



Resurrection Catholic School Preschool and Pre-Kindergarten Handbook

5301 New Harmony Road
Evansville, IN 47720
(812) 963-6148

2022-2023 Handbook

Principal:	Mrs. Theresa Berendes	tberendes@evdio.org
Pre-K Teacher:	Mrs. Elyse Niemeier	eniemeier@evdio.org
Preschool Teachers:	Mrs. Jenny Elpers Mrs. Katie Boots	jlelpers@evdio.org kcboots@evdio.org

Mission Statement

Resurrection School provides a safe, loving Catholic environment which encourages the total development of the child. This is the shared responsibility of parents, students, and staff.

Program Philosophy

Resurrection Preschool is a supportive, nurturing, safe environment which fosters growth of the whole child. The curriculum is designed to be appropriate to the developmental capabilities of each child. It is also implemented with attention to the children's differing needs, interests, and developmental levels.

The children will be surrounded by an environment that will allow them to explore and manipulate to discover. Through their daily explorations, they will develop many skills. The students will gain social, emotional, cognitive, physical, spiritual, and aesthetic growth. Strategies for interacting with materials, peers, and adults are also an important part of our curriculum.

Resurrection Preschool is a Catholic preschool. We will include religion in our daily activities through prayer, songs, stories, and art experiences. We will integrate our Catholic beliefs into classroom situations and share our faith with the children.

Admissions Policy

While admissions are based on a first come first served basis, parish members will be given priority. Students enrolling for the Pre-K program and have completed the Preschool program will also be given priority.

Arrival and Dismissal Procedures

Please park in the lower parking lot at arrival. To ensure the safety of your child, we request that you escort your child to door #6 where a Preschool and Pre-K assistant/teacher will be present. They will walk your child to his/her designated classroom.

We will be dismissing at the front entrance of the school. If your child is not attending daycare, you may park in the upper parking lot near the Church. The children will be just inside the front door of the entrance to the school. It will be necessary for you to walk to the door to claim your child. If someone other than those listed on the Dismissal Card is picking up your child please let us know.

Attendance/Sick Policy

If your child is absent, or if you anticipate an absence, please call the school at 963-6148 the morning of the absence.

If your child has a temperature (100.0 degrees or more), diarrhea, vomiting, or rash, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free and symptom free for 24 hours before returning to school. If a child becomes ill during the school day, the parents will be contacted. The school may request a note from a child's doctor if special accommodations or a medical action plan is needed to meet a child's needs.

Available Programs and Tuition

Preschool Options

Children must be three years of age by August 1, 2022

Class time from 7:30 a.m.-10:15 a.m.

Earliest drop off time is 7:00 a.m.

Preschool: Tuesday/Thursday AM
\$110.00/month

Preschool: Monday/Wednesday/Friday AM
\$140.00/month

Preschool: Monday-Friday AM
\$235.00/month

Aftercare available on days of Preschool attendance from 10:15 a.m.-6:00 p.m. for \$20.00/day and from 10:15 a.m.-2:25 p.m. for \$16.00/day. Lunches are available for \$2.70/day.

Pre-Kindergarten Options

Must be four years of age by August 1, 2022

Class times: 7:30 a.m.-10:15 a.m. for AM class

With earliest drop off time at 7:00 a.m. and 11:20 a.m.-1:50 p.m. for PM class

Pre-K: Monday/Wednesday/Friday AM or PM
\$140.00/month

Pre-K: Monday-Friday AM or PM
\$235.00/month

Aftercare is available on days of Pre-K attendance from 10:15 a.m.-6:00 p.m. for \$20.00/day. Aftercare is also available for those students attending the afternoon class from 7:15 a.m.-11:15 a.m. and 1:50 p.m.-6:00 p.m. for \$20.00/day or from 1:50 p.m.-6:00 p.m. for \$16.00/day. Also, students coming for morning daycare then leaving at 2:25 p.m. will also be assessed \$16.00/day. Lunches are available for \$3.00/day.

Birthday Celebrations

We will recognize all birthdays for each month on one day that month. Due to our Wellness Plan at Resurrection School, your child is no longer allowed to bring in unhealthy birthday treats such as; cupcakes, cookies, treat bags, etc. You may however bring in fruit, crackers, dairy products, etc. Due to possible food allergies, you may be restricted on what you can bring into the classroom. We will be sure to let you know of any food allergies at the beginning of the year. Also, your child's teacher will be happy to pass out birthday invitations at school provided all the children in the class are invited.

