

# Our Lady Queen of Peace Preschool Handbook



# 3 Year Old Half Day Preschool Schedule

8:30-8:45	Wash Hands Table Toys Restroom
8:45-9:10	Circle Time Greeting Geography Story/Lesson
9:10-9:30	Large Muscle Indoor and Outdoor Play
9:30-9:50	Restroom Wash Hands Snack
9:50-10:50	Learning Centers Free Play Individual Skills Clean Up
10:50-11:00	Quiet Time
11:00-11:20	Bible Story/Verse Music
11:20-11:30	Dismissal

## 3 year old classroom

### Star of the Week

The Star of the Week will have special privileges for the week. They will be the line leader, have a special stool and be able to bring Show-N-Tell. The Star of the Week will also be taking home, “Mrs. Chris’s Suitcase”. This is a small suitcase containing fun learning activities for parents and their child to interact. They may keep the suitcase for the full week and return it on Monday of the next week.

### Curriculum

The curriculum is everything that goes on in the program from the moment a child arrives until he or she leaves. Planning, implementing, observing, reflecting and making adjustments based on individual needs will be an ongoing process.

Goals and objectives are based on Developmentally Appropriate Practices. Implementations of Montessori and Reggio Emilia philosophies will take place in the three year old classroom.

We will be learning geography in the classroom, by investigating and learning about our world.

# 4 Year Old Full Day Preschool Schedule

8:30 – 8:45	Opening Activities Calendar Religion - Prayer
8:45 – 9:10	Art
9:10 – 9:25	Alphabet Module
9:25 – 9:55	Recess Restroom Snack
9:55 – 10:05	123 Time
10:05 - 10:15	Handwriting
10:15 – 11:00	Free Play Open Ended Art Activities Wed. - Spanish Thur. - P.E. Fri. - Computers
1:15 – 1:45	Rest and Silent Reading Time
1:45 – 2:00	Snack
2:00 – 2:15	ABC Time
2:15 – 2:30	123 Time
2:30 – 3:00	Free Play Learning Centers Individual Skills

## 4 Year old classroom

### V.I.P.

The V.I.P. Is the **V**ery **I**mportant **P**erson. The V.I.P may bring a snack for each child in the class. The teacher will tell you at Meet The Teacher Night how many children are in the class. OLQP provides juice, water and sometimes milk. The V.I.P may bring Show-n-Tell that can fit into his or her book bag.

The morning your child is V.I.P please place your child's book bag in front of the easel on the blue rug. Please give the teacher the snack or place it on the counter by the sink.

The V.I.P is the special helper for the day. They are the line leader, flag holder and they get to sit in the V.I.P chair.

# Curriculum

The pre-reading program comes from Alpha-Time and philosophies of Success in Reading and Writing. The children enjoy learning their letters and sounds through music and the delightful letter people.

Math skills are taught by using hands-on activities and the philosophies of Math Their Way to teach the early childhood math skills.

U.S. Geography will be taught to the Four Year old afternoon class. We will talk about each of the 50 states and learn some fun facts about each one. Ask your 4-year old what state we studied and something about it each day.

## Important Information and Procedures

### Discipline

Our philosophy on discipline is to have a fun and exciting classroom and lots of different activities so children will be anxious to participate appropriately. Inappropriate behavior will be handled by talking to the child about the inappropriate behavior and encouraging them in positive ways. Redirection is also a positive way to resolve a conflict by changing activities. Time out is not appropriate in a preschool setting and can be damaging to their self-esteem. Removal from the group happens in rare circumstances when we are in the middle of a busy activity and cannot talk to them immediately. Preschool is a time for children to learn to enjoy school and learn appropriate and inappropriate behaviors in a fun and secure environment.

### Drop Off and Pick Up

The 3 year old and 4 year old classes may be dropped off at 8:15 a.m. No one may enter the building before 8:15 a.m. Teachers have prayer prior to this time. The clean-up song is sung at about 8:25. This is the time for parents to make their exit. Preschool begins at 8:30 a.m.

