

**Welcome to Pre-K at
St. Wenceslaus Catholic School**

We are excited you have joined our preschool family.
If you have any questions about our handbook,
our classroom or policies, please ask.

PreKindergarten Parent

A B C

Handbook

We believe children learn best through play and experiences.
We believe that children learn by getting messy, investigating, asking questions
and problem solving with their friends.
They learn by playing games, using their imaginations, expressing their emotions,
creating and exploring the world around them.

Here's to a GREAT year with your child!

2024 - 2025



A

Admission: All pupils entering Pre-K must be 4 years old by July 31st, with sincere intentions of sending your child to kindergarten the following year. The cost of Pre-K will be \$1,900.00 for either the M/W/F morning session (8:00 to 12:00) or the all-day T/TH session (8:00 to 3:15) for the year. Of this total – a \$500.00 deposit is required with the enrollment form. Registrations will be on a first come, first served basis. This deposit will only be refunded if you notify us before July 1st that your child will not attend our PreK. Unusual circumstances after July 1st will be taken into consideration in returning your deposit. Of the \$1,400.00 remaining – it can be divided into 10 monthly payments of \$140.00 each or 4 quarterly payments of \$350.00 each. Parents may choose to pay one lump sum at the beginning of the school year. Parents may also choose to participate in the FACTS Tuition Management Program. Information will be provided regarding the FACTS program. Any extraordinary loss of school days will be made up. **Note: In May, there will be a graduation ceremony in the school gym. In order for your child to participate in the graduation ceremony, your Pre-K fees need to be paid in full.**

Absences: Please try to come to class every day. If you know you will miss a day please call the office, 402-443-3336 or e-mail me. Julie-swanson@cdolinc.net.

Arrival: We ask that all parents model punctuality for their child(ren). Please be sure to drop students off on time. The students should be dropped off at the main entrance of the school. The kids will not be allowed in the classroom before 7:45.

B

Backpacks: Your child will need a regular size backpack. Please check it each school day and go over anything that your child did at school. They are always so proud of their work.

Bathroom needs and personal hygiene – all students will be expected to go to the bathroom on their own without requiring any assistance by an adult and washing and drying hands without making a mess. When needing to go #1 or 2, he or she needs to be able to do everything on their own (taking down and pulling up pants, wiping themselves, etc...)

Birthdays: Birthdays are very special and birthday treats are fun to pass out! If you have a summer Birthday we will celebrate your child's half birthday.

Book Orders: Every month a book order will come home with your child. It is entirely optional but getting mail at school is a lot of fun and often there are books for \$1-\$3. Bonus points from book orders help me to order books for our classroom.



C

Check-Out Procedure: If you need to pick up your child during class time, check in at the office and they will call my room and your child will meet you in the office. If you send me an email a head of time I will TRY to have your child ready.

Child Abuse: When any school staff member has reasonable cause to believe that a child or an incompetent or disabled person has been subject to abuse or neglect, or observes such a person being subjected to conditions or circumstances which would result in abuse or neglect, he/she is required by law to report such incident to the proper law enforcement agency.

Abuse or neglect shall mean knowingly, intentionally, or negligently causing or permitting a minor child or incompetent or disabled person to be:

1. Placed in a situation that may endanger his or her life or physical or mental health.
2. Tortured, cruelly confined, or cruelly punished.
3. Deprived of necessary food, clothing, shelter or care.
4. Left unattended in a motor vehicle, if the person is 6 year of age or younger.
5. Sexually abused.

Curriculum: Theme/Play based. It is designed to facilitate learning through hands-on activities, both teacher led and child led. We offer activities in the areas of religion, language and literacy, math, science, art, gross/fine motor and social skills.



D

Dismissal: M/W/F – Dismissal is at 12:00. I will walk children out the east door of the school. Please park along the curb of the street.

T/Th – We will be dismissing at 3:20 and will walk the out the north front door of the school.

