential --- spiritually, academically, emotionally and physically.

It is our belief that each child is a unique creation of God. Recognizing that each child learns differently, we are committed to meeting the needs of all learners. We strive to incorporate kinesthetic, auditory, and visual elements into student-centered and active learning experiences that accommodate students with various learning styles.

St. Alphonsus Liguori students are encouraged to develop self-discipline, social skills and cooperative behaviors that enable them to collaborate with their peers. Students will develop a global awareness and a desire to reach out to others in service.

Teachers of St. Alphonsus Liguori provide curriculum and instruction appropriate to the developmental stages and learning readiness of their students. Instruction is provided through learning experiences and strategies that motivate, challenge and engage the student.

We recognize that parents are the primary educators of their children. We believe that the optimal educational experience is achieved when parents and teachers work in partnership to provide a high quality, value-based Catholic education.

As a Catholic school community St. Alphonsus Liguori School is committed to providing each student with knowledge of the doctrines and traditions of the Catholic faith. We encourage all members of the school community—students, parents, faculty and staff members—to experience and grow in their relationship with Our Lord Jesus Christ. Students will participate in regular prayer and worship, and strive to develop a personal spirituality. Each student will be prepared to live a life based on Christian values and service to the church and to the community.

**ST. ALPHONSUS LIGUORI SCHOOL IS RECOGNIZED BY THE ILLINOIS STATE BOARD OF EDUCATION, AND IS CERTIFIED BY THE CHICAGO OFFICE OF CATHOLIC SCHOOLS. IN 2004 THE UNITED STATES DEPARTMENT OF EDUCATION RECOGNIZED SAINT ALPHONSUS LIGUORI SCHOOL AS A NO CHILD LEFT BEHIND BLUE RIBBON SCHOOL OF EXCELLENCE.**



## **SAINT ALPHONSUS LIGUORI PRESCHOOL**

Dear Parents,

It is with great pleasure that we welcome you and your child to the St. Alphonsus Preschool Program. We hope to work closely with you so that together we can make your child's preschool learning experiences enjoyable, exciting and productive. We constantly strive to make our preschool environment a place where children feel free to explore, question, discover and create; a place where they will grow in independence with good feelings about God, themselves and others. We want our program to be a good start to your child's Catholic, Christian education and gear all our activities to nurturing his or her spiritual, intellectual, emotional and physical growth. We strive to be good partners with parents in order to foster the growth and development of these young children.

Sincerely,

Mrs. Van Nguyen

Preschool Teacher

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## **ADMISSION**

St. Alphonsus School operates under the auspices of the Catholic Bishop of Chicago, a corporation sole, in the Archdiocese of Chicago, and admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in this school.

St. Alphonsus School does not discriminate on the basis of sex, race, color, national or ethnic origin in administration of education policies, loan programs, athletic or other school administered programs.

Space in our preschool may be limited. St. Alphonsus School will admit the siblings of those children already enrolled in our school first. The children of parishioners in St. Alphonsus will be admitted second. The children of parishioners of St. Joseph the Worker Parish or St. Edna Parish will be admitted third. Catholics of other parishes will be admitted fourth and admittance of non-Catholics will be fifth.

## **REGISTRATION**

Preschool registration requirements are as follows:

Students entering 3-year-old Preschool must be 3 years old by September 1 and students entering 4-year-old Preschool must be 4 years old by September 1.

The following documents are needed for our files:

- Birth Certificate issued by the county or state
- Baptismal Certificate
- Compliance with the Health Code (record of physical examination and immunizations)
- Current Dental Exam
- Registration Form and Fee
- Emergency Form

## **TUITION and FEE SCHEDULE**

### **Registration Fee Preschool through 8<sup>th</sup> Grade**

A \$150.00 NON-REFUNDABLE per family.

## **PRESCHOOL CLASS HOURS**

Full-day 3 and 4 year old class (Mon.-Fri.)

7:45 A.M. - 2:10 P.M.

Please be prompt when dropping off and picking up your child.