Parents may park in any parking lot around OLQP to drop off your child. You may walk through the Kindergarten room between 8:15 – 8:30. However, at pick up times you may only come in through the preschool playground off Mary Street.

Parents **MUST** always walk their preschooler into the building.

Parents, please help your preschooler put their coat and book bag into their locker. Please make sure coat and jacket sleeves are right side out. If there is something the child needs to return to us please take it out of the book bag and give it to us at this time. We usually do not have an opportunity to check book bags.

When picking up your preschooler park on Mary Street and come into the hallway. The preschoolers will be dismissed at 11:30 for half days. Full day preschool will be dismissed at 3:00.

Please be **punctual**, your child expects you to be there at the end of preschool. It can be upsetting to them when you are not.

# Gate and Fence

Parents and teachers may open and close the gate. The preschoolers are instructed that they may not. This is for your child's safety. We do not want a child to be outside the fence unattended. Please make sure you close and latch the gate upon entering and departing.

# Jackets and Coats

Please send and leave your child's jacket or coat in your child's locker in cool weather. We will try to go outside daily. Please write your child's name inside all coats and jackets.

# Cubbies

Please check and take any papers in your child's cubbie every day. We don't want you to miss any important notes. If there are art papers on top of the lockers they are for you to take home. They were placed on the lockers to dry earlier in the morning. The 3 year olds will have important papers in their book bag.

# Change of Clothes

A change of clothes is required in preschool. A pair of seasonal clothes along with socks and underwear needs to be placed in a **GALLON** size zip locked bag. The bag needs to be labeled with your child's name. I know all of your children are potty trained, but accidents can happen. In case of a spill or sickness we need a change of clothes.

When the weather turns cool then warmer clothes will need to be brought in and placed in the appropriate cubbie. We will remind you when the change of season arrives.

# Classroom Volunteers

We often ask parents to help throughout the year with certain activities. Parent volunteers must attend a **Protecting God's Children Workshop**. You may not volunteer in the classroom without completing this workshop and the certificate is on file in the school office. Workshop dates will be posted in the school newsletter when they are being offered.

# What to Wear

Please do not send your child to preschool wearing clothing that would be upsetting to you if it were ruined. Remember, we paint, glue, cut, play outside and occasionally drink red juice. We do wear paint smocks for most activities but accidents can happen.

Proper shoe wear is tennis shoes. This is the only shoe the primary grades can wear, even with the jumpers. Sandals do not protect the feet and absolutely **cannot** be worn. Please, only Tennis Shoes.

Preschoolers are newly potty trained and it is hard to maneuver a lot of buttons on some fancy jeans and pants. So, please, keep it simple. Elastic waist pants are best and easiest for preschoolers to do themselves.

No belts are to be worn by preschoolers. When preschoolers have to use the restroom quickly belts are a definite dilemma.

## Absenteeism

When your child is going to be absent from preschool, please call the school office and report them absent for the day.

## Allergies

Please let the teacher know of any food allergies or medical concerns.

## Progress Reports

Progress Reports will go home in January and May. Your preschool teacher is always available to talk to you about your child's progress or concerns before and after class every day.

## School Website

Parent letters, hot lunch menu, day to day classroom information, service hour form, and other important information can be found on the school website. A parent letter will be posted every Wednesday. These letters will be found on our website, [parents.olqpbethalto.org](http://parents.olqpbethalto.org). If you cannot access the Internet and need a hard copy every Wednesday, please contact the school office so Mrs. Withers can put your name on our list. **IT IS VERY IMPORTANT THAT YOU READ THE LETTER EVERY WEDNESDAY SO YOU KNOW WHAT IS GOING ON AT OLQP FROM WEEK TO WEEK!**

If you are not presently receiving the newsletter via email, and would like one, please contact the school office @618-377-6401 or [school@olqpbethalto.org](mailto:school@olqpbethalto.org). You may also directly signup for the newsletter on the [parents.olqpbethalto.org](http://parents.olqpbethalto.org) site by selecting the Newsletter menu then the Subscribe button.

