

ST. EDWARD PRESCHOOL 2012-2013 INFORMATION

PRINCIPLES: The basic purpose of St. Edward Preschool is to assure that Christian truths and values are fully integrated with the lives and academic programs of the children. Values such as Teamwork, Citizenship, Problem solving, Kindness, Honesty, Respect, Self-discipline, Responsibility and Perseverance will be interwoven throughout the program. As a ministry to children and their families, we provide a caring and nurturing atmosphere where our Christian beliefs are expressed by example. We accept each child as an individual, striving to help each one develop a positive self-image.

GOALS: Our goals are to plan and structure play experiences in a Christian environment to enhance and facilitate growth and for each child to:

- become independent and self motivated
- be a creative thinker and problem solver
- express him/herself through language development
- function successfully in a group of peers
- gain a sense of self-worth as a special part of God's community

RE-ENROLLMENT: Re-enrollment will occur in mid-January with parents' first choice of classes. Children who are re-enrolling for the next year will not be charged a registration fee. A \$100 deposit that will be deducted from tuition will be due upon re-registration.

REGISTRATION: Parish members are able to register for classes the last week in January during Catholic Education Week. General registration for St. Edward's Preschool begins in February.

A completed registration form and a \$100.00 non-refundable deposit are needed at the time of registration. The registration fee is in addition to the tuition.

Families will be given a status update of their registration (likelihood of admission or position on the waiting list) by March.

ENROLLMENT PRIORITIES: Enrollment priorities are:

- First priority** is given to children who are members of active and contributing families of the parish. Priority for the four-year-old class will be given to children previously enrolled in the three-year-old class.
- Second priority** is given to children who are members of neighboring Catholic parishes.
- Third priority** is given to children of families from the community.

CLASSES FOR YOUNGER CHILDREN:

Age: The child must reach age three by September 30th of the enrolling year and must be totally toilet trained to attend the three-year-old class. The class is permitted to have one child that is at least two and half yrs. of age and toilet trained.

Classes: St. Edwards' sessions for three year old children are 2 1/2 hr. in the mornings from 9:00-11:30. Every year we offer a Tuesday/Thursday session. It is the most common and we have had great success preparing children for the next year of preschool. If space allows and parents are interested, we try and have a 3-day a week (TWR or MWF) program. This decision will be made by March 1st. The same curriculum is utilized in all the classes. The 3-day a week class is more advanced due to the number of sessions.

CLASSES FOR OLDER CHILDREN:

Age: The child must reach age four by September 30th of the enrolling year to register for the four-year-old class. The number of children we can enroll who are age eligible for kindergarten but chooses not to attend kindergarten is limited.

Classes: St. Edwards' sessions for the older preschool child are 3 hrs. in length. Our AM class meets on M-W-F from 8:55- 11:55. The afternoon class includes the option of Monday through Thursday or Monday through Friday and meets from 12:15-3:15. (Exception on Friday when the class dismisses at 2:45 due to demands for the classrooms for other parish related activities.)

The same curriculum is utilized in all the classes. The four/five day a week afternoon class is more advanced due to the number of sessions.

TUITION:

<u>Age groups, days of sessions & times</u>	<u>Full Tuition</u>	<u>Subsidy Amount**</u>	<u>Remaining Tuition</u>
3/4 year olds (2 days a week 9-11:30AM)	\$1175	\$215	\$960
3/4 year olds (3 days a week 9-11:30AM)	May be M-W-F or T-W-R dependent upon parents' preference		
4/5 year olds (3 days a week 8:55-11:55 AM)	\$1833	\$293	\$1540
4/5 year olds (4 days a week 12:15-3:15 PM)	\$2690	\$400	\$2290
4/5 year olds (5 days a week 12:15-3:15 PM)*	\$3210	\$500	\$2710

*(Friday classes run from 12:15-2:45 PM)

**See section on tuition subsidy qualifications.

All paperwork for tuition needs to be submitted by May 20th, 2012.

