



## OUR SAVIOUR SCHOOL

455 EAST STATE STREET  
JACKSONVILLE, IL 62650  
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[oursaviourshamrocks.com](http://oursaviourshamrocks.com)

MRS. AMY EVANS, PRINCIPAL

Dear Pre-K Families,

I hope this letter finds you and your family enjoying this beautiful weather and lots of family and friends time. 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. However, 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.

**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 (217-243-8621) if you have a phone number or email changes or need new forms to complete. 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 12<sup>th</sup> and Tuesday August 13. You will receive an email in early August 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.

**School Start Dates:** The pre -K will be having two half day camps to help our littles transition into a full day of school. **Friday, August 16<sup>th</sup> and Monday, August 19<sup>th</sup> the students will attend school from 8:05 to 11:00.** This will help the students to transition into the school procedures, while still offering a half day setting. **The first full day of Pre-K will be Tuesday, August 20<sup>th</sup>.** This year, our tardy bell will be at 8:05 am. It is important for our Pre-K students to be at school on time as we begin our

school day promptly.

**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 your student at the sidewalk. (Adults are present to assist.) They will walk down the sidewalk to the main door. Again, you may walk your 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  
Mrs. Bailey Becker, Pre-K Teacher  
Ms. Haley Haarmann, Pre-K Teacher  
Mrs. Erika Orris, Pre-K Instructional Assistant  
Pre- K Instructional Assistants (2) – TBA

**Pre-K Uniforms:**

To order uniforms use the following link: <https://oss-prek.checkoutstores.com/>

The password is prek. The link is also on the website.

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. Blue 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), no crocs and no sandals.

**Supply Lists:** The supply list is on the website ([oursaviourshamrocks.com](http://oursaviourshamrocks.com)) under "Quicklinks".

**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, please note - students must be picked up by 5:30 pm. After 2 late pick-ups, the administration will suspend after school care for that family. Pre K after school begins on August

20<sup>th</sup>!

**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. Information on taking this online program is attached. I recommend that you go ahead and take this program now, as you will not be able to help with activities in the classroom/field trips until you have done so.

**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 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 using TeacherEase for our email and phone call communications.

**Calendar:** The school calendar is also on the website. 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 from 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](mailto:kburgess@oursaviourshamrocks.com). Again, her summer hours are Tuesdays 9:00 to 1:00. Beginning July 29<sup>th</sup>, the office will be open Monday - Friday from 9:00 am – 3:30 pm. Starting August 12<sup>th</sup>, 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.***

Many Blessings,

Mrs. Amy Evans  
Our Saviour School Principal  
aevans@oss-shamrocks.com

Enclosures:

After-school form  
Protecting God's Children  
Service Hour Form