# Please Post On Your Refrigerator

## Nutritional Snacks

It is never too early (or too late) to start developing healthy eating habits. With this in mind, we would like to suggest nutritional snacks on your child's snack days.

Snacks for school must be sent in original unopened packages or containers. We understand that limits some snack choices, so we are providing some possible snack suggestions.

Pretzels	animal crackers
variety of nuts	chips and dip
graham crackers	combo snacks
carrots	banana chips
packages of cheese sticks	pudding cups
cheez-its	grapes
ice cream cups	vanilla wafers
peanut butter and crackers	goldfish crackers
individual pretzels and cheese	fruit cups
individual bread sticks and cheese	jello cups
fruit snacks/fruit roll ups	cheese
ritz crackers (with or without canned cheese)	individual applesauces
individual cheese and crackers	cauliflower
raisins	celery
chips and salsa	pop tarts
bagel chips	cereal

### **4 year old classroom**

Please bring two items for snack. For example if you bring fruit snacks also bring Goldfish crackers. No frozen treats please.

### **3 year old classroom**

Each family will be assigned a week to bring snack, one snack per day.

# PARENT SERVICE HOURS PROGRAM

Please see the Parent Service Hours page located on the website for up-to-date Log Sheet, Signature Sheet and ways/ideas for fulfilling your obligation.

<http://parents.olqpbethalto.org/index.php/parent-info/service-hours>.

It is our goal at Our Lady Queen of Peace to provide your children with the finest education possible. We strive to help them not only in scholastic achievement, but in their spiritual, social, and physical growth as well. While we have a fine and dedicated staff, parents also provide a vital service to our school.

In an effort to keep costs down and promote a more even distribution of the parental workload, we are introducing a Parent Service Hours Program for the current school year. In this program, parents will provide hours of service throughout the year from their choice of activities ranging from library helper to serving as a PSA officer. It should be noted that all four Catholic schools in our area require families to complete service hours.

Service hours are required for families whose children attend Our Lady Queen of Peace Catholic School. Your dedication in achieving these service hours helps to ensure that the tuition at Our Lady Queen of Peace remains affordable.

Each school family is required to complete a minimum of 20 service hours for Kindergarten through 8th grade and a minimum of 10 service hours for Pre-K 3 & 4 year olds, between May 1 and April 30 each school year. The hours are per family which includes grandparents, aunts, uncles and siblings as long as they have attended a Protecting God's Children Workshop.

There are many opportunities to obtain service hours. Examples are listed below:

- OLQP Summer Jamboree
- PSA Fish Fry (6 Fridays during Lent)
- Work (concessions or entrance) Sports Tournaments and Events
- All PSA fundraising events or sales
- Smorgasbord
- Attend PSA meeting
- OLQP Auction
- Library
- After School Program sub
- Box Top program
- Assisting teachers with various projects
- Working Special Persons Day lunch
- All Catholic Schools Week Activities (book fair, special person's lunch, open house doughnut serving)
- Mission Carnival
- Bake sales
- Working a class bake sale
- Working on class projects for a fundraiser
- Head coach of one of our sports teams (all 20 hours fulfilled)
- Assistant coach of one of our sports teams - maximum of 1 per sport (all 20 hours fulfilled)
- Being on the board of any committee (all 20 hours fulfilled)
- PSA Classroom Representative (20 hours fulfilled)
- Head chairperson of a PSA approved fundraiser (all 20 hours fulfilled)

➤ 1 hour will be given for every \$100 sold in a PSA fundraiser

Some examples of what does not qualify are: lectors, greeters, Eucharist ministers, class parties, rummage sale and field trips.

Your hours should be recorded on a service hours log sheet you can print from the school website and must be turned in to the school office a few times during the school year. Emily Lamere is in charge of this task. If you have questions or you need to find out your hour total, contact Emily Lamere.