Pre-School children that are dropped off in the car lane will be escorted immediately to their classroom by an 8th grade student helper. Your child should exit your vehicle from the PASSENGER SIDE ONLY AND PARENTS SHOULD REMAIN IN THEIR CAR. Our outside supervisors will assist your child exiting the car if needed.

Dismissal of a child to an adult other than the parent requires a written consent by the parent. Please direct the letter to the attention of the preschool teacher. Requests for early dismissal of a student must also be in writing by the parent. When picking up a sick child, the parent must come to the office. All children leaving early must be signed out in the office before leaving. We ask your cooperation with this so that we can ensure the safety of all our students.

## **ATTENDANCE**

Regular attendance is necessary for a student to benefit fully from our program.

Whenever a student is absent, parents are to call the school office at (847) 255-5538. Written excuses are required for early dismissal, when students are absent and, in advance, if vacations are scheduled during school time.

*Regular attendance and punctuality are important to each child from the first day of school.*

## **PROGRAM GOALS**

As an early childhood program in the Archdiocese of Chicago, our program strives to provide a creative learning environment for the young child. Program goals are that each child will:

- develop a positive self-image and acknowledge his or her self-worth
- develop basic social skills
- increase independence
- develop a trust in adults other than his or her parents
- enjoy being part of a group and accept the need to share and cooperate
- respect the rights of others and be responsible for his or her own behavior
- develop the desire to learn
- continually become aware of the fact that he or she is a child of God and will grow in the Creator's love

## **BASIC CURRICULUM**

Program activities are centered around weekly themes. These themes are emphasized in art activities, role-playing, group discussions, games, finger plays, songs and stories.

The 3-year-old program focuses on pre-academic skills in the Language, Reading, and Math areas, and socialization skills such as learning to play and share with one another. Also, the development of small and large motor skills through age-appropriate activities is included.

The 4-year-old program continues with the development of pre-academic, socialization, and kindergarten readiness skills. Preschool teachers work closely with the Kindergarten teachers to create a smooth transition into the Kindergarten class the following year.

The Expanded Preschool for Four-Year-Olds meets five afternoons per week, and will provide additional enriching activities and experiences beyond the regular program for four-year-olds. For example, special class times with the art, music and physical education teachers may be provided for the students enrolled in the expanded preschool program.

The Full-day Preschool for Three- and Four- Year Olds meets all of the objectives of the half-day three and four year old programs, as well as special classes and additional resources, such as a library period, an introduction to Spanish, recess, lunch period and a nap time.

## **CURRICULUM OVERVIEW**

Below is a brief listing of learning experiences and topics emphasized in each subject area.

### **Religion**

Students learn the Sign of the Cross, several different beginning and ending class prayers, several different before snack prayers, and religious songs. God's love and the wonders of the world He created for us are emphasized throughout the year.

### **Math**

Daily calendar and classroom activities offer many "counting" opportunities for the children. Three-year-old classes work on numbers 1-10 and four-year-old classes work on numbers 1-20. Both number recognition and quantity conceptions are emphasized. Through developmentally appropriate activities, the children practice number writing. Shapes and perceptual activities are also included.

### **Language Arts**

Language arts activities include story time, Show & Tell, class discussions, puppet play, group and individual story writing, songs, finger plays, and name recognition. Three year old classes work on recognition of upper case letters and their sounds, and four year old classes work on recognition of both upper and lower case letters and their sounds. Through developmentally appropriate activities, the children also practice letter writing.

## **Social Studies**

Themes covered throughout the year include home and family, community helpers, safety, occupations, holiday customs and care of the environment. Students learn the Pledge of Allegiance and several patriotic songs.

## **Science**

Children experience magnets, magnifying glasses, color mixing, weighing and measuring activities, planting and simple experiments. Many weekly themes are centered around the four seasons, animals and insects, the five senses, nutrition and dinosaurs.

## **Music**

Music is incorporated into many daily activities within the classroom. Special songs are learned for the "Mommy and Daddy Day" as well as other special occasions.

## **CURRICULUM OVERVIEW (continued)**

### **Physical Education**

In addition to large motor activities in the classroom, each 4-year-old class meets with the school's physical education teacher once a week in the gymnasium.

