

# Immaculate Conception School

## Early Childhood Learning Center



# Handbook

2024-2025



## Contact Information

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## School Mission Statement

We, as members of Immaculate Conception Catholic School, are enriched by tradition, rooted in the teachings of Jesus Christ, and are a community of believers. We are growing together in faith, love, and knowledge of Christ, service to God, our church, our community, and we continually attempt to reach out globally in service to others.

We strive to provide a Christian environment that is safe and secure, where students may grow spiritually, physically, emotionally, and intellectually, where parents are encouraged in their role as a child's first teacher, where children are provided the opportunity to utilize their gifts and talents to glorify the Lord, and where students are empowered to reach their full academic potential.

# Admissions, Instruction, and Curriculum

## Goals and Values

The goal of our preschool is to provide a Christian atmosphere in which children are given the opportunities to:

- Form a close relationship with God
- Enhance their understanding of self
- Learn to work cooperatively with others
- Develop their intellectual and physical development

We value and are committed to:

- Respecting the dignity, worth, and uniqueness of each person
- Appreciating childhood as a unique and valuable stage of the human life cycle
- Basing our work on knowledge of child development
- Valuing children's play as their means of translating experiences into understanding
- Appreciating and supporting close ties between the child and family
- Helping parents locate resources that will aid them in serving the needs of their family

## Learning Goals

Children in the preschool program explore these concepts, but are not required to master all of them before entering kindergarten. Children learn these concepts at their own pace and are taught with hands-on materials, song, and play-based centers. Parents are asked to reinforce learning goals at home as well.

### Religion

- Learn about God's love
- Listen to stories of the life of Jesus
- Learn Jesus' teachings to love God and love others

### Math

- Numerals 1-20
- Counting objects to 20
- One-to-one correspondence of objects
- Sorting by various attributes: color, shape, size
- Shapes: square, rectangle, circle, triangle, oval, star, heart, and diamond

## **Literacy**

- Exposure to alphabet: letter names and sounds
- Recognize, spell, and write first name
- Hold a pencil, marker, crayon correctly
- Answer questions about stories
- Build new vocabulary
- Build listening skills

## **Science**

- Explore science tools: magnets, prisms, magnifying glasses, etc.
- Experience the world through nature walks and other explorations
- Observe plant growth
- Observe weather and plant life during each season
- Identify basic colors and explore color mixing
- Explore the world with five senses
- Investigate animals, the homes they live in, the food they eat, etc.

## **Creative Arts**

- Explore a variety of art processes: painting, drawing, collage, print making, etc.
- Use a variety of art materials: crayons, tempera paint, watercolor paint, colored pencils, markers, oil pastels
- Experiment with mixing colors
- Sing traditional songs that enhance the curriculum
- Participate in movement songs and dances
- Use scarves, rhythm sticks, and bean bags to practice rhythms
- Use a variety of children's instruments
- Participate in dramatic play
- Dramatize familiar stories
- Act out the movements and sounds of animals

## **Social Skills**

- Practice problem-solving skills in social situations
- Share classroom materials with a group
- Practice using manners: please, thank you, excuse me, table manners
- Communicate his/her needs
- Take care of his/her own basic needs: clean up, fasten clothing, use tissue as needed, use restroom independently, zip coat, etc.
- State personal information: first and last name, age, school name, city, state, country
- Explore types of work and workers

- Explore modes of transportation
- Participate in projects to help others in need

## Technology

- Use a computer mouse: click, click and drag
- Use the internet to explore kid-friendly websites
- Use the Promethean Board during large group and center time

## Assessments and Portfolios

We record student progress through the use of assessments. Assessment results will be sent home each quarter. Parent-teacher conferences will be held after the first quarter of the year and when necessary.

Each student will have his/her own portfolio. A portfolio is a binder filled with student work, pictures, and artifacts designed to show student progress and capture some just-for-fun moments throughout the year.

