

# OUR LADY OF GOOD COUNSEL SCHOOL

611 KNOWLES AVENUE  
2<sup>ND</sup> STREET PIKE  
SOUTHAMPTON, PA 18966

## PRE-KINDERGARTEN PROGRAM

PHONE 215-357-1300 EX. 117

REVISED SEPTEMBER 2015

### Introduction

Our Lady of Good Counsel's Pre-Kindergarten Program has been designed to help promote the spiritual, emotional physical, intellectual and social growth of young children. In recognizing the importance of the early developmental years, the program strives to meet these developmental needs of your child. A creative learning experience for three and four year olds is presented in a loving atmosphere to serve as a natural stepping stone between the home and the school.

### Admission Requirements

Age - Child must be 3 years old by September 1 for Pre-Kindergarten Three Year Old Program

-Child must be 4 years old by September 1 for Pre-Kindergarten Four Year Old Program

Children must be potty trained.

Please see the school office for the registration application and required immunizations.

### Curriculum

The curriculum is paced to the needs and rhythm of our young children. Personal social development is the primary goal for the young children entering preschool. Our Pre-Kindergarten program guidelines are put forth by the Archdiocese of Philadelphia. They are designed to enable children to develop spiritual, social, emotional, physical, and cognitive skills as they participate in developmentally appropriate activities.

Curriculum guidelines for our Pre-Kindergarten program may be found at [archphila.org](http://archphila.org). Click on schools under "Catholic Community."

Daily activities will include:

- Religion Readiness
- Language Development (communication skills; thinking, listening and speaking)
- Reading Development (Alphabet, phonics through the Letter People Curriculum)
- Math Readiness
- Motor skills (gross and fine)
- Personal and Social Development
- Art, Music, Science Lab, Gym, Media Center (technology)
- And the most important... Center Time (Learning through play)

### **A Sample Daily Schedule**

- 8:30-9:00      Arrival: unpack and table activities, Bathroom Break
- 9:00-9:30      Circle Time: Prayers, Songs, Calendar, Weather, & Language Development
- 9:30-9:45      Religion: I am Special Curriculum
- 9:45-10:15     Language: Reading Readiness, the Letter People Curriculum, Math work
- 10:15-10:35    Bathrooms & Snack: Prayers and Manners
- 10:35-11:15    Centers Play Time: Fine and Gross motor skills, Dramatic Play and Creativity
- 11:15-11:45    Outside Play weather permitting or Dance, movement, songs and story time
- 11:45-12:15    Lunch
- 12:15-12:35    Bathroom Break and Story time
- 12:35-1:15     Quiet time: On mats, books, and rest and reflection time
- 1:15-1:30      Clean-up and Bathroom Break
- 1:30-2:00      Afternoon Center time or Outside Play/ Gym Play
- 2:00-2:15      Closing Circle and Story
- 2:15-2:25      Prepare for Dismissal

Specials classes of Art, Music, Science lab, Gym and Media Center are also scheduled throughout the week. Some specials meet bi-weekly.

### **Arrival and Dismissal**

School hours are from 8:30am to 2:30pm. Please bring your child on time, (doors will be open between 8:25am and 8:45am.) **After 8:45am preschool doors will be closed and**

**you must enter through the front of the school only. This is for the safety and security of all students at OLGC.** At the school office you will sign in your child and say goodbye there. For the safety and well-being of our students, parents are not permitted beyond the school office.

Please make sure to park only in the designated parking lanes when dropping off and picking up your child.

Preschool doors will not be opened again until 2:25pm. If you need to drop your child off late or pick up your child early please notify the teacher by sending in a hand written note in the take home folder prior to the change or call the school office at 215-357-1300, ext. 117. Please notify the teacher or school office if someone other than the parent will be transporting the child. **They must present a drivers license** for identification when picking up your child. The teacher will not release the child to an unauthorized person.

### Health and Safety

-The safety of the children will always have the utmost importance. Each child will be under the guidance of the teacher or an assistant teacher at all times.

-The building has been inspected by the Fire Marshall of Southampton Township.

-The school will keep emergency numbers on file. In case of an emergency, the parent will be notified first. If neither parent can be reached, the teacher will contact the emergency number provided.

-If a child has a small bathroom mishap, he/she will be changed at school with the help of the teacher or assistant teachers. Please notify the school at once if you object to this. OLGC does not have the licensed facilities to change diapers or pull-ups. Children must be independent and be **fully potty trained (must be able to wipe themselves)** prior to the start of school. If your child has continual accidents (more than twice a week) they will be sent home until they are potty trained.

### Medications

We do not administer any daily medications in school. Pre-Kindergarten teachers will administer emergency medication only, i.e. an Epi Pen. Medication must be clearly labeled with the child's name, in a large gallon sized zip-locked bag. You must include the doctor's written order.

If your child has been absent after illness, your child must be 24 hours free of: fever, conjunctivitis, rashes, ringworm, diarrhea, vomiting, and lice to return to school. A doctor's note may be required (at the discretion of the principal and teachers) before they can be readmitted to school.

