



St. Clare
CATHOLIC SCHOOL

St. Clare Catholic School

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Welcome to St. Clare School!

Thank you so much for choosing our great school to begin your child's educational journey. We know how important the first few years of school are, and by choosing St. Clare Catholic School, it is obvious you do too!

Included in this packet you will find information about our program and school, our policies and procedures, a calendar of special events and how you can get involved.

It is very important to us that you feel part of our school family. Throughout the year, you will be invited to participate in different events and activities to get to know the other families that are such a big part of your child's life. Please note the different events specific to either 3K, 4K or all families.

We are so excited to start a new school year with your family!

Abby Linwood

Laurel Van Eperen

St. Clare Catholic School Pre-K Program

3K/4K

St. Clare Catholic School's Pre-Kindergarten program provides an opportunity for children to gain the school-readiness skills needed to be successful in Kindergarten. Our play-based program is available to 3- and 4-year-old Pre-K students.

Our activities emphasize the importance of social and emotional skills, fine motor skills improvement and the skills children need to become confident learners. Children will participate in daily art and music activities.

We offer a variety of options for families. Full-day options are available in 4K.

Whatever age group is chosen, parents can be assured that their child will learn in a warm and nurturing environment where their son or daughter can grow in confidence as a learner.

3K

Tuesday and Thursday

7:55am—11:00am

4K

Monday—Friday

7:55am—11:00am

Monday, Wednesday, Friday

7:55am—2:55pm

Monday—Friday

7:55am—2:55pm



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St. Clare Pre-K Objectives

The program is designed to enhance the spiritual, social, cognitive and motor development of each child. The program will help children learn to respect, work and play with others in a positive Catholic Christian environment. The Pre-K program is enhanced with teacher created themes and activities. All activities are tied to the Wisconsin Early Learning Standards. Please ask your child's teacher if you would like a copy of these developmental appropriate standards.

Program objectives are:

- To learn important language skills by listening and interacting with other children their own age.
- To be engaged in physical activities that will promote healthy growth, as well as, improvement in their large motor skills.
- To begin learning about words and letters through their environment. They will begin to understand that words and letters have meaning.
- To learn to write using inventive spelling and pictures to express their feelings and ideas.
- To improve their fine motor skills by working with manipulatives appropriate for their age level and hand size.
- To develop important social skills. They will learn about the importance of respect and sharing with their peers.
- To help children become more aware of God's presence through prayer, song, ritual, and stories.
- To ensure that students are ready to enter Kindergarten.

These objectives are pursued through interest-centered activities and involve self-expression through painting, drawing, modeling with clay, block building, family role-playing, etc. Group activities will include story telling, singing, rhythms and language development. Supervised outdoor and/or indoor play will be incorporated on a daily basis.

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Pick-up and Drop-offs

All students enrolled in our **3K** program **MUST** be walked to their classroom. The school day begins at 7:55am and students are allowed to be in the classroom at 7:45am. Please check in with the teacher to ensure they know that your child has arrived.

The **3K** children will be walked to the office door of school at 11:00 am. Please do not come to the classroom to get your child. Someone must come to the door and get your child.

Children will not be allowed to leave the building and come to the car without you.

All students enrolled in our **4K** program **MUST** be walked to their classroom for the first two (2) weeks of school. After that, students may walk themselves to the classroom. The school day begins at 7:55am and students are allowed to be in the classroom at 7:45am. Students in the **4K** program arriving to school between 7:30am—7:45am will be supervised outside by a staff member. At 7:45am, they will be allowed inside the building. In case of inclement weather, students will be allowed to come inside and wait by the office. Any students dropped off prior to 7:30 am will not be supervised by a staff member.

The **4K** children leaving at 11:00am will be walked to the office door of the school. Please do not come to the classroom to get your child. Someone must come to the door and get your child. Children will not be allowed to leave the building and come to the car without you.

The **4K** children enrolled in our full-day program will remain in the classroom with the other teacher. These children will be picked up at 2:55pm in the parking lot across the street from school. Children riding the bus will be picked up here as well.

Please notify the School Office (920.532.4833) AND your child's teacher if they are being picked up by someone different.

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Classroom Management

In order to guide the children in learning appropriate social behaviors, teachers will work with the students to learn how to use their words to communicate with their peers. Students will be encouraged to use the modeled behavior to work through their problems with both adults and students. Students will be encouraged to use the following plan.

