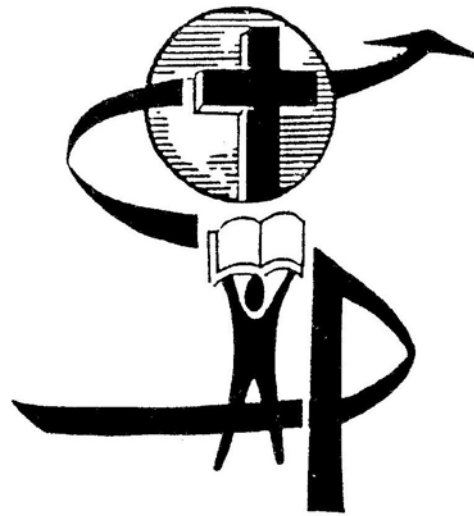


# ST. PAUL of THE CROSS School

## PRESCHOOL & PREKINDERGARTEN Handbook



**140 S. NORTHWEST Highway  
Park Ridge, Illinois 60068  
PHONE: 847-825-6366  
FAX: 847-825-2466**

**[www.spc-school.net](http://www.spc-school.net)**

## **Philosophy**

*We, at St. Paul of the Cross School, are concerned with educating the total child. Our goal is to appreciate and support the individuality of your child. In reaching for this goal, we will address several aspects of growth and development: specifically, the social, emotional, cognitive and physical areas of learning and change. We will assist your child in developing a positive self-image and positive attitude toward school.*

St. Paul of the Cross Preschool and Prekindergarten do not discriminate on the basis of race, color, sex, national or ethnic origin in the admission policies, the administration of educational policies, loan programs, athletic, or other school administered programs.

## **CURRICULUM**

Our Preschool and Prekindergarten programs are both flexible and structured . . . and often what looks flexible is educationally structured.

Our staff members will plan and provide a positive developmental atmosphere for your child through knowledge of the ways in which play can support cognitive, emotional, moral, social, and physical development. They will include many opportunities for dramatic play, art, music, and language development. Such curriculum design will equip your child with skills aimed at independence, readiness, verbal fluency, and the ability to work independently as well as in a group.

Daily schedules will include both self-directed and teacher-directed play experiences. Play gives your child the freedom to select from a variety of activities. There will also be more structured teacher-directed learning through stories, music, and projects. Your child's creative expression will be encouraged through art, music, and sensory activities. Your child's self help skills and independence are worked on continually. Fine motor skills will be developed and strengthened through cutting, pasting, playing with manipulatives and a variety of other activities.

Throughout the year, your child will also deal with basic concepts such as: color, size, shape, letter recognition, numbers, more than, less than, sequencing, Bible stories and prayers, just to name a few. Each day there will be new experiences or new ways of doing things. All our children will be encouraged constantly to explore their changing environment and become responsible independent learners.

# SCHEDULE

## Three year old Preschool

Tuesday & Thursday

A.M. Class: 8:00 a.m. — 10:55 a.m.

## Four year old Prekindergarten

Three Days: Monday, Wednesday, & Friday

A.M. Class: 8:00 a.m. — 10:55 a.m.

P.M. Class: 11:55 a.m. — 2:50 p.m.

Five Days: Monday, Wednesday, Thursday, & Friday 11:55 a.m. — 2:50 p.m.  
Tuesday 11:55 a.m. — 2:00 p.m.

Extended day programs are available for both Preschool and Prekindergarten students. Please refer to the current EDP information sheet for times and prices.

We follow the regular school calendar. Any exceptions will be listed on separate Preschool/Prekindergarten calendars to be distributed monthly.

# REQUIREMENTS

Your child must be three years old by September 1st to attend Preschool and four years old by September 1st to attend Prekindergarten. In addition, s/he must be completely toilet trained prior to the beginning of the school year. Children should be able to manipulate buttons, snaps, zippers, etc. in order to undress to use the toilet and be able to dress themselves again after using the toilet.

# ATTENDANCE

Each day's experiences are important for your child and we recommend that absences be limited to serious reasons or illness. Please call the school office at (847) 825-6366 by 8:30 a.m. on any day your child will be absent. Tardiness will be documented. **IT IS VERY IMPORTANT THAT YOUR CHILD IS ON TIME FOR SCHOOL.** You will be notified by phone and/or email of any emergency closings or situations via our AlertNow Emergency Notification System.

# CELEBRATIONS

If you would like to send a treat to celebrate your child's birthday, please send a small cookie, brownie, cupcake, etc. You may refer to the monthly calendar to see when your child's birthday will be celebrated. Please consult the School Directory as to the number of students in the class.

## NUTRITION

We will serve milk each day. When ordering milk at the beginning of the school year, students will have a choice of white 2% milk or white skim milk and this milk choice will remain the same throughout the school year. There are times the children will help prepare a special snack at school as part of their total nutrition education program.