Tuition Payment Options:

- ❑ Full payment by May 20th to receive a 5% discount with a check, cash or through Electronic Fund Transfer (EFT) checking or credit card.
- ❑ A 10-month installment payment plan through Electronic Fund Transfer (EFT) checking or credit card is also an option. The first payment will begin on August 5th with 9 consecutive monthly payments on the 5th of each month ending on May 5th.

A discount of 5% is given for each additional younger child enrolled. There will be no tuition adjustments made for calamity days as the weather is out of our control. We will make every effort to make up days if more than 5 days are missed due to weather or other emergencies.

We expect that your child will attend the entire school year. Please provide two weeks written notice to the preschool director prior to withdrawing your child from the program. Refunds will be at the discretion of the administration depending upon time of year and ability to find a child to fill the slot. Our budget to operate a quality program is based upon full enrollment.

TUITION SUBSIDY: St. Edward's Parish families who are "active" as defined below, may receive the parish-subsidized rate of tuition. Non-active Catholic families, Catholics from outside St. Edward Parish and families of other faiths pay the full cost per pupil. Parishioner rate is available to families who qualify for the parish subsidy. Active member is defined by:

- ◆ Recognize the importance, and accept the responsibility of providing for your children active witness in living the Catholic faith and
- ◆ Attend Holy Mass (Sat/Sunday) with your child(ren) regularly and
- ◆ Be actively involved in one of our many parish activities and ministries and

- ◆ Make your home a haven of family prayer, praying together regularly for your needs and those of the parish and
- ◆ Regularly and faithfully support the Parish financially by using contribution envelopes or EFT. (Note: If the parish does not have record of your contributions, the subsidy cannot be applied.)

STAFF/CHILD RATIOS: The teacher/child ratios at St. Edward Preschool will never fall below: 1:12 for 3/4 year olds and 1:14 for 4/5 year olds. Most of the time, unless a staff member is taking a child to the restroom or performing other needed duties, our intent is to maintain the following ratio:

- ❑ 2:10 for 3/4 year olds
- ❑ 2:12 for 4/5 year olds

The staff will consist of dedicated teachers who are committed to providing a high quality program for children. Teachers will hold a minimum of a 4-year degree in education or related field of study. Our teaching assistants are experienced, knowledgeable and dedicated.

Groups with the staff: child ratio of 2:24 for 3 year olds and 2:28 for 4 year olds will only occur in emergency situations.

CURRICULUM: Religious education and faith development are central to our preschool's mission. We particularly emphasize weaving Catholic faith doctrine and Christian values into each day's activities. St. Edward Preschool strives to support parents in their role as the primary educators of their children.

Our program is designed to utilize positive current findings in early education, which emphasizes exploration, experimentation and discovery through play and creative experiences with emphasis on perceptual motor, language arts, and listening skills. As an active learner the child will develop competencies in areas of spiritual, social, emotional, cognitive and motor development.

The Ohio Department of Education's Early Learning Academic Content Standards will guide us in the understanding of what these young learners should know and be able to do in reading, writing, mathematics, science and social studies before entering kindergarten. These standards can be viewed at www.ohioacademicstandards.com.

The program will meet the developmental needs of the whole child through creative play with emphasis on perceptual motor, language arts, and listening skills. The Reggio Emilia philosophy is respected throughout the curriculum. Value is given to communication and openness to information. We believe that "All children have preparedness, potential curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everything the environment brings to them. Teachers are deeply aware of children's potentials and construct all their work and the environment of the children's experience to respond appropriately." (The First Steps Toward Teaching The Reggio Way by Joanne Hendrick, pg. 16-17). Resources include: Catholic Diocese Religion Graded Course of Study P-12 (2006), Creative Curriculum for Preschoolers (www.teachingstrategies.com) and DLM Early Express by McGraw Hill.

CLASSROOM ACTIVITIES: We strive to provide a balance of structure and freedom; quiet and active play through teacher/child directed activities.

