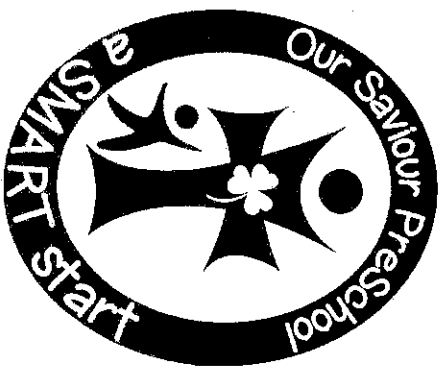
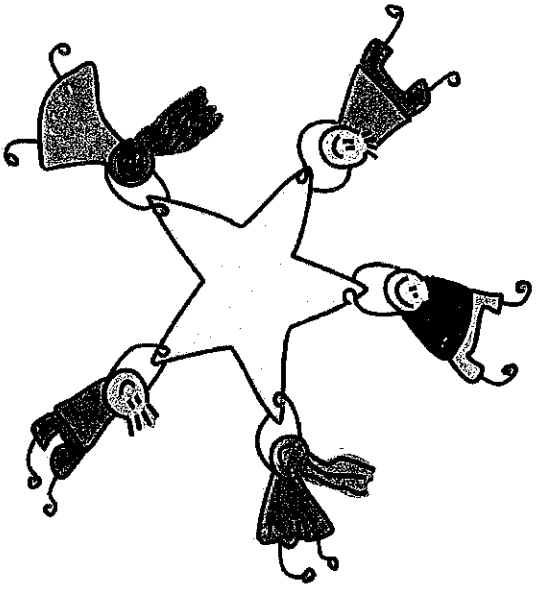


2022-2023

# Pre-K Handbook



455 East State Street  
Jacksonville, Illinois 62650  
217-243-8621  
[www.oursaviourshamrocks.com](http://www.oursaviourshamrocks.com)

## SNACKS, LUNCH & BIRTHDAYS AND SPECIAL EVENTS

### **Snack**

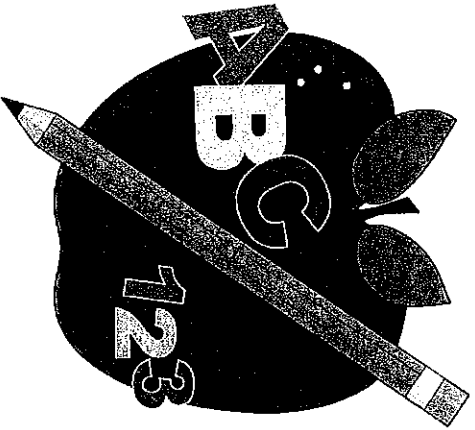
The students will receive a snack each morning and afternoon. The school will provide water to drink at snack time as well.

### **Lunch**

Students will eat lunch in the school cafeteria at 10:50. Our Pre-K aides will supervise our students in the cafeteria. School hot lunch is available for purchase, or you may pack a sack lunch for your child. Lunch money can be sent to school weekly or monthly – depending on what is best for you. Please place your child's lunch money in a labeled envelope with your child's name, teacher, and grade level on the outside. This will help ensure it gets to the correct place.

### **Birthdays/Special Celebrations**

We love to celebrate birthdays in Pre-K! Each child will get the opportunity to celebrate his/her birthday at school. Students may bring in special treats **individually wrapped** to share with the class on his/her day. One tradition at OSS is that the birthday boy/girl is "treated" to a non-uniform day. Please see the school handbook regarding our non-uniform policy. We will send home a note at the beginning of the year with the date selected for your child's special day. Birthday invitations **MAY NOT** be passed out in school unless the entire class, all of the boys, or all of the girls are invited. We don't want feelings hurt. Please refer to the school directory if mailing invitations for a party.



## DAILY SCHEDULE

Our Pre-K curriculum educates the whole child. Throughout the week we will cover materials in each subject area. Below is a list of what will be taught in our classroom:

- Morning Message/Calendar
- Math
- Dr. Heggerty Phonemic Awareness
- Religion
- Alphabet Time/Handwriting
- Story Time
- Science and Social Studies
- Centers/Free Play
- Specials – Pre-K 3's and 4's will receive music one time a day
- Gross motor/outdoor play (weather permitting)

### Arrival Procedures for Pre-K:

*If you have a Pre-K only child.* You will park in the West parking lot and walk your child to the alley-way door located on the West side of the school. *Until Labor Day*, you may walk your child into their classroom, using this door. *After Labor Day*, please bring your child to the alley-way door and they will be monitored as they walk to the classroom. We will have a monitor at the door to assist them.

If you have a Pre-K student AND a K-8 student, you will move in a single lane on the East side of the building and you will drop off your student on the sidewalk. They will walk down the sidewalk to the main door. Again, you may walk your Pre-K student in until Labor Day.

### Dismissal Procedures for Pre-K:

- Pre-K students will dismiss at 2:45 p.m. each day.
- For the Pre-K only families (who only have a Pre-K student who attends OSS), you will pick-up your child at the south Pre-K doors, walking from the west parking lot.
- For those families with K-8 students AND Pre-K students, you will use our east parking lot for car dismissal. You'll park your car in one of the five lanes facing North. Walk to the South doors, walk them back to your car and wait for your older children to dismiss.