## Parent/Teacher Communication

Pre-Kindergarten doesn't participate in the scheduled conferences on the school calendar. However, please feel free to contact the teachers with any concerns. We would be happy to schedule individual conferences on an as needed basis.

The four year old teacher will schedule a parent-teacher conference in February or March to discuss the student's readiness to enter kindergarten.

The best way to communicate with teachers is to email. Teachers will look at email at the end of the school day. As per the school handbook, teachers will reply within 24 hours on school days. Teachers aren't always available to speak during the school day. For emergencies call the school office at 215-357-1300 ext. 117.

## School Notices

A **KIT** (Keep In Touch) envelope will be sent home weekly.

Information from the school will go home with your child each Friday (for example; monthly newsletters, calendars, special announcements, hot lunch orders). Please return the folder the following Monday. You may send correspondence by way of the KIT envelope (examples: tuition payments, lunch orders, etc...) Check your child's backpack for this information weekly. **Do not put money, CARES slips, or tuition in hidden pockets of the backpack. They must be put in the KIT or the take-home folder and the teacher will get them in the morning.**

## School Closings and Holidays

-Parents should check their monthly calendar for days that we may not be in session. In some instances the Pre-Kindergarten calendar differs somewhat from the Kindergarten and Grade School calendar.

-If it should be necessary to close the school due to the inclement weather, the principal will email or phone you through the school office school messenger. In the event of an early dismissal, you must make arrangements for your child to be picked up from school.

## Equipment

Students may bring a small soft naptime lovey and/or small blanket for quiet time. **Toys from home are not allowed at school;** please do not bring them into school or in backpacks. The school is not responsible for lost or broken toys. The only time toys are acceptable is on the child's show-n-tell day. The teacher will notify you of this day ahead of time.

Please label all outdoor clothing and any personal belongings.

Students also need: a box of baby wipes, Clorox wipes, a roll of paper towels, a box of tissues, a full sized back pack, a pocket folder, an art smock, and change of clothing. Additional supplies may be requested throughout the school year.

-Your child's clothing bin must have these items labeled: shirt, shorts, pants, underwear and socks. You must check the bins and refill them regularly. If clothing is in the backpack we will assume this is for the school classroom bins.

### Volunteers

Our Lady of Good Counsel School truly depends upon the help of many volunteers to maintain the fine academic program that our students enjoy. Any parent or parishioner may volunteer to assist the teacher, to work with small groups of children, assist in the media center and during specials classes. We also depend on room-parents for the help at parties. Each Pre-Kindergarten room can have up to three room-parents. **If you decide to VOLUNTEER AT SCHOOL; clearances must be completed and on file with the parish office prior to the event. Clearances can take up to three weeks to obtain and are good for three years. Contact the school office for more information, 215-357-1300 ext. 117.**

### Field Trips

Parents will be notified of all trips to areas outside the immediate school environment. A written permission slip must be signed by the parents or guardians before the child is permitted to attend the class trip. Pre-Kindergarteners must be transported to and from the field trips by the parents, (unless it is a walking trip within the school neighborhood). Buses are not available for pre-kindergarten. If you're unable to attend the field trip, you will have to find other arrangements for your child that school day.

**If YOU DECIDE TO TRANSPORT A STUDENT OTHER THAN YOUR OWN CHILD to field trips; school clearances must be completed and on file with the parish office prior to the event. Clearances can take up to three weeks to obtain and are good for three years. Contact the school office for more information, 215-357-1300 ext. 117.**

### Snacks

A snack will be provided each day at school. If your child has any type of food allergy, please notify the teacher as soon as possible. The snacks will consist of a beverage (juice or water) and graham crackers, pretzels, fruit, etc...

## Lunches

**\*\* PRE-KINDERGARTEN CLASSROOMS ARE PEANUT FREE.** Please do not pack a sandwich made with peanuts. We are sorry to inconvenience you, but due to the serious nature of some children's allergies (i.e. airborne allergic reactions) we need to insure the safety and health of all students.

Students may bring a lunch box, a drink and any napkins and utensils needed for their lunch. Half a sandwich, fruit, yogurt or pretzels would be a good size lunch for a pre-kindergartener. Please limit sugary snacks; **no candy**. Anything a child doesn't eat from the lunch box will be sent home. **We do not heat lunches**. Please have hot food in a thermos. They may also participate in the hot lunch program (see the school office for additional information and watch for order forms in the KIT folder.)

## Birthday

Celebrating a birthday is an important occasion for your child. It makes the school day very special. In the event that your child does not have a birthday during the school term, a special day can be set aside for them.

Although we realize many people like to bake, we request only store bought treats where the food label can be read for allergen information. **All snacks must be peanut free.** Appropriate birthday treats include: mini cup cakes (please no cakes, or large cup cakes), nut-free, store-bought cookies, fresh fruit, or veggies and dip.

In lieu of bringing in a food treat, you may also bring in stickers or pencils to share. A favorite book can also be brought in for the teacher to read. Please no goody bags.

If you have any questions please contact the school office at 21-357-1300 ext. 117 or the pre-kindergarten teachers by email.

Thank you! We look forward to a fun and rewarding year in Pre-Kindergarten!