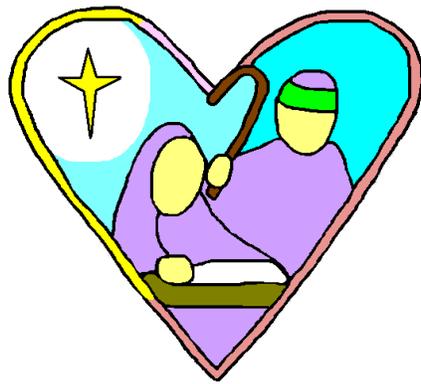


# Nativity Catholic School



## Preschool Handbook 2017-2018

Nativity Catholic School  
3310 S. Meadow Drive  
Indianapolis, IN 46239  
(317) 357-1459

Dear Parents,

Welcome to Nativity Catholic School and the preschool program! We hope that you and your child will enjoy a rewarding and educational learning experience during our school year together. All children are unique as they make their discoveries in all areas of development—intellectual, social, spiritual, creative, emotional and physical—and our goal is to develop and enhance these discoveries and growth throughout the school year.

Please take some time to review the information in this handbook. If you have any questions, feel free to give us a call. We are always available to discuss your child's progress or answer any questions you may have.

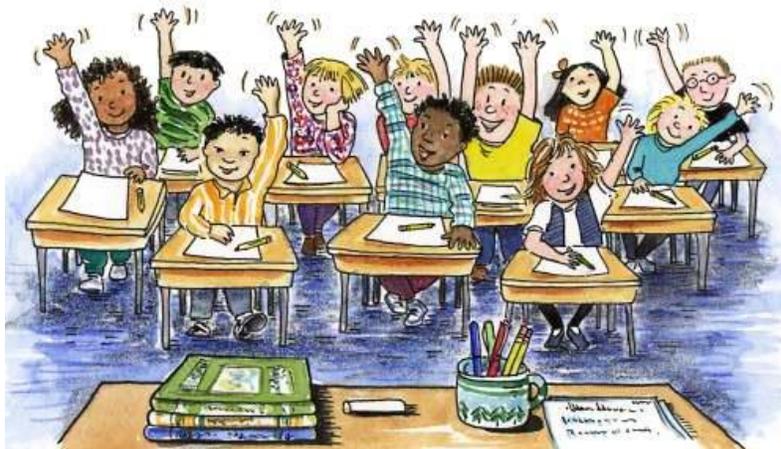
We really look forward to working with you and your child this year. We know it will be a rewarding time for all!

Ms. Terri Bianchini, Principal

Mrs. Giennie Dunn, Preschool Teacher

Mrs. Benita Braun, Preschool Aide

Mrs. Bonnie Judkins, Preschool Aide



## Purpose

At Nativity Preschool, we strive to provide a safe, caring, and enriching environment that nurtures the whole child. We provide opportunities for children to grow socially, physically, spiritually, emotionally, creatively, and cognitively. We believe that the school's ultimate responsibility is to provide experiences that promote lifelong learning.

## Philosophy

We believe that education must be relevant, meaningful, and fun. It must inspire the natural curiosity of a child. Learning is accomplished by providing a safe environment that challenges each child to explore their world through play. The curriculum must incorporate the children's interest. Finally, learning must address each child's individual path of development.

## Admission Policies

Nativity Preschool does not discriminate on the basis of race, sex, or national origin. We welcome any child with a disability, if, with reasonable accommodations, the child can meet our program requirements. As a religious institution, we reserve the right to offer enrollment first to persons of the Catholic faith.

Children must be three years old by August 1 to enroll in the 2-day class, and four years old by August 1 to enroll in the 3-day class. Exceptions will be made only after a formal interview with Nativity staff.

## Absences

If your child must be absent, please call the school office (317-357-1459) before class begins and send a written note to the teacher when your child returns, specifying the reason for the absence.