1. Tell the other person they do not like what is happening. Example, "I do not like it when you take the car I was playing with."
2. Come up with a solution, "I will give the car to you when I am finished with it."
3. If the solution does not work, come get the teacher.

If a behavior is dangerous or causing harm to another student, the teacher will immediately step in and remove the child from the situation. The teacher will discuss why it is not an acceptable behavior and ask the child if they can think of a better choice. If the behavior is not corrected, the child will be asked to "take a break." "Take a break" refers to sitting out of the activity for a short period of time. The child is encouraged to return when *they* feel they are ready to make a better choice.

Parents will be notified of behavior problems ONLY if they are causing harm to other students or, if after multiple attempts, they are not corrected using classroom procedures. Working on making appropriate choices is part of the learning process in our Pre-K program.

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Snack Procedures

Nutritional snack items will be served to the children every morning. Each family will be assigned a week to provide snack for the classroom. Some example items would be fruit, cheese, vegetables, Go-gurt, snack crackers or any other fitting snack. Please look for additional information regarding snack procedures to be sent home by your child's teacher at the beginning of the school year.

If you wish to bring a treat for your child's birthday or special occasion, please inform the teacher and we will make arrangements for the special treat to be served on that day. A cookie, mini-cupcake or donut hole is about the right serving for a Pre-K treat. Please make sure that the packaging contains the ingredients found in the treat. If you are making the snack yourself, please send a list of ingredients used. It is important, due to dietary restrictions, that we know what is in the treats.

Food allergies will be posted in the classroom by the staff workstations. It will be confidential and only available for the staff's use. It is the parent/guardian's responsibility to inform the staff **in writing** of any known allergies of their child enrolled in the Pre-K program.

Hot Lunch

Children staying full days will have the option of taking hot lunch. Our hot lunch program is provided by Konop Food Services. The fee for hot lunch is not included in tuition. A menu will be sent home monthly and families may choose daily whether your child is having hot or bag lunch.

If you are sending a bag lunch for your child, please see the following page for information regarding suggested nutrition servings for your child. It is important that they have a nutritious lunch every day.

APPENDIX B

CACFP meal pattern requirements: children ages 1-12

The meal must contain, at a minimum, each of the components listed in at least the amounts indicated for the specific age group in order to qualify for reimbursement.

BREAKFAST	AGE 1 & 2	AGE 3, 4 & 5	AGE 6 through 12 ¹
1. Milk, fluid ¹	1/2 cup	3/4 cup	1 cup
2. Juice ^a , fruit or vegetable - or - Fruit(s) or vegetable(s)	1/4 cup 1/4 cup	1/2 cup 1/2 cup	1/2 cup 1/2 cup
3. Grains/Breads: ^b Bread Cornbread, biscuits, rolls, muffins, etc. ^b Cereal: Cold dry Cereal: Hot cooked Cooked pasta or noodle products	1/2 slice 1/2 serving 1/4 cup or 1/3 oz ^c 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz ^c 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz ^c 1/2 cup 1/2 cup

LUNCH OR SUPPER	AGE 1 & 2	AGE 3, 4 & 5	AGE 6 through 12 ¹
1. Milk, fluid ¹	1/2 cup	3/4 cup	1 cup
2. Meat or meat alternate: Meat, poultry, fish, cheese Alternate protein products ^g Yogurt, plain or flavored, unsweetened or sweetened Egg Cooked dry beans or peas Peanut butter or other nut or seed butter Peanuts or soynuts or tree nuts or seeds	1 oz 1 oz 4 oz or 1/2 cup 1/2 egg 1/4 cup 2 Tbsp 1/2 oz = 50% ^d	1+1/2 oz 1+1/2 oz 6 oz or 3/4 cup 3/4 egg 3/8 cup 3 Tbsp 3/4 oz = 50% ^d	2 oz 2 oz 8 oz or 1 cup 1 egg 1/2 cup 4 Tbsp 1 oz = 50% ^d
3. Vegetable and/or fruit ^e (at least two)	1/4 cup total	1/2 cup total	3/4 cup total
4. Grains/Breads: ^b Bread Cornbread, biscuits, rolls, muffins, etc. ^b Cereal: Cold dry Cereal: Hot cooked Cooked pasta or noodle products	1/2 slice 1/2 serving 1/4 cup or 1/3 oz ^c 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup or 1/2 oz ^c 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup or 1 oz ^c 1/2 cup 1/2 cup

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Dress Code

Pre-K students must follow the dress code set by St. Clare School. It can be found in the Family Handbook for reference. In addition to those guidelines, girls in the 3K and 4K program **MUST** wear shorts or leggings under their dresses or skirts.