We thank you for abiding by these procedures, as they keep all of our students safe!

## WELCOME/CONTACT INFORMATION

Welcome to Our Saviour School's Pre-K! We are so excited you chose Our Saviour Pre-K for your child's early learning experience! Throughout this year, your child will be given the opportunity to grow academically, socially, emotionally, and spiritually through developmentally appropriate activities in a safe learning environment. We look forward to a fun and fantastic year with your child!

This year begins a partnership between home and school that will continue to grow throughout your child's educational career. We will be in frequent communication with you throughout the year, and we want you to feel comfortable to do the same. Please don't ever hesitate to contact us. Texting is the best way to reach us during the day. While we may not always be able to reply immediately, we will check our phone often and can always respond during lunch and/or after school.

## MEET OUR PRE-K STAFF

**MRS. AMY WHITE**, Pre-K Teacher - Amy graduated from Illinois College with a degree in Early Childhood Education. She has 13 years of teaching experience. She has two sons who attend Our Saviour School. Amy can be reached at (217) 473-8318. [awhite@oursaviourshamrocks.com](mailto:awhite@oursaviourshamrocks.com)

**MRS. BAILEY BECKER**, Pre-K Teacher - Bailey graduated from MacMurray College with a degree in Educational Studies. She has 8 years of teaching experience. She and her husband, Justin, have 3 children with the oldest attending OSS. Bailey can be reached at 217-370-2278.

[bbecker@oursaviourshamrocks.com](mailto:bbecker@oursaviourshamrocks.com)

**MRS. JESSICA ARNOLD**, Pre-K Teacher: Jessica graduated from the University of Dayton. She and her husband Bryan, have three daughters and they all attend OSS. She has been a Pre-K instructional aide for two years and is starting her 3rd year as a Pre-K teacher this year. Jessica can be reached at 217-204-8051. [jarnold@oursaviourshamrocks.com](mailto:jarnold@oursaviourshamrocks.com)

**MRS. ANGIE RIVES**, Pre-K Instructional Assistant: Angie graduated from Triopia High School. She and her husband Scott, have two sons at Our Saviour School.

**MS. HALEY HAARMANN**, Pre-K Instructional Assistant: Haley graduated from Rount Catholic High School and is attending online classes, majoring in Early Childhood Education.

## DRESS CODE

Dress code for students (boys and girls) are to wear the Pre-K logo tee as their uniform top. Orders for the Pre-K uniform tees happen upon enrollment and on an ongoing basis through the school. The shirt may be short or long sleeved or a crew or hooded sweatshirt. For the bottoms, the boys and girls may wear any comfortable bottom that is navy blue in color. The key is clothing that is fit for play, ease, and comfort. The Pre-K students may wear a long sleeved shirt under their Pre-K logo short-sleeved tee. **Shoes** - Students may wear tennis shoes or other shoes with a sturdy sole and back on the heel. Flat heeled boots are acceptable, but due to safety no boots with heels (including cowboy boots). Pre-K students may wear any color socks. No face paint, face stickers, or facial jewelry.

## SERVICE HOURS

**Pre-K-only** families are required to perform 5 hours per year with the year being May 1-April 30. In order for the program to be successful, it is important for every family to participate. In addition to helping ensure that the current programs in our school can continue uninterrupted, added benefits to each family will be: an increased awareness of school activities; a chance to meet new people; and an opportunity to help make sure the students continue to have an enriching educational experience at Our Saviour School.

## IMPORTANT INFORMATION

1. It is our policy that children must be 3 or 4 years old, respectively, by September 1 of the school year.
2. Children must be toilet trained in order to enroll in the program. To us, potty trained means the child can use the restroom independently, including pulling up and down their own pants, wiping themselves, flushing, and then washing their hands. We understand that students may have an occasional accident, but when they do, they can change into spare set of clothing. We realize it's difficult for these young students should they have a bowel movement accident, and therefore we will be calling parents to come and change them should this type of accident occur.

3. A health physical, within the past year, including lead screening, is required for each child enrolling in the program. These are due by October 15. **Please notify the school and teacher if your child has any allergies.**

4. Rest Time occurs for our Pre-K students. Each child is to bring to school (to keep at school) a small blanket and a small stuffed animal. No pillows or sleeping bags, please! While the children are not required to sleep, they are required to lay still on their cot and rest their bodies (so that others, who are sleeping, may rest).

## CLASSROOM MANAGEMENT

Our Saviour Pre-K strives to provide a caring and safe environment for student growth and development. Rules are explained to students at the beginning of the year and we will spend lots of time reviewing our rules and learning how to respect others and others' property. Our rules are tied to 5 body parts:

1. Looking eyes
2. Listening ears
3. Kind words
4. Gentle hands
5. Walking feet

Pre-K is a time for students to learn how to take turns, listen to their teachers, and work with others. While we do expect students to always do their best, we do not expect perfection. If a student is having difficulty with classroom rules or behavior, he/she will be given several verbal reminders. If the behavior continues, he/she will be removed from the situation, given a verbal correction, and a reflection time. We will always follow up by talking about the classroom rules and discuss better choices for next time. Students will use a system of colors to help monitor. This system will be introduced and practiced with students as part of our beginning of the year routine. More information about this system will be sent home at a later date.