



Now that my child is in Pre-K: FAQ

What is the schedule that we follow? The students follow the same schedule as the rest of the school. Except for the first day, when they have class for 1 hour with a parent. Days off will be the same for all students Pre-K through 8.

How do I know when we have scheduled days off? Watch for the monthly calendar. It is located on our website www.stemilyschool.org. There is also a monthly newsletter showing special activities and events that comes from the teachers.

What about students who still nap? We do allow time in the full-day schedule for “nap time” after lunch. Realistically, not all students still nap at this age, although full days at school can help to make them considerably more tired. Nap time at school is generally a quiet time, during which students use mats and rest after lunch time.

How can I make an appointment with a school staff member? Just call the school office at 847-296-3490 and leave a message for the appropriate person.

Are there parent-teacher conferences for Pre-K? Yes. Formal conferences will be held in the fall and spring. Watch the calendar for dates. The teacher or a parent may initiate a conference at anytime during the year.

What should my child wear? There is a required uniform for Pre-K. Students wear a St. Emily t-shirt and St. Emily sweatshirt. On the bottom any navy blue sweat pant/leggings and shorts. We ask that Pre-K follow the same guidelines as the rest of the school when it comes to hair, jewelry and makeup. This information can be found in the school uniform guidelines in the parent/student handbook located online at www.stemilyschool.org. Please be especially conscious of the guidelines for jewelry. They are in place for the safety of the children.

What if my child has allergies/medical problems? Please notify us of all allergies and medical problems your child may have. Do not be embarrassed about anything. The well-being of your child is most important and we cannot help him/her if we do not know that a potential problem exists. Let us know if anything changes during the course of the year as well.

What regular communication system does the school use? St. Emily Pre-K uses Class Dojo to communicate with families. The St. Emily School website at stemilyschool.org has valuable information including the school calendar, Wednesday News and provides access to school forms. Information is updated each Wednesday and should be checked at that time. Occasionally teachers will send information home through the student's take-home folder. E-mail blasts are also used. There is a separate newsletter just for Pre-K that is sent on a monthly basis. These newsletters are among the most valuable communications you will receive. Be sure to read them carefully as there are possible changes in the schedule throughout any given year.

Is Extended Care available for Pre-K? Yes. Extended Care is available from 6:30-7:45am and after full-day school, 2:45 until 6pm. Information is available in the school office.

Do you need a change of clothing for my child? Absolutely! We ask each parent to supply a complete change of clothes for your child (head to toe). While we require children to be toilet trained, accidents do happen. We keep a complete change of clothes in case of just such an occurrence. If we need to use your change of clothes, the soiled clothes will be put into a Ziploc bag and sent home the day of the accident. You will also receive a note that tells you which items of clothing need to be replaced in the supply of clothes we have at school. All clothes will be returned to you at the end of the school year.

Do we need to label things? YES! You need to label everything! The back pack also needs your child's last name clearly marked on the inside.

What procedures are used for arrival and dismissal of students? We have a set arrival and dismissal procedure that we ask all parents to follow.

When do the students have lunch? Full-day Pre-K has lunch from 11:30-12:15. Please remember your child has a limited amount of time to eat and does not need a 7-course meal. Simple and nutritious is the order of the day. It is also helpful to have students practice opening the type of container you intend to send for lunch. Teachers may choose to take their classes outside at other times of the day for recess. Students eat in the classrooms.

How will we know if school closes? There are several ways to find out about emergency closings. Keep your morning radio or TV tuned to one of the local stations and listen every morning; snow is not the only reason that school may have to close. You can also check ECC, www.emergencyclosingcenter.com and once your cell phone number is provided you will get a text message from School Messenger. Please do not call school to verify that there is no school. It is possible that all lines will need to remain open depending on the nature of the emergency.

If there is a need to close school during the day, families will be contacted. Children will only be dismissed with a parent or designated adult. Until we can reach a parent or emergency contact, children will be supervised by the school. Please designate a person who would be able to pick up your child within 30 minutes of our call. Emergency evacuation procedures are in place for the school should it ever be necessary, and no child will be dismissed unless the school is sure of his/her safety.

Do you practice fire drills? Yes. Evacuation, fire, tornado, and lockdown drills are practiced throughout the school year. Some are announced and others are done “cold” without student or teacher knowledge. We are very proud of the skill with which drills are handled at St. Emily School.

What do I do if my child is ill? Please call school’s absentee hotline, 847-296-1163, prior to the start of your child’s session to let us know that your child will be absent. This line is available 24 hours a day, 7 days a week.

What if my child gets ill while at school? We will notify you if your child becomes ill while at school and needs to be picked up. If we cannot reach a parent, we will call the next person on your list of emergency contacts. A child who is ill needs to be picked up promptly. No child will be sent home without a release signature of an adult.

Can I volunteer in school? You bet you can! We have opportunities, such as field trips, for parents to volunteer in school. Other opportunities are available through the Family School Association (FSA) including the January Fun Fair and holiday parties. All volunteers must be Virtus trained. That information is also on the school website.

Where can I call if I have any questions? The school office is open from 7:30 – 3:00 each school day. Please feel free to call 847-296-3490 if we can clarify anything for you. You may also call if you wish to set up an appointment to meet with a staff member. If someone is not at the desk, we hope you will leave a message on the machine and we will return your call.

Mornings Only:

Arrival is between 7:50am and 8:00am. Pre-K class begins at 8:00am. Please do not arrive before 7:50am. Students are to be brought through the east and west front doors.

Pickup for the half day program is done through the east and west front doors beginning at 11:00am. Parents should park in the east or west lot and approach the east or west wing doors. While we ask that you not be so close to the door that you block passage, please be in a spot that is visible to the teacher at the door so that dismissal can move as quickly as possible. Wait for the teacher to bring your child out. The entire process will take some time, but the safety of the children is our priority.