Discipline: In our classroom we stress 3 important rules. We take care of ourselves, we take care of each other and we take care of our things. Students are expected to conduct themselves in a Christian manner. They will be expected to be considerate and show respect to all other students and adults. St Wenceslaus Catholic School has adopted the Virtues in Practice program. Lessons learned through-out the year will help reinforce expected behavior.

Classroom rules will be explained and consistently followed. Any student who chronically breaks the rules and shows no change in behavior after appropriate disciplinary procedures have been used will be asked to leave. This student may only return if the teacher agrees to take the student back.



E

E-mail: My school e-mail is Julie-Swanson@cdolinc.net. I check e-mail first thing in the morning. I will respond after school or hopefully the same evening. If the e-mail is about your child being sick or change in pick up drivers etc. I will respond as soon as I see them.

Emergencies: Faculty, staff and teachers are trained on what to do during fire, tornado, lock downs and other emergencies. All procedures are practiced and posted in each classroom

Extended Day: Before or after school care is available 6:45am until 6 pm. Children in the M,W, and F morning group have the option to remain at school from 12:00 to 3:20 p.m. to afternoon daycare. Parents will be provided information on fees.

F

Forms: All forms need to be filled out and returned to school. This should be done as soon as possible after the year begins. Any change of address or phone number during the school year should be given to the teacher. If a child becomes ill at school, a parent will be called and the child will be sent home.

Fundraiser: Each family will be expected to help the School raise \$175 in profit during the school year. This can be done by participating in one or both of the two major fundraisers, a donation of \$187.50 or a combination of both. More information will be sent home in the fall. (families with students in Kindergarten through 6th grade are expected to help raise the school \$375 in profit)

G

It is our goal to make sure your child has a **GREAT** Pre-K experience!

H

Homework: Occasionally we will tell the children that they have “homework.” It might be looking for 5 things that are red, finding something at home with a T sound.....etc. They get very excited when given a task like the big kids!

I

Illness: Any student with an oral temperature of 100 degrees or higher will be sent home. Please do NOT have your child(ren) come to school when they are not feeling well. Should a child become physically ill at school, a parent, guardian or person listed on the child’s contact list will be called to pick up the student. Please notify the teacher if your child needs any special care such as a special diet, inhalers, or medication, etc.

Immunizations – a copy of your child’s up-to-date immunizations should be turned into the school office on or before August 1st. If your child is behind in their immunizations or parents have a question or concern, you will be referred to the School Nurse.

J

Jitters on the first day are normal. The more positive and excited you are the happier your child will be.

K

Kindergarten: Is right around the corner! We work to get your child ready for Kindergarten.

L

Late Pick Up Policy: M/W/F Class - If you are not at the street by 12:02. I start walking with your child to the office. They will wait by the office for you to pick them up.

T/Th Class: (from the school handbook) Students are to be picked up immediately at dismissal time.

Letters: I do NOT teach the letters in order. We work on all the letters throughout the school year but focus on one letter a week. We first work on letters that are made with a straight line down, then a circle and last with a slant line.

Lunch: All Day children may bring their lunch or have hot lunch. If you are new to St. Wenceslaus you will need to set up a lunch account. Any questions, call the office.

M

Mass: PreK attend mass. In the past we have gone every Tuesday and Wednesday and we sit with the 4th graders. Please help reinforce good mass behavior when you attend with your child on Sunday

Medication: All medication that is taken at school must be marked with dosage and time to be administered. Medication must be in original bottle from the pharmacy/store. Any medication brought to school needs a parent or guardian to sign a permission slip before medication can be administered. This will allow the teacher to properly administer the medicine and ensure the appropriate dosage. Without a written note, the teacher will not be able to administer any medications.



N

Names: Please write your child's name on their jackets, backpacks, lunch boxes, blanket, mittens, hat, sweatshirts, fleece etc.

O

Office: The phone number to the school office is 402-443-3336. Mrs. Chvatal will be happy to assist you. Colleen-chvatal@cdolinc.net

P

Parent Volunteers: We are able to have volunteers in the classroom. Each week I will pick a child to be a classroom helper. He or she will be in charge of different things in the classroom and bring in show-n-tell, pictures of themselves and family to hang up in the classroom and a parent or someone else special can come in and read the class a story.