## **DAILY CLASS SCHEDULE**

Listed below is our typical daily schedule. These times are approximate and flexible; however, this might prove helpful when you and your child are discussing his or her day:

(8:30 - 8:45)	Arrival Children work with small manipulative activities
(8:45 - 9:00)	Together Time ("Circle Time") Attendance, job chart, pledge, morning song, prayer, Bible story, calendar, weather, plans for the day
(9:00 - 10:10)	Center Time Children work in various classroom centers Work on main project of the day with individual children or small groups
(10:10 - 10:25)	Clean-up and Snack Time
(10:25 - 10:45)	Group Time



	Songs, games, large motor activities and finger plays
(10:45 - 10:50)	Story Time
(10:50 - 11:00)	Ending Prayer and Dismissal
(11:30-12:45)	Nap Time
(1:00-2:00)	Reading Buddies, Library, Religion, Special Projects

### **SNACKS**

Parents provide snacks for the classes. Snack schedules are handed out twice a year with assigned weeks for each family. Children's birthdays are considered when assigning snack weeks so that they may be celebrated with the class. All summer birthdays are celebrated on special days during the last few weeks of school. Please consider good nutritional standards and possible dietary restrictions of certain class members whenever providing snacks for the group. We will notify you if any children in the class have specific food allergies or dietary restrictions.

### **REQUIRED SUPPLIES**

Parents are asked to send a change of underwear and a pair of socks in a plastic bag labeled with the child's name. These are needed in case of bathroom accidents or other spills.

Children are encouraged to wear gym shoes to school. We have an indoor slide and occasionally have large motor activities during class. Gym shoes make these activities safer.

Parents are also asked to send a folder and a backpack (large enough to easily accommodate a folder) with their child each day to help them carry home any papers or projects. Other supplies and materials are provided in school.

### **COMMUNICATIONS**

We believe strongly that a quality preschool program requires close communication between the parents and teacher. To aid in this goal, parents will receive a monthly newsletter, which will inform them of weekly themes and special events. In addition, they will also receive the St. Alphonsus monthly newsletter, which will inform them of school-wide events, and other notices that are sent out to the entire school. Preschool children and their families are considered members of the Saint Alphonsus school community.

We urge parents to feel free to discuss with the teacher any questions, concerns, comments or suggestions they may have regarding their child or the program.

## **PROGRESS REPORTS / CONFERENCES**

Progress Reports are sent home twice a year in February and May. Parent/teacher conferences are held in February with each parent. Additional conferences can be arranged throughout the year if either the parents or teacher feel there is a need.

## **SPECIAL ACTIVITIES**

Whenever parents or guests are arriving for a special activity they are expected to sign in as a visitor in the school office. On these special occasions, parents who take their children home before regular dismissal time must sign them out in the school office or with the preschool staff so that the school has written record of the whereabouts of each child.

### **Field Trips**

Several educational and recreational field trips are planned throughout the year. These trips require a signed permission slip by the parent and require a parent or another adult to transport and accompany each child.

### **Classroom Parties**

Classroom parties are held several times throughout the year: Halloween, Christmas, Valentines Day and Easter. These parties are planned and conducted by the Room Mothers and other parent volunteers in consultation with the teacher.

### **Mommy and Daddy Day**

The preschool classes will participate in a special end-of-the-year program presented for their parents.

**\*\* PLEASE NOTE: Any parent or other adult volunteering on field trips or for activities in the classroom must comply with the school's volunteer certification process Protecting God's Children (including a criminal background check, Virtus training, and signed code of conduct) as outlined in the St. Alphonsus Liguori School Family Handbook. Unlike other guests who may be present at various preschool activities, a volunteer is one who accepts responsibility to work directly with children.**



### **WHY GOD MADE CHILDREN**

IT'S SAID GOD MADE CHILDREN  
TO BRING THE WORLD SHARING,  
PURE UNDERSTANDING,  
KINDNESS AND CARING,  
AND ESPECIALLY, TO SHOW US  
HIS PEACE FROM ABOVE,  
FOR IT'S SAID  
GOD MADE CHILDREN  
TO BRING THE WORLD LOVE.