## Arrival and Dismissal

Morning preschool parents should park their car and walk their preschool student to the classroom at 8:15. Morning class should park in back parking area and enter through door #4. This will ensure the safety of these young children. Please do not drop your child off at the front door. The morning preschool will be dismissed at 11:00 and be outside door #2, by approximately 11:05. Parents should line up in front of the school, with the first car stopping at the recycle bin, while the preschool teacher and classroom aide holds students by door #2. You may come and get your child and return to your car. Please do not pull out until all students are in their cars; Do Not Pull Around Parked Cars!!

Afternoon preschool parents should park their car and walk their preschool student to door #2, where the teachers will be waiting for them between 12:00 and 12:10. Class will begin at 12:15. Preschool children will be dismissed at 3:00 and be dismissed to parents at door #2 by 3:05.

You must notify the school in advance if anyone other than the parent will be picking up your child. Sending an email is fine. A child will not be released to an unauthorized person. The safety of our children is of prime importance.

## Class Size and Hours

The three-year-old class will be limited to 15 students and the pre-K (four-year-old) classes will be limited to 18 students. The morning class meets from 8:15 to 11:00 a.m. and the afternoon class meets from 12:15 to 3:00 p.m. The three-year-olds are in session on Tuesday and Thursday mornings and the four-year-old students are in session on Monday, Wednesday and Friday mornings or Monday through Friday afternoons.

## Closing and Delays

Listen to local television stations (ABC, CBS and NBC) for closing or delay information in case of questionable weather. Nativity will not necessarily follow Franklin Township Schools. If Nativity is on a two-hour delay, morning preschool will not be held. If Nativity is closed due to inclement weather, the preschool will also be closed.

## Clothing

Please dress your child in comfortable clothes appropriate for play inside or outside. Clothing--especially coats, sweatshirts, mittens, etc.—should be marked with the child's full name. Children should wear shoes and socks (not sandals) for safety in the classroom and on the playground.

In case of spills or accidents, your child needs to keep a complete change of clothes available. This extra outfit, including socks and underwear, should be kept in a large Ziploc bag with your child's name written on it, in your child's backpack. Feel free to change the contents of the bag as the seasons change.

Please make sure that children are dressed so they can attend to their own bathroom needs! Snaps and buttons are hard to work, pull on pants and shorts make your child more successful!!

**\*\*All preschoolers must be potty-trained\*\***

## Conferences

Communication between the teacher and parents is of utmost importance. Conferences for 3-day preschoolers will be available during the regularly scheduled conference times on October 16<sup>th</sup> & 17<sup>th</sup>. Conferences for 2-day preschoolers will be held on January 18<sup>th</sup>. If you have comments, concerns or questions about how your child is developing in preschool at other times, please free to contact Mrs. Dunn via e-mail at [gdunn@nativityindy.org](mailto:gdunn@nativityindy.org) or via phone at 317-357-1459.

## Curriculum

The curriculum offered to all preschoolers is based on the goals of the Archdiocese of Indianapolis, the Indiana State Preschool Foundations to the Standards, and recommendations set forth by the National Association for the Education of Young Children. Preschool activities are meant to support the development in the areas of early literacy and language, early math, fine and gross motor skills, social and emotional development, self-help skills, and spiritual development.

As a Catholic preschool, the foundation of a child's learning experience is faith. Formal religious teaching is a part of our curriculum. Children are taught simple prayers, engage in service projects, and learn that Jesus is the center of how we act and treat each other. The children also complete weekly religious activities that relate to the liturgical calendar.

## Daily Schedule

The following daily schedule is meant as a general guideline for the class. While establishing and maintaining a regular routine is important in a preschool, flexibility is also important in any elementary school.

Arrival Activities	15 minutes
Religious Activity	15 minutes
Restroom and Transitions	15 minutes
Circle Time and Songs	20 minutes
Center Time and Small Focus Groups	30 minutes
Read Aloud	10 minutes
Snack and Show and Tell	15 minutes
Gross Motor Play	15 minutes
Departure Activities	10 minutes

## Classroom Management

Our approach to discipline is one that keeps in mind that the young child is still learning and growing in all areas of development, including behavior. When a problem occurs in the classroom, the first course of action will be to redirect a child. If redirection does not solve the problem, a teacher will sit with a child and model appropriate behavior, showing the child how to react to a situation. Behaviors that pose a danger to any child will result in removing the child from a situation and into a quiet time area. Serious behavior issues will require a conference with parents to discuss possible solutions.