Flip-flops are not allowed. All shoes must have a strap in the back for safety.

Please have a full change of clothes, including underwear and socks, for your child. They may be left in your child's backpack or may be left at school. Please put them in a Ziploc bag, labeled with your child's name.

It is very important that the clothes your child wears to school are well-fitting, comfortable and able to be "played" in. We do a lot of hands-on activities in our classroom and clothes may come home dirty.

As the weather gets colder, please dress your child appropriately. The **4K** students will go outside daily and the **3K** students will go out at the teacher's discretion. Please have your child prepared for the weather.

Rest Time

All students staying all day must bring a rest mat. All children will be required to rest for 30 minutes. Your child does have the option to sleep. In the **3K** classroom, children who sleep will be allowed to sleep for one (1) hour. In the **4K** classroom, children who sleep will be allowed to sleep for one (1) hour until January and then it is reduced to thirty (30) minutes. Sleep times may vary depending on the particular needs of the class. Children may bring one stuffed animal and blanket to sleep with. All blankets and stuffed animals will be sent home daily and must fit in the child's backpack.

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Parent/Teacher Communication

Parent/Teacher conferences will be scheduled for the fall, winter and the spring of each year. The fall conference is designed so that the teacher can share their observations with the parent(s) and obtain information about the child from the parent(s). The winter conference is a time for the teacher to share the child's progress with the parent(s). The spring conference is to discuss goals for the following year.

Further communication will be maintained through a weekly newsletter, monthly calendar as well as daily conversations with parents at pick-up/drop-off times.

A weekly folder will be sent home with your child on Tuesday (or Wednesday) from the school office. This will be where you will find any information you need for upcoming events that are school-wide.

Toys from Home

Children will have an opportunity to bring toys from home at various times throughout the year. They will typically, but not always, be in conjunction with "Star of the Week." Please refrain from sending toys at other times. This is to ensure that personal toys are not lost or broken while at school. Stuffed animals for rest time will be kept in your child's backpack.

St. Clare Pre-K program is a peaceful environment. Toys that are violent in nature will not be allowed in the classroom. That includes, but is not limited to, guns, swords, knives or blades. Any inappropriate toys that come into the classroom will stay with the teacher and will be returned at the end of the day.

St. Clare Pre-K staff

Teachers in the Pre-K program will have the licensure required by the Wisconsin Religious and Independent Schools Association. Lead teachers and Assistant teachers will maintain their CPR certification. The teaching staff at St. Clare School is committed to providing the best education to your child as possible. Therefore, staff members will attend conferences, classes and/or presentations throughout the year to continue their professional development.

Staff in the 3K room will maintain a 1:10 ratio and not exceed a maximum group size of 16.

Staff in the 4K room will maintain a 1:13 ratio and not exceed a maximum group size of 20.

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Student Illnesses

Please use discretion when sending your child to school with an illness. For the wellbeing of your child and the others in the classroom, please keep sick children home.

If your child has a fever of 100° or higher, they will be sent home. Children that vomit or have diarrhea will also be sent home. They may return to school 24 hours after they are fever-free or have stopped showing signs of illness.

This is important to ensure that we are keeping illnesses to a minimum. Please refer to the St. Clare Family Handbook for more information about reporting illness.

Bathroom Policies

All children enrolled in St. Clare Pre-K *must* be able to use the bathroom independently. St. Clare School does not have a sanitary changing area and is unable to help children to clean up any serious accidents that may occur. If your child has an accident that they are unable to clean up themselves, you will be contacted to come in to assist your child. If a second accident occurs, you will be called and your child will be sent home for the day. On the third offense, you will be called and your child will be allowed to return to school at the beginning of the following semester. Offenses will be considered one semester at a time. During second semester, any accidents from first semester will be forgiven. If you would like clarification on our bathroom policy, please contact your child's teacher or the school office.

Pre-K School Supplies

3K and 4K families will have a school supply list of items chosen by their teacher. The lists may vary from year to year depending on the classroom needs. In addition to the school supply list, your child's teacher may ask for donations to help with specific activities throughout the year.

Please ask your child's teacher if you have any questions about supplies.

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Camp Pre-K

August 30th and 31st, 3K and 4K students will have the opportunity to join us for Camp Pre-K. It will be an opportunity for students to “practice” going to school before the school year starts. Camp Pre-K is optional, however, advanced registration is required to attend. More information will be sent out about this event.