Portfolios: Over the course of the year we will be compiling work from your child in a portfolio so that you can see areas of growth.

Q

Questions: Never hesitate to ask. We will always try to return your e-mail or calls the same day.



Recess – Please be sure that your child has adequate warm clothes for outdoor play when it is cold. We try to go out at least for a little bit most days. Our policy is when the temperature is below 0 degrees, we will stay inside for recess. A coat of some sort must be worn if the temperature is less than 50 degrees but yet above 40 degrees. If the temperature is below 40 degrees stocking hats, gloves, and a winter coat must be worn.

Report Cards: Report Cards will be sent home each quarter. Conferences will be held during the school year twice a year. Please feel free to contact the teacher at any time with questions or concerns

Responsibility & Routine: This is one of my favorite “Hooray” moments when routines and procedures click! It takes a little while but then we run like a well-oiled machine. Routines help your child know what is happening next and what is expected.

Rest Time: All day children will rest for 45 minutes every afternoon. Sleeping isn’t required but we lay quietly. Nap mats are provided and you may bring a towel to cover with or lay on. All towels are stored in your child’s own personal bag. (provided). I will send home towels every Friday to be washed.

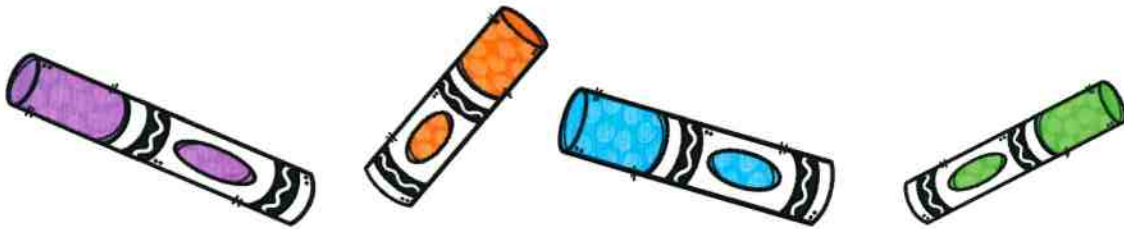
S

School Pictures: Pre—K pictures will be taken at the same time as the elementary. Information will be sent home regarding the date and time.

Skills at home: Your child not only learns at school. Home is their first and most important teacher. Please support our learning at school by working on social skills, letter/number/sound recognition, shapes and colors and writing their name.

Snack: At the start of the school year you will be charged \$20 for snack. I will then shop throughout the school year for the snacks. When we celebrate your child's birthday you are welcome to bring in treats that day for snacks. We eat snacks around 10 am each day.

St. Wenceslaus School Family Association (PTA): If you are new to our school this group is like a PTA group. There are 4 meetings during the school year. Attending is a good way to meet other parents, hear speakers and know what is going on in our school. When you attend a School Family Meeting please sign your name to the PreK attendance sheet. Teachers receive cash to use in classrooms if they have the highest % in attendance.



T

Toys: Please leave personal toys at home. It's sad when a toy gets lost or broken.

Transportation: Students will need to be driven to or walked to school. It is the parent's responsibility to bring and pick them up. The bus system is run by Neumann High School. If you are interested in your child riding a bus to/from school, please contact the Neumann High School office at 443-4151 for more information.

U

Uniform: There is not a uniform requirement for Pre-K students. We ask that you dress your child for an active day of learning. Dress students appropriately for weather conditions as well. If your child wears sandals, please make sure they have a strap around the back so they stay on their feet when running or moving around outside.

W

Worksheets: Because we are a Pre-K program and are preparing for well rounded, successful kindergarteners, there is a balance of activities that involve worksheets. The children love to cut, glue, sort, color and trace....all elements of our age/skill appropriate worksheets.

Y

Yearly Calendar: You can find the yearly calendar on the school website.

www.bishopneumann.org

Z

Zzzzzzz's: Rested children do best in school. Please get a good night's sleep!



Mission Statement – St. Wenceslaus School provides a Catholic education for those whom God has entrusted to our care.