



OUR SAVIOUR SCHOOL

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oursaviourshamrocks.com

MRS. STEVIE VANDEVELDE, PRINCIPAL

July 21, 2022

Dear Pre-K Families,

I hope this letter finds you and your family enjoying this beautiful weather and lots of family and friends time. I am enjoying some time with my family, while spending a great deal of time planning for the fall. We are eager to see our littlest Shamrocks walk through our doors this August! I hope this letter provides you with information to help make the first few days of school less intimidating and more relaxed. Please note - those who have older siblings in K-8th will be receiving their summer letter soon; however, we send a separate Pre-K letter now.

We are excited to be celebrating our 150 year anniversary this year. We have incorporated this celebratory event into our school theme this year with: "Rooted in Faith – Growing in Love" - #150YearsStrong".

Office Paperwork: Effective this week, we will be sending correspondence via our School Messenger (auto call) and TeacherEase systems. It is important for you to receive this information. In order to receive this information, you need to have completed the forms in the registration packet and returned them to the school office. Please contact the office if you have phone number or email changes. See office hours below.

Pre-K Orientation: To assist with the beginning of the school year, we will be having individual parent/student and teacher "meet and greet" sessions on Monday, August 15 and Tuesday, August 16. You will receive an email by August 9th to schedule a 20 minute "meet and greet" time. During this time, you will be able to bring your child's school supplies, receive additional Pre-K information, meet the teachers, explore the room, and make sure all necessary office forms are turned in. Your child will also be receiving (and decorating!) his/her Pre-K tote bag at this time.

First Day of Pre-K will be Tuesday, August 23rd. This year, our tardy bell will be at 8:07 am.

Arrival procedures: *If you have a Pre-K only child:* You will park in the West parking lot and walk your child to the alleyway 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 alleyway 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 an older student:* you will move in a single lane on the East side of the building and you will drop you're your student at the sidewalk. They will walk down the sidewalk to the main door. Again, you may walk you Pre-K student in until Labor Day.

Sickness protocol: Children who are sick, feverish, or in need of medicine at regular intervals are expected to stay home to recover and to receive proper rest and attention.

Water Bottles: We continue to encourage students to bring their water to school each day. Disposable plastic water bottles are acceptable or a reusable water bottle can be brought back and forth daily. Water bottles should be plastic and spill-proof. You must ensure your child's name is on the water bottles.

Meet our Staff:

- **Mrs. Amy White, Pre-K Teacher:** Amy White graduated from Illinois College with a degree in Early Childhood Education. She has 13 years of teaching experience. Amy's two sons attend Our Saviour School.
- **Mrs. Bailey Becker, Pre-K Teacher:** Bailey Becker graduated from MacMurray College with a degree in Educational Studies. She has 8 years of teaching experience. She and her husband, Justin, have two sons and daughter and her oldest son attends OSS.
- **Mrs. Jessica Arnold, Pre-K Teacher:** Jessica Arnold graduated from the University of Dayton. This is her 5th year working in the OSS Pre-K program. She and her husband, Bryan, have three daughters who attend Our Saviour School.
- **Mrs. Angie Rives, Pre-K Instructional Assistant:** Angie Rives 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 has been with Our Saviour School for three years. She is currently studying at University of Phoenix.

Pre-K Uniforms:

- **Pre-K Uniform Tops for Girls/Boys:** Pre-K Uniform Shirt (If you haven't yet ordered your shirts, *see enclosed order form.*) Order forms and money are collected in the school office and orders are placed each month on an ongoing basis. ***Be sure to get your child's order in by August 3rd in order to have their shirts by the August orientation date! Our office is open Tuesdays and Thursdays 9:00 am to 3:30 pm. However, we also have a locked mailbox to the South of our main entrance where you can place your order form.***
- **Pre-K Uniform Bottoms for Girls/Boys:** can be anything you purchase that is navy blue in color: shorts (during warm months of Aug-Oct 31 and April/May), pants, skirts, skorts, athletic pants, elastic waist band pants are acceptable. Athletic style shorts or

pants are perfectly acceptable for our Pre-K students...we want our little ones to be comfortable and ready to play, learn, and grow!

- **Shoes:** 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 (no cowboy boots).

