

St. Timothy's
Preschool Handbook
2019 - 2020 School
Year

faithful +
beginnings
at St. Timothy School

*Growing Together in
Mind, Body, & Spirit!*



St. Timothy's Preschool

Growing Together in Mind, Body, & Spirit.



Introduction

Welcome to Faithful Beginnings at St. Timothy's School! Preschool is such an exciting time in your child's life; it is an age of endless discovery and rapid growth for your child. We are honored and thrilled you have chosen to share this time with us and become part of the St. Timothy's School community! We strive to instill in your child a love for learning, provide opportunities for enriching friendships, and foster their spiritual growth.

Philosophy

The goal of St. Timothy's Preschool is to promote a love for learning in all students. We believe in the education of the child as a whole, by providing age appropriate learning through discovery, exploration, play, movement and music, and literacy experiences. We strive to ensure a creative classroom environment with a variety of learning experiences to support your child's social, emotional, cognitive, physical, and spiritual development.

Curriculum

St. Timothy's Preschool strives to center learning around children's interest and developmental needs. Our preschool program utilizes the Creative Curriculum and Minnesota Early Learning Standards as a framework for all lessons. The trained teacher assesses children using Teaching Strategies Gold that is an observation based assessment. Teachers take trainings through Teaching Strategies Gold. Information from these assessments is used to guide our instruction. We will meet with you twice a year to discuss your child's strengths and goals. If you have any questions about assessments and how we use them to meet your child's need, please talk to the teacher. Handwriting Without Tears is used to promote fine motor and early writing skills in the preschool classroom. The preschool program also utilizes project learning in our 4-year-old classroom. Additionally, the preschool program utilizes "Stories of God's Love" to enrich and foster your child's spiritual growth.



St. Timothy's Preschool

Weather Related Closings/Early Dismissals

St. Timothy's Preschool follows the Maple Lake School District (ISD 881) for all weather related closings and early dismissals

Discipline

At St. Timothy's we know each child is a unique expression of God's image. We strive to understand the exceptional development of each child and guide their learning process in a safe and positive manner. The core of our program focuses on developing positive and effective student learning experiences and assisting students in building strong community relationships. We believe in guiding children by focusing their attention on various learning experiences and encouraging them to problem solve and work together. We encourage students to be independent, responsible, see the logical consequences of their actions, and be able to regulate their emotions and feelings appropriately. Occasionally, it may be necessary for a child to experience temporary loss of a privilege or activity as a consequence of misbehavior. We don't, under any circumstances, punish using physical punishment (shaking, spanking, pinching etc.), psychological abuse (shaming, name calling, withholding affection etc.), or coercion (rough handling, physically forcing a child to eat, clean etc.). In the event we have a child on an IEP, we may use restraint for safety of the child or others. Our intent is to provide all students with a positive and safe learning environment. One in which children, teachers, equipment, materials, and the property of others are equally respected. If a behavior is an ongoing issue, the teacher will meet with the parents to develop a plan.

Calendars

St. Timothy's Preschool follows the Maple Lake Public School (ISD 881) school calendar in observance of holidays, vacation periods, non-student days, and weather related cancellations.

Open House Orientation

The school year begins with an evening open house. This is a time for parents/guardians and children to meet the teacher and assistants. Students and families will have the opportunity to explore the classroom and engage in an activity with their child. Open house is an important night for preschoolers. Young children need to be able to explore their new environment in order to build a comfort level. Attending open house greatly reduces 1st day jitters, for many children.



St. Timothy's Preschool

Eligibility

3-Year-old Class -

- 1.) Students must be 3 years old by September 1st of the school year.
- 2.) Students must have independent bathroom skills and not be using training pants.
- 3.) Students must have current required vaccinations.

4-Year-Old Class -

- 1.) Students must be 4 years old by September 1st of the school year.
- 2.) Students must have independent bathroom skills and not be using training pants.
- 3.) Students must have current required vaccinations.

Supply Fee

Students in the preschool program pay a supply fee. This fee covers all the necessary supplies the children utilize throughout the year. You are not required to purchase any additional supplies for the classroom; although donations are always welcome. The teacher may ask for donations throughout the year.

