**Policies:**                                     

* **Admission**

—Children must be 3 years old by September 1st for Pre-K 3.

—Children must be 4 years old by September 1st for Pre-K 4.

—All children must be fully potty independent prior to the first day of school.

—No pull-ups, unless there is a medical reason.

* **Bathroom Accidents**

—Children must have a full change of clothing kept at school at all times, including socks.

-Due to the changing of the seasons you will be notified to swap out emergency clothes.

—Children need to be able to change themselves after an accident.

—In the event that a child cannot change or clean him/herself adequately, a parent will be called to either come change the child or take the child home.

—If a child does not have a change of clothing, a parent will be called to come and bring additional clothing.

—A note will go home with the child when clothing needs to be replaced after an accident.  Replacement items must come to school with the child **the following day**.

-if a child is having consistent accidents you may be asked to keep your child at home and continue working on the training process.  Your spot would be held for you.

* **Behavior**

—Everyone should act respectfully to one another.

—Shouting, when frustrated at another child or at the teacher, is not allowed and may result in a consequence (ex: telling a teacher “no” when requested to do something).

—In the event of any hitting, kicking or biting, either to another child or to a teacher, the child will be redirected or receive a consequence as determined by the teacher and parents will be advised.

—If multiple incidents occur at any time the parent will be called to pick up the child immediately.

—If the behavior continues to occur a meeting will be set up to discuss the next steps.

—Children are to play with classroom toys appropriately.  Rough or violent play is not allowed.

—In the event that a child purposely breaks an item, it will be the parent’s responsibility to replace or compensate the classroom for the purchase of a new one.

-Examples of St. Emily Pre-K consequences include:

     -redirect child or children

     -time out or thinking chair

     -stoplight system = green light is appropriate behavior

                                    yellow light is warning to modify behavior

                                    red light is excessive or inappropriate behavior

     -if stoplight is not effective, a personal modified chart will be implemented

* **Manners**

—Children are reminded to use their manners throughout the day.

—Teachers model the use of please and thank you often.

—We pray together in the morning and before snacks and lunch.

—Children are to fold their hands and be reverent during prayers.

—Use of inappropriate words (potty words or calling other children names) is not allowed and parents will be informed if they occur often.

* **Attendance**

—Children are expected to come to school each day on time for which they have been registered.  Our arrival time is 7:50-8:00.  Tardies will begin after 8:00.

—In the event of sickness or other reason they will be absent, parents must call the absentee hotline to inform us.  The number is **224-500-3743**

—Children cannot make up for a day they miss or a day in which there is no school due to a holiday.

—Children are not to arrive after 9:30 (late start due to a morning Dr. appointment, etc.).

—Children will be invited to attend classroom parties or other school events if they occur on a day in which they have not registered.  For some of those events, a parent will be required to attend with their child.  Parents will be notified of those events well in advance.

* **Uniform**

—All Pre-K students wear a uniform that consists of…

     —Any St. Emily t-shirt.  School will provide a Pre-K t-shirt to every child.  All other t-shirts can be purchased through the uniform company.

     —St. Emily PE sweatpants, plain NAVY sweatpants or appropriately fitting leggings.

     —St. Emily PE shorts or any plain NAVY shorts may be worn until **Oct. 31st** and then again beginning **April 1st.**  **NO** shorts allowed on Church days.

     —St. Emily PE sweatshirt OVER a St. Emily t-shirt.

     —A long-sleeved, white, navy or gray shirt may be worn under a St. Emily t-shirt.

     —Velcro gym shoes must be worn every day.

     —Jewelry is not to be worn to school.  A crucifix or other religious medals may be worn under the t-shirt.

     —Make-up is not to be worn.

     —There will be special dress day opportunities throughout the year.

* Gently used uniform items can be purchased at school at very affordable costs.
* **Procedures**

 Arrival and Dismissal

—Parents park their car in either the East or West parking lot and walk their child to the door. (Room 00 uses the East parking lot/Door2.  All other rooms use West parking lot/Door 11)

—Doors open at 7:50 and close at 8:00.  Children with older siblings may enter school with them at 7:45 through the back doors of the school.  After 8:00, bring your child to the main entrance of the school.

—Parents of Pre-K 3 children are allowed into the building to escort their child to the classroom for the first 2 weeks.  After that, arrival is from West parking lot, Door 11.

—Dismissal for half-day children occurs at 11:00, through the same doors as arrival.

—Dismissal for full-day children is at 2:40, through the same doors as arrival (1:40 on the 1st Wed. of every month).

—Families with older children at SES have 2 options…

  \* Preschooler dismisses at 2:40, then you go to the back of the school to meet your older child/children at the 2:45 dismissal.

  \*  Preschoolers remain with their teacher until 2:45. Older siblings come to the preschooler's classroom and then dismiss together out the assigned preschool door.

—Parents will provide a list of names of those who are permitted to pick up their child.  Parents will notify the school and teacher as soon as possible if someone who is not on that list is picking up their child and then that person is required to show proof of identity.

* **Circle Time and Center Time**

—Children are required to remain in the classroom with their teachers at all times.

—Children participate daily in circle-time instruction.

—Children are expected to be able to sit and attend to instruction and discussion for an                 age-appropriate length of time.

—If a child is not able to do that, a meeting will be set up to discuss the next steps.

—Children have free-choice time during center time but are expected to stop and come to work with a teacher when requested.

* **Lunch and Snack**

—School provides snacks and drinks daily.

—Children bring their own lunch to school daily.

—You may purchase milk from the school.

—Pre-K 4 students may purchase Hot Lunch when offered.

—Children are encouraged to learn to open their own items.  We ask that you practice often at home.

—Children are expected to remain seated at their table during snack/lunch and use table

manners.

-Children are reminded to “eat more, talk less” so they will be prepared for a shorter lunch time in Kindergarten.

* **Rest Time**

—Full-Day children are expected to rest in the afternoon.

—Each classroom has a set rest time of approximately 1 hour in length.

—Shades are closed, lights are off and relaxing music is played.

—Every child is provided a rest mat.

—The children are expected to lay quietly and remain on their mat.

—The children are not required to fall asleep.

—Each child is provided a rest bag in which they can bring a small pillow (approx. 9x13) and a small blanket and a small stuffed animal.  The items must be small enough to fit inside the bag.  The items are brought home at the end of every week to be laundered and then brought back on the child’s first day of the following week.

—Electronic devices of any kind, fidget toys or books are not allowed during this time as they become distractions to those who truly need to sleep during this time.

—In the event that a child refuses to stay on their mat or stay quiet so others can rest, a meeting will be held to discuss the next steps.

* **Birthdays**

—We celebrate each child’s birthday or the half-birthday of those with summer month    birthdays by giving them a birthday crown and singing to them.  Birthdays are also announced to the whole school during morning announcements.

—Each family provides the morning snack on their child's birthday.  We will have allergy-free snacks on hand in the event the birthday snack is not appropriate for a child with an allergy.

—The snack can be anything.  It does not have to be a nutritious snack.  However, please do not send in cakes or cupcakes.  School will provide the drink.

—The birthday child can be out-of-uniform that day.  If their birthday falls on a weekend or a day that they aren’t signed up to attend, they can be out of uniform the day before their birthday.  Children with Summer birthdays will get to be out of uniform on their half-birthday.

—Goody bags are not encouraged, but can be sent in if the family chooses to do that.  It is NOT a replacement for the snack.  Please be sure you send one for every student in the class.

                                                                  