# School Hours, Calendar, & Specials

## School Hours

- 7:15-7:45---- Student can be dropped off in the gym
- 7:35 ----- Door 11 opens - Students report to classroom
- 7:50 ----- Door 11 closes - Students need to be in the classroom
- 7:55 ----- Morning announcement and prayer
- 11:20 ----- LUNCH AND RECESS
- 2:45 -----Students dismissed

## Morning Drop-Off Policy

Preschoolers will be dropped off at a different location than the rest of the school unless otherwise arranged. Preschoolers will enter through Door 11. This is accessed from Team Steph Loop - the parking lot off of N. Washington Avenue (across from church and the bank). The doors will open at 7:35 and close at 7:50. An I.C. staff member will open the doors and greet parents and students.

Parents should walk their student(s) to his/her classroom and sign them in each day but are encouraged to limit time in the building.

After 7:50, students and parents will need to enter through the main school entrance at 6 West State Street.

\*On the days that your child's class goes to Mass, you will need to have your child here no later than 7:45 or you may need to bring your child over to church yourself.

## Afternoon Pick-Up Policy

Preschool students will be dismissed through the same doors that they enter, Door 11. Parents or whoever is picking your student up should park and wait outside the door. Teachers will watch the cars and meet you at the door with your child. When one of the teachers or aides sees you, your student will be dismissed. If your student goes to aftercare, one of the teachers or aides will walk with them to the cafeteria. There is also the option to have an older sibling pick them up and dismiss with the rest of the school.

\*PLEASE let your child's teacher or the school office know if there will be a change to the usual pick up person, place, or time that day. Your child will not be allowed to leave with someone other than a parent without advance **written** notice from the parent.

## Before & After Care Programs

Before Care is available from 6:00 am - 7:15 am each day. At 7:15 the students will go to the gym and wait until they are dismissed at 7:35 am with the rest of the students. The students will be provided a light breakfast.

After Care is available from 3:00 pm – 6:00pm each day except for half days. The students will be provided with a light snack.

Please ask the school office or your child's classroom teacher for more information or registration for these programs. There is a minimal fee.

## Calendar

The Early Childhood Learning Center follows the same calendar as the rest of the school. This includes snow days.

## Incident Weather

On any given day, when the weather is questionable, if by 6:00 A.M. school has not been cancelled or delayed, it will not be. Our day begins at 6:00 A.M. when students can be dropped off at Before Care. From that time on it is impossible for school to close due to the fact that all of our students cannot be picked up.

A School Messenger call will be made before 6:00a.m. to either announce school closure or delayed snow schedule. If you feel it is too dangerous for your family to be traveling, then please call the office to say that you are not coming in. For a Delayed Snow Schedule: School will start at 9:00am. The gym doors will open at 8:30a.m. There will be no Before Care. Families should follow regular drop-off procedures.

PLEASE NOTE: You may, at anytime, pick up your child if the weather is questionable.

## Specials

Preschool students get the opportunity to attend “specials” classes at least once a week. These classes are computers, music, P.E., and library.

## Lunch

The preschool teachers monitor the students while they eat at child height tables and chairs in the school cafeteria. Your child can either eat buy a school lunch or bring lunch from home. There is also an option to purchase a milk to go with lunch brought from home. Please see the information from the cafeteria about costs of lunches and milks. Microwaves will not be available for use during school lunches.

## Snacks

Each class will have a snack time each morning and after nap. Please make sure your child has two snacks each day. Your child’s teacher will inform you of how snack works in her classroom.

# Student Issues

## Attendance & Absence

If your child is going to be absent, please call school before 8:00 A.M. (583-2641)

When a student needs to leave school during the day, a note from home, message, or call is required. A parent should meet the child in the school office and sign him/her out. If a student is to return to school the same day, he/she must check-in at the office. If your child becomes ill or injured during the school day, you will be notified by the office. The parent, or person designated in case of illness, must sign the child out on the clipboard in the office.

## Discipline Policy

Discipline is designed to teach rather than punish. We ask children to show respect for themselves, others, our school, and our world. When disagreements arise, teachers will help children to fix the situation through the use of discussion and redirection. Children need to be able to tell each other how they feel so that they can all begin to develop skills in working in a group and considering the perspective of others. When children are unable to talk to work out a problem, they may be asked to sit out until they are able to return to the group and talk out the problem. Children will only be separated from the activity at hand until they feel they are ready to return. Children are encouraged to think and talk about their feelings during disagreements and to consider what could be done differently in the future.