The supply fee is as follows:

4-Year-Old Class M/W/F Supply Fee: \$15.00

3-Year-Old Class T/TH Supply Fee: \$10.00

3-5-Year-Old Class M/T/W/TH/F Supply Fee: \$25.00



St. Timothy's Preschool

Fees & Tuition

Registration Fee: A \$50.00 non-refundable registration fee is required when registering for preschool.

Monthly Tuition:

-3-Year-Old T/TH Preschool Class (8:00 - 11:00 a.m.)

*Tuition for the morning 3-year-old class is \$100.00 a month.

-3-Year-Old Preschool and Stay & Play Program (T/TH, 8:00 a.m. - 2:45 p.m.)

*Tuition for Preschool and the Stay & Play program is \$200.00/month

- 3-Year-Old Preschool/Stay & Play M,W,F (M/T/W/TH/F, 8:00 a.m.-2:45 p.m.)

*Tuition for Preschool/Stay & Play is \$500.00/month

-4-Year-old M/W/F Preschool Class Half Day (8:00 a.m. - 11:15 a.m.)

* Tuition for this program is \$150.00/month.

-4-Year-old M/W/F Preschool Class All Day (8:00 a.m. - 2:45 p.m.)

* Tuition for this program is \$300.00/month.

-4-Year-old M/W/F and Stay & Play T/TH (M/T/W/TH/F, 8:00 a.m.-2:45 p.m.)

* Tuition for this program is \$500.00/month.

*We have a before and after school option (Little Saints) available from 7AM-8:00AM and 2:45PM-6PM for an extra charge. (\$3.00/hr rounded to the nearest quarter hour). Ask our Preschool Coordinator, Alicia Christenson for more information.

*Parents are encouraged to use TADS online payment system for tuition and to apply for scholarships.

*Scholarships are available through TADS and Schulze Family Foundation. Please ask Alicia Christenson for more information.

Parent Involvement

Parents are an integral part of the educational process. St. Timothy's values parent involvement and provides multiple opportunities for parents to engage in their child's education. St. Timothy's also has an open-door policy and welcomes parents to visit their child in preschool and participate in their day! If you would like to chaperone a field trip, assist with a classroom party or activity, adult volunteers must have completed the following:

* A background check.

* VIRTUS training

St. Timothy's Preschool

* Signed Code of Conduct

Snacks

Preschoolers will participate in a shared snack in all programs. The all-day program will have a morning and afternoon snack. Students in the "Stay-and-Play" group will also have an afternoon snack. Parents will be asked to supply a group snack periodically. Your child's teacher will provide you with a list of appropriate and allergy friendly snack options. If your child would like to brush their teeth after meals or snack, please send in a toothbrush.



Milk

We have milk to drink for snack. Since children usually don't drink the whole milk, we split the milks. The cost for morning milk for the 2019 - 2020 school year is as follows:

3-Year-Old T/TH AM Preschool: \$25.00

4-Year-Old M/W/F AM Preschool: \$30.00

3-Year-Old T/TH AM Preschool + Stay & Play Option: \$30.00

4-Year-Old M/W/F All Day Preschool: \$35.00

3-5-Year-Old M/T/W/TH/F All Day: \$60.00

Lunch

Students in the 4-year-old preschool program that stay all day and students in the Stay & Play 3-year-old option may purchase school lunch from the cafeteria or bring a cold lunch from home.

The projected 2019-2020 cost of hot lunch is \$2.60 per meal (milk is included). Checks should be made payable to St. Timothy's Lunch Program. Adult guest lunches are \$5.00. The lunch program offers the students a choice of chocolate, skim or 1% milk. Children eating cold lunch may buy milk for \$0.50 a carton, each day.

Applications for free and reduced lunches are sent to each family in August. Parents may request this form from the school office at any time during the year. A new free/reduced form must be filled out each year before October 15th.

St. Timothy's Preschool

** Breakfast is also available to all students from 7:45-8AM. Breakfast may be purchased daily for \$1.90 (projected cost 2019-2020 school year). Students participating in our lunch program who receive a free or reduced lunch will also receive a free breakfast.

Rest Time

Students in the 4-year-old all day preschool program and students in the Stay & Play program will participate in an afternoon rest period. St. Timothy's will provide each child with a cot to rest on. Children may bring a blanket and a pillow from home to use during rest time.