## Field Trips

For preschoolers, best practice is to have in-school field trips instead of transporting such young children off the school grounds. Community helpers such as firefighters, police officers and hospital personnel often share information with the students about their occupations. Please feel free to suggest guest speakers or assemblies for our preschool—we'd love to have you share with our classes!

## Health, First Aid and Medication

The State of Indiana requires parents to report to schools regarding the immunization of their child. Please call the school office if you are unsure about the immunizations needed for your preschool child.

There will be times when communicable diseases will be prevalent in the classroom/school. We will keep you informed of these situations. If your child gets sick during school, we will contact you. If your contact information changes, please remember to notify the school office.

The administration of medication will be done only on written order or prescription from a licensed physician. Medications prescribed for an individual child will be kept in the original container bearing the pharmacy label. No over-the-counter medicines may be given during school hours unless written consent from the parent accompanies the medicine, in an original container, permitting the office to dispense it for a specific problem. All medication is kept in the school office. If your child has special needs, is taking medication, has allergies, or might be asthmatic, we urge you to share that with us on the emergency card.

## Parent Visits

Parent visits and volunteers are welcome throughout the school year. We ask that you wait at least three weeks before calling to arrange a visit in order to give children a chance to adjust to their new school. Children will need time to bond with the teacher and their classmates. The use of [www.signupgenius.com](http://www.signupgenius.com) to schedule volunteer visits is encouraged.

If your child is having trouble separating from you, please give a hug and reassure that you'll see each other in a few hours, and then leave quickly. This is best for you, your child and classmates. Usually, children are fine immediately after loved ones leave. We'll comfort your preschooler and help refocus attention. Feel free to call the school office to check on your child during this transition time.

## Safety

The safety of all children in our care is our first priority. We practice fire and tornado drills on a regular basis. We work hard to keep our building secure and ask that all parents, parishioners, visitors and friends enter through the front doors of the building once school is in session and report directly to the school office. Visitors may never walk directly to a classroom without signing in first. All other doors to the building are locked during the day.

## Snack Time – No Nuts!

Snack time will be a part of the daily schedule. Each class will have a rotating schedule to provide snack for the day. A snack and Show and Tell schedule will be sent home each month, and your child will be given a “snack bucket” in which to bring the snack to school. Snacks should be prepackaged with ingredients listed. No nuts, please. Please inform us if your child has any food allergies.

## What to bring/Leave at home

Each child should have a book bag along with a folder labeled with his/her name. A supply list is attached to this handbook. All other materials will be supplied for your child.

Toys that do not fit in book bags, candy, gum, money, toy guns or swords, etc. do not belong at school. Please have your child leave the above items at home. Show and Tell Time will be assigned by the teacher.

## School's Right to Amend

The school retains the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

## Three Year Old Class or 2 Day Supply List

- one full size backpack and one folder with name
- change of clothes to be kept in backpack
- two containers of baby wipes
- one pack of 5 oz. Dixie cups
- one box of tissues
- one pack of napkins
- one box of 16 crayons (NOT JUMBO, please)
- one tray of washable water color paints (optional)
- one roll of paper towels
- one pack of dry erase markers

## Four Year Old Class or 3/5 Day Supply List

one full size backpack and folder with name  
change of clothes to be kept in backpack  
(A.M. Class brings the following in August; P.M. Class brings in December)  
two containers of antibacterial wipes  
one roll of paper towels  
one box of tissues  
one box of 16 crayons (NOT JUMBO, please)  
one pack of 5 oz. Dixie cups  
one pack of washable markers

### **We can also use...**

Playdoh  
and multicolored dry erase markers

Revised 07/26/2017