Disciplinary problems that are not corrected by the indicated methods will be discussed with the parents. After the first offense, a note will be sent home. After the second offense, there will be a call from the office to discuss a plan. After the third offense, there will be a meeting to determine continued enrollment in the program. Continued disruption of the learning environment may result in the removal from program.

The behaviors that will NOT be tolerated include, but are not limited to:

- Biting
- Hitting
- Refusal to follow directions
- Running away from group
- Putting themselves or others in danger

Parents might be asked to pick up their child if the situation warrants.

We seek to help children to learn how to get along with each other and teach them what behaviors are considerate, thoughtful, and conducive to the functioning of the group. Corporal punishment is never allowed.



## Uniform / Clothing

### UNIFORM

**Shirts:** ECLC LOGO SHIRTS - Preschool students are required to wear a ROYAL BLUE or GOLD ECLC LOGO T-shirt or long sleeve shirt. White, Royal Blue, Navy, or Gold long sleeve shirts may be worn under the logo t-shirts during cold weather.

\*If you are enrolled in the program, you will receive notifications when the ordering window for the ECLC Logo shirts is open, as well as a link to follow to order. We usually order before school starts and late fall.

**Bottoms:** NAVY BLUE - Navy blue bottoms can include, but are not limited to sweatpants, gym shorts, leggings, skirts, skorts, and twill uniform bottoms.

**Shoes:** TENNIS SHOES (athletic type shoes) – Preschool students need to be able to climb, run, and participate in movement activities daily. NO SANDALS or CROCS.

**Girls:** Girls may wear NAVY jumpers or skirts with ECLC Logo shirts. Shorts or NAVY or WHITE tights must be worn underneath jumpers or skirts.

We go outside almost every day so please make sure that your child is dressed for the weather. We go outside if temperatures are above 20°F and below 100°F.

NO jewelry except STUD earrings. Please, no belts as they are difficult for most children to use without assistance.

Please make sure that your child has one complete change of clothes that is always kept at school. Between accidents, messy activities, and wet playgrounds, every child will probably need to change clothes at some point. You will also need to replace the change of clothes with the seasons.

### JEANS DAYS

First Friday of the month = Mission Jeans

Third Friday of the month = Denim for Donations

Students may wear blue jeans, jean skirts, or jean shorts with preschool T-shirt, school t-shirt with logo, school sweatshirt with logo, or spirit shirt. No colored shorts, colored jeans, or cargo pants allowed on these days.

### BIRTHDAYS

Students may wear what they wish but it must be appropriate for playing outside and PE.

## Toys

No toys should be brought to school other than a stuffed animal for naptime. It can cause disagreements between students, and it runs the risk of being misplaced.

# Communication

## Communication between School and Home

Teachers try to keep parents informed of classroom activities through a various methods including, but not limited to, a weekly newsletter, notes and letters in daily folders, and posts/messages on the Seesaw App.

While email is used as a form of communication, the Seesaw app is most frequently used by all the ECLC teachers. Through this app teachers can post pictures, make announcements, and direct message parents. Parents can view posts, comment on posts, and direct message the teachers.

Each classroom also uses a daily "Take Home Folder" as form of communication as well as a mode of transportation for daily artwork, worksheets, and/or letters or notes to parents. Please check your child's backpack for his/her folder each evening and show an interest in your child's work.

Letters, flyers, and information from school/the school office will be delivered electronically via the FACTS system.

# Medical Information

## Emergency Information

In the case of an emergency, it is very important that each student's file contains accurate contact information for parents and two adults who can act for the parents. In any emergency contact information listed on your child's enrollment form changes, please notify the staff immediately. Immaculate Conception staff will not release any child to an adult who is not listed in the student's emergency record without advance notice from the parents.

## Illness

Your child will not be admitted if he or she is ill. This list is the criteria that determine when a child MUST be sent home from preschool. For the protection of all children and staff concerned, you are asked to keep your child home from preschool should any of the following symptoms occurs:

1. Diarrhea – more than one abnormally loose stool
2. Severe coughing – if the child gets red or blue in the face and makes high-pitched croupy or whooping sounds after coughing
3. Difficult, rapid breathing
4. Pink eye – tears, redness or eyelid lining, irritation, followed by swelling or discharge of pus
5. Unusual spots or rashes
6. Sore throat or trouble swallowing
7. An infected skin patch or patches – crusty, bright yellow, dry, or gummy areas of the skin
8. Fever over 100° F by mouth or 99°F under the arm
9. Headache or stiff neck
10. Vomiting
11. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

School policy dictates that a child must remain home from school for at least 24 hours after they are symptom-free without medication. Thank you for being considerate of the other children with regard to illness. We know you appreciate parents' consideration of your child's health as well.