Supply Lists: Please see the attached supply list/supply kit information for further information.

Pre-K After School: Please see the enclosed After-school packet for any Pre-K families interested in after school care. Prices are \$12.00 for the 1st child and \$6.00 for the next children in a family, per day.

Pre-K Tote Bag: We have purchased a Pre-K tote bag for your child. This will serve as your child's "backpack" during their time at Our Saviour Pre-K. This tote bag is a simple canvas tote that has a wide opening for easy back-and-forth of art projects, paper, etc. It will have our school logo on one side and your child will get to decorate the other side at Pre-K Orientation. We wanted to let you know this now, to save you from purchasing a backpack for your child.

Protecting God's Children: The Diocese's requires any parent who wish to volunteer and/or attend classroom parties, field trips, etc. to complete the "Protecting God's Children" program. The Diocese's is changing this program and therefore, we will communicate with our families when this new program is available via the Parent Letters.

Communications: Typically, each week, I send a Parent Letter via our Teacherease system. This parent letter will go to the email(s) that you have specified in Teacherease. I highly recommend that all parents set-up a Teacherease account in order to receive this communication. Also, it is very helpful to have a Teacherease account to check lunch balances, etc. Your teacher will provide you with more information. We also currently use School Messenger for automated phone calls. However, during the next few months, we will be moving away from School Messenger and use TeacherEase for our email and phone call communications.

Calendar: I am attaching the tentative school calendar for August – December to help you with planning. Please realize the calendar is subject to change. Also, please note, we **do not** always follow the Jacksonville School District 117 in terms of snow days, early out days. We will communicate any weather cancellations via our School Messenger/Teacherease systems.

Pre-K Families Service Hours Requirement: Every Pre-K family is required to work 5 service hours/per school year with the year beginning May 1-April 30. In addition to helping ensure that the current school programs 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. New opportunities will appear in the Friday newsletter and on the school website. The parent that signed the FACTS form is the parent responsible for service hour payments; however, both parents can participate in fulfilling service hours. All parents involved in service hours must complete Protecting God's Children.

Lunch Account Info: Lunch account information will be available at Pre-K Orientation.

Pick-up Procedures for Pre-K: Pre-K dismisses at 2:45 pm from the back door of their classroom.

Forms/Office Hours: Please be sure all necessary paperwork (mentioned above) is in to our School Secretary, Mrs. Karen Burgess. *Reminder that Mrs. Burgess needs a copy of your child's birth certificate for our files. If you have questions about paperwork, you can contact Karen at 217-243-8621 or kburgess@oursaviourshamrocks.com Again, her summer hours are Tuesdays and Thursdays 9:00 am – 3:30 pm. The week of August 8th, the office will be open Monday – Friday from 9:00 am – 3:30 pm. Starting August 15th, our normal office hours are 7:40 am – 4:10 pm.

Pre-K Handbooks: Each Pre-K Family will receive a Pre-K Handbook at orientation.

Calendar/Dates: Each Pre-K Family will also receive an Our Saviour School Student Handbook and Calendar at Pre-K Orientation.

OTHER IMPORTANT ITEMS:

- It is our policy that children must be 3 or 4 years old, respectively, by Sept 1 of the school year.
- ***Children must be toilet-trained by the start of school 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. While we understand that students may have an occasional accident, when they do, they need to be able to change their own clothes – the extra set that you will send with them. We realize that it would be very difficult for our young students with bowel movements and therefore, we will call parents to come and change them should this type of accident occur.
- 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.
- Rest time occurs for all Pre-K students. Each child is to bring to school (to keep at school) a small blanket and small stuffed animal. No pillows or sleeping bags, please! *While your child is not required to sleep, they are required to lay still on their cot and rest their bodies (so that other children may sleep).

Thank you so much for choosing Our Saviour School for your child's early learning experience! We cannot wait to learn and grow with your child this school year! Please do not hesitate to contact us if you have questions or need help with anything. We want your child's first few days of school to be as smooth as possible.

With Shamrock Blessings,



Mrs. Stevie VanDeVelde
Our Saviour School Principal
svandavelde@oursaviourshamrocks.com

Enclosures:

Uniform Order Form
Supply List
After-school form
August-December Calendar