## CLOTHING

***“Warm, comfortable and washable”*** are the key words for young children.

***“Warm”*** because we will take the children outside when time and weather permit. Please bear in mind how quickly the weather can change in the autumn. (Boots, hats, mittens—with name written on everything.)

***“Comfortable”*** because we are active and our motions should not be inhibited by our clothes.

***“Washable”*** because the program provides many experiences which can get messy. We use smocks, but sometimes they are not enough protection. An art smock is required for your child...an old shirt will be just fine.

Students can best handle slacks with elastic waist bands, outdoor clothes with large zippers, boots that are easy to get on and off and mittens that are attached to their clothing. Children should be able to manipulate buttons, snaps, zippers, etc. PLEASE LABEL EVERYTHING!

**Also, children should wear non-skid, rubber-soled shoes. No cowboy boots, no “plastic” party shoes, no open back or open toe shoes.**

***- For Three Year Olds only -***

A plastic bag with a complete change of clothing (underwear, pants, top, socks) should be sent on the first day of school. Please clearly mark this bag with your child’s first and last name. We will keep this outfit in school in case of an accident. It will be returned at the end of the school year.

**PLEASE MARK YOUR CHILD’S CLOTHES, BACKPACK, AND FOOTWEAR WITH HIS/HER NAME!**

## HEALTH

Your child must have a thorough physical examination by a licensed health care provider prior to admission. The “State of Illinois Certificate of Child Health Examination” form must be submitted before the first day of school and will be kept on file in the school office.

## HEALTH (CONTINUED)

**If on a particular day, your child doesn't feel well, please keep him/her at home. It is very difficult for a child who is ill, becoming ill, or overly tired to spend several hours in the company of 20 other youngsters. Please report any communicable diseases promptly so we can notify other parents of possible exposure. All children must be fever free for 24 hours before returning to school.**

## SAFETY

While we take every precaution for your child's welfare, we are not responsible for injuries or accidents of any kind, nor for the loss of personal property. You and your child are expected to participate and cooperate with all school policies and activities.

**To maintain safety, please keep your child by your side while you are on school property.**

## PROGRESS REPORTS

If, at any time, you wish to talk to the teacher about your child, please call, write or e-mail to make an appointment.

Conferences for three year old Preschool students take place in January and conferences for four old Prekindergarten students take place in November. Progress reports will be given out to both Preschool and Prekindergarten students at the end of each trimester.

## ARRIVALS AND DEPARTURES

We ask that you schedule your child's arrival and prompt pick-ups according to the morning or afternoon school day:

### **Three year old Preschool**

AM Class 8:00 a.m. arrival 10:55 a.m. pick-up

### **Four year old Prekindergarten**

AM Class 8:00 a.m. arrival 10:55 a.m. pick-up  
PM Class 11:55 a.m. arrival 2:50 p.m. pick-up (M, W, Th, F)  
2:00 p.m. pick-up (Tuesday)

## **ARRIVALS AND DEPARTURES (CONTINUED)**

Children need to be on time for school. We have found that the flow of their day and the classes is dependent upon a consistent routine.

Prompt pick-ups are also expected. Children become very nervous when they discover that all their friends have gone home and they are left.

Students will enter the school through the north door of the west cloister or through the north door in the “safe zone” which is the area between the Elementary Grade Center and the Church. Pick-up will be at the “safe zone” door only.

## **TRANSPORTATION**

If you are interested in forming a car pool, please make the appropriate number of copies of your name, address, and telephone number and this information will be distributed to the other Preschool or Prekindergarten parents.

Parents are responsible for delivering and picking up their children at the appropriate times.

## **REGISTRATION**

Registration for the next school year is held in early February. Registration specifics will be announced in the Church bulletin, in the school newsletter and on the school website at the beginning of January. A non-refundable registration fee of \$100 is required at the time of registration. There is also an academic instructional fee and technology fee which are payable in June. A milk fee will be collected at the beginning of the school year for those students who would like milk during the year at snack time. These fee amounts will be determined at a later date for the 2010—2011 school year.

Registrations are accepted for an entire school year with classes beginning in late August. Mid-year registrations are not accepted for enrollment in January unless the student is moving to the St. Paul area from another location or the student attends a school that is closing during the school year.

## **TUITION AND FEES 2009—2010**

Preschool and Prekindergarten tuition is separate from that of St. Paul of the Cross Elementary School.

## TUITION AND FEES 2009—2010 (CONTINUED)

<u>Tuition</u>	<u>Milk Fee</u>	<u>Academic Instructional Fee</u>	<u>Technology Fee</u>
<b>Three year old Preschool</b>			
\$1,905.00	\$8.00	\$65.00	\$100.00
<b>Four year old Prekindergarten</b>			
3 day programs:			
\$2,870.00	\$12.00	\$65.00	\$100.00
5 day program:			
\$3,150.00	\$20.00	\$65.00	\$100.00

Fees and tuition rates for the 2010-2011 school year will be available in May, 2010.