## Medication

ALL medication brought to school must be brought in an original, current prescription bottle appropriately labeled by the pharmacy with specific instructions from the physician. A medical permission slip from the parents/guardians of the student must accompany this medication giving the school permission to give the medication to the student. All medications will be dispensed through the school office.

## School Events

### Field Trips

ECLC will plan two field trips during the school year, one in the fall and one in the spring.

We welcome all parents and grandparents to join us on our trips, however, school policy states that no younger siblings are allowed on school sponsored trips. All volunteers are required to complete the Prevent and Protect Program. You will NOT be allowed to go on a field trip in the classrooms unless you have met the requirements.

Student transportation to our field trips will be provided by a bus. Parents who accompany us on field trips may need to carpool depending on the size and space available on the bus. Permission slips will be sent home before each field trip requesting permission for the event.

### Parties

We will have holiday parties to celebrate Halloween, Christmas, and Valentine's Day. The room parents who volunteer to assist each classroom are responsible for planning and running the class party. If you wish to be a room parent, sign up at Meet the Teacher in August or contact your child's teacher. Again, please be aware that all volunteers are required to complete the Prevent and Protect Program.

In keeping with our school theme of Respect, Reverence, and Responsibility, it is the policy of the school to respect each child's feelings; therefore, invitations for private parties may be passed out in school ONLY if the entire class is invited. (e.g. all boys, all girls, entire class).

## Birthdays

Birthdays are special events in your child's life. Celebrations of birthdays or ½ birthdays should be arranged with your child's teacher in advance of the special day. Parents may send in treats to share with the whole class to celebrate their child's birthday. Treats must be store bought and individually wrapped.

## Food at School Functions

Immaculate Conception School will follow the policy of the Archdiocese of St. Louis.

1. Food at parties and other functions in schools should be limited to commercially prepared treats and individually wrapped.
2. Foods prepared at home should not be brought into the classroom for sharing.
3. When providing treats for students, please consider healthy alternatives from the usual sugary snacks.
4. No soda will be allowed for treats, except for Halloween, Christmas, and Valentine's Day parties.

# School Volunteers

## Volunteer Requirements

School volunteers are interested adults who assist the school where needed. Volunteers are needed for the cafeteria, recess duty, and other areas. All families are required to volunteer (8) eight hours of service each year. Of these eight hours, (2) two hours must be related to the Fall Festival. All parents who volunteer to work with students or go on field trips must complete the "Prevent and Protect" program. They must also read the Code of Ethics manual and sign the signature page. This only has to be done one time, not yearly. The accomplishment of the goals of the parish school is heavily dependent upon the participation of volunteers from the parish, most notable the parents of the school children. The school recognized that individual family situations result in a variance in any parent's ability to assist in support of the school through volunteer activities. If parents are unable to volunteer, they are required to donate \$150 dollars to help pay someone to fill in over and above their own volunteer time.

## Volunteer Opportunities

Apple Butter Cook  
Slaw-making  
Fall Festival setup  
Fall Festival  
Fall Festival cleanup  
Dinner Auction setup  
Dinner Auction  
Dinner Auction cleanup  
Grandparents' Day Book Fair/Science Fair  
Field Day  
Cafeteria  
Library  
Recess Duty  
Graduation setup and cleanup (7th grade families)  
Kindergarten Graduation Reception (1st grade families)  
Confirmation Reception (7th grade families)  
Home & School sponsored events  
Classroom

## Mandated Reporting

As per Missouri law, all personnel working with children or the elderly are designated mandatory reporters. This means that if there are any signs or symptoms of abuse or neglect or a suspicion of abuse or neglect, a report is to be filed.

**For more information about school policies, refer to the Immaculate Conception School Handbook available per request or on the school website, [icschoolunion.com](http://icschoolunion.com).**