Uniforms

The preschool program is foundational experience for your child's Catholic education, and an important part of the St. Timothy's School community. As a part of the school community students will be required to wear dark blue pants or plaid skirt/jumper and a light blue polo shirt.

Arrival

Preschool has a flexible start time. Children are welcomed into the classroom between 8:00 - 8:15 a.m. Parents/Guardians are required to walk preschoolers into the classroom to sign them in, assist them in taking off outside gear, and putting away their folder. Students who participate in before school care will enter the classroom at 8:00 a.m.

Departure

3-Year-Old Class: Morning preschool concludes promptly at 11:00 a.m. The preschool teacher will open the door at the conclusion of class and welcome parents into the room to assist their child in collecting their belongings and heading home. Children must be signed out.

Stay & Play Option: Students who attend the stay-and-play option on Tuesday & Thursday will remain in the preschool classroom and transition to prepare for lunch. Parents are expected to pick up students from Stay & Play at 2:45 p.m. with the conclusion of the regular school day. Children must be signed out. If your child is attending after-school care, staff will assist your child in transitioning to the after-school program. Children must be signed out.

St. Timothy's Preschool

4-Year-Old Half Day: Morning Preschool concludes at 11:15. We will be transitioning into lunch. You may help your child in collecting their belongings and head home. Children must be signed out.

3-5-Year-Old All Day: The all-day program concludes with the regular school day at 2:45 p.m. Parents need to walk into the building to pick up their child. If your child is attending after-school care, staff will assist your child in transitioning to the after-school program. Children must be signed out.

Schedules

Each preschool class follows a daily schedule, which is posted in the preschool classroom. Please take the time to become familiar with your child's schedule, it will give you a reference point to discuss activities with your child.



Illness

As a parent, you know your child best. If your child is exhibiting signs of illness, please keep them home to rest; they will not enjoy learning or the preschool experience if they are not feeling well. The preschool adheres to St. Timothy's Catholic School illness policy:

- * If your child has a fever of 100 degrees or more they need to stay home for 24 hours after their temperature has returned to normal, without fever reducing medication.
- * Your child has vomited or has diarrhea, he/she must stay home until 24 hours after the last episode.
- * If your child has head lice, they cannot return to preschool until they have been treated and are free of nits and lice.
- * If your child has an infectious disease they must stay home until they are no longer contagious.

If any child is under immunized and is in contact with a child showing symptoms or showing symptoms themselves of a disease that is vaccine preventable, we will contact the Minnesota Department of Health and follow their protocol on exclusion.

Parent Notification of Illness or Accident

Please report any illnesses to the preschool staff, immediately. You can call the school at 320-963-3417.

St. Timothy's Preschool

You can also e-mail the preschool teacher directly:

achristenson@churchofsttimothy.org

lhackenmueller@churchofsttimothy.org

Tuesday Late-Starts

The Tuesday morning 3's class will not be in session on district scheduled two hour late start Tuesdays; however, the Stay & Play program will still be offered, and will begin at 10:00 a.m. with the regular school day.

Required Forms

- * Medication Permission Form (if your child needs medication administered at school)
- * Emergency Information/Authorization
- * Preschool Registration Form
- * Family Information Form
- * Preschool Permission Form
- * Immunization Records (required before starting program)
- * Picture Release Form
- * Health Care Summary (within 30 days of start date to continue enrollment)



Parent Communication

You are always welcome to discuss your child's development or any concerns with the preschool staff. The preschool staff will communicate with parents through a weekly newsletter. The newsletter will be sent home in student's Thursday/Friday folder. Because of the nature of our active day, it is usually best to email the classroom teacher. The classroom teacher will check email at the beginning and end of each day and respond to parents accordingly. If you have an emergency or need to relay immediate information, it is best to call the school office: (320) 963 - 3417.

Preschool Staff

St. Timothy's Preschool is staffed by licensed early childhood educators. The program is supervised by St. Timothy's principal.

Preschool Teacher/Coordinator:

Alicia Christenson: achristenson@churchofsttimothy.org

Stay and Play Teacher:

Linsey Hackenmueller: lhackenmueller@churchofsttimothy.org

Thank you for choosing Faithful Beginnings at St. Timothy's!