Children begin and end their preschool morning by joining the teacher on the floor and sitting in a circle (circle time). Music, art, science, math, snack, story-time and physical fitness are incorporated into the daily lessons. During 'free play' children will select from among the following learning centers:

- ❑ library/language arts corner
- ❑ career/writing center
- ❑ science area
- ❑ math/small motor skill area
- ❑ construction/large building block area
- ❑ home/family area
- ❑ art center

2½ hr. Sample Schedule for Younger Children:

8:55 Arrival/Wash Hands
9:00 Circle Time with Opening Activities, Music & Prayer
9:30 Choice Time with planned activities to support content standards
10:00 Outdoor/Large Muscle Play
10:40 Snack
11:00 Story Time / Journal or Religion Time
11:25 Circle
11:30 Departure

3 hr. Sample Schedule for Older Children:

12:10 Arrival/Wash Hands
12:15 Circle Time with Music and Prayer
12:35 Choice Time: Will involve art, language arts, math and science activities that revolve around the content standards established by the Ohio Department of Education.
1:45 Clean Up Time in the classroom
1:50 Group Story
2:10 Snack
2:30 Outdoor/Large Muscle Play
3:00 Journaling/Religion/Clifford Lesson
3:15 Departure

Schedules may be flexed to best meet the children's needs and time requirements for a variation in activities.

SNACKS AND BIRTHDAYS: All special dietary needs or food allergies should be listed on the child's health information form and may require a medical plan to be completed.

Snack time is most everyone's favorite part of the day!! We all sit together, bless our food and discuss events. We practice our social skills such as passing plates, saying please, thank-you and listening while another is talking.

Parents participate in providing the daily classroom snack on a weekly rotating basis throughout the school year. Your child will be "helper for the week" when she/he is responsible for snack. Some typical tasks for class helper are: Assist setting up snack, Weather Reporter, Calendar Helper and Line leader.

SCHOOL BAGS: Tote bags are provided to the children before the first day of class. The cloth-embroidered bags have a large opening that is perfect for artwork.

FOLDERS: Colored folders with the child's name will be used for two-way communication between parents and teachers.

SHARING DAYS: The first Thursday or Friday of every month is Sharing Day. This activity helps to build up children's confidence and language development.

ARRIVAL AND DISMISSAL: Staff will pick up your child from your car prior to class and will also bring your child out to the car at dismissal times. This is not to discourage parents from coming in, but offers an alternative for those who have little ones or only have a limited amount of time.

STAFF/PARENT INTERACTION: Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the principle influence in children's lives.

These are some ways our program promotes two-way communication.

- ❑ Information about the program's philosophy and policies is given to parents in written form.
- ❑ Parent meetings and an open house is held at the beginning of each year.
- ❑ Parents are informed about the preschool program through regular newsletters, bulletin boards, notes, phone calls or e-mails.
- ❑ Parents are welcome visitors at all times. Due to licensing rules, other children must be left at home. The Director must clear classroom visitations by those other than parents.
- ❑ Parent/Teacher Conferences will be scheduled in November and March at the convenience of the parent/s and teacher. The teacher and parent may arrange additional conferences.
- ❑ A class roster of the child's name, parent's/guardian's names and telephone numbers of children attending our preschool will be made available upon request from parents. Each class list includes all parents who have given permission to release their names and phone numbers from the class that their child is enrolled.
- ❑ Children's work and pictures will be displayed throughout the rooms and hallways.
- ❑ Parents are encouraged to arrange for a meeting with the teacher whenever further communication is desired.

GUIDANCE AND MANAGEMENT POLICIES: Our goal for guidance of a child's behavior focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will:

- ❑ Use positive suggestions
- ❑ Emphasize desirable aspects of behavior
- ❑ Give child opportunities to make choices when appropriate
- ❑ Explain reasons behind expectations
- ❑ Use a variety of methods to communicate expectations