Room parties: Halloween (no costumes please), Christmas, Easter.

A sign-up sheet will be provided a few weeks before the party for anyone interested in being a party helper.

Cafeteria/Lunch Services

Your child will have the option of bringing in their lunch from home or buying the main entree from the cafeteria. Please check the availability of substitutions for the main entree on the Lunch Sign Up sheet posted in our room. The charge for cafeteria lunch is \$2.70/day. Children bringing their lunch may purchase white milk for \$.50. Your child will be issued a lunch card at the beginning of the year for use on any day they choose to buy their lunch. These cards will be kept at school and a statement will be sent home monthly from the cafeteria.

Also, if your child is registered for daycare, you will have a Daycare Student Information sheet in your Open House folder to be filled out and returned to the daycare.

Clothing

Please dress your child in play clothes. We will be using paints and glue which may lead to a spill or stain and we will be playing outside. Given the nature of our playground we ask that the children wear tennis shoes every day. Please do not send your child to school in rain boots, cowboy/girl boots, or any shoes that may be unsafe to play in throughout the day. Please mark your child's jackets, etc. with his/her name. Just in case of accidents, we ask that you bring in an extra outfit (shirt, pants, underwear, socks) and store in a gallon zip lock bag. This will be kept in your child's backpack at all times.

Conferences

Communication about your child is very important. Student evaluations are conducted throughout the year through observations, student work, and social interactions with peers. Pre-K will have a scheduled parent/teacher conference in October. Teachers can set up a conference on a case by case basis throughout the

year. Parents are able to schedule a conference at any point throughout the year if they have any questions or concerns regarding their child. Any information given during a conference regarding your child will remain confidential.

Curriculum

Resurrection Preschool has adopted and uses the Houghton Mifflin Harcourt Big Day for Pre-K curriculum. This curriculum is research and evidenced based. Our teachers use the framework to ensure that important learning domains are taught throughout the course of each theme. It is inclusive of social and emotional development, vocabulary and language, reading, math, writing, science, social studies, physical development, and fine arts. Our teachers use the Diocese wide religion standards to guide their religion component to our curriculum. Our teachers also use the Indiana Foundations Standards as a guide to ensure that their lessons, activities, and evaluation standards are appropriate for the age of children that they teach.

Daycare

The children attending Preschool Daycare will be offered enrichment activities, free play both inside and outside, lunch, and rest time. Cots will be provided for the rest time. You may send in a pillow and/or blanket for your child at the beginning of each week to be taken home on the last day of each week. It is imperative that the blanket/pillow be small enough to fit in the cubby provided. We recommend nothing larger than a crib size. Please drop these items off in the preschool daycare room before bringing your child into the preschool room.

Discipline Policy

We incorporate a discipline system in Pre-Kindergarten called 1-2-3 Magic. Please see handout for additional information regarding this discipline system and your child's daily behavior chart. We try to instill in the children the need to be responsible for his/her actions and behaviors. Rules are provided and demonstrated to children at the beginning of the year and expectations are discussed. Some procedures that we will use when necessary include talking with the child individually about their behavior and the events that have happened and redirecting the child to a better choice or activity. After multiple reminders are given to a child and the child's behavior has not improved they will be sent to timeout for 5 minutes and the parents will be contacted.

Restroom Requirements

All children must be potty trained and be able to independently take care of their own bathroom needs. We have restrooms available in/next door to our classroom, and allow students to use this at any time throughout the day. Children are expected to be able to alert a staff member when they need to use the restroom. Pull-ups are not allowed to be worn during the day. If accidents become an issue a conference will be scheduled.

Emergency Drills

The school and preschool program is prepared for a variety of emergency situations. Fire drills are conducted once a month and severe weather/earthquake drills are conducted periodically. Detailed escape plans are posted near the door of each classroom. A detailed emergency plan is available in the school office. An emergency bag is provided in each classroom.

Emergency Information

In case of an emergency, each student is required to have on file at the school office the following information:

1. Parent(s) or guardian(s) names
2. Complete and up-to-date addresses and email addresses
3. Home phone numbers and parents' work numbers
4. Emergency phone numbers of a friend or relative
5. Physician's name and phone number
6. Medical alert information
7. Hospital choice

It is the responsibility of the parents to notify the school and teacher if you have any changes to the above information.

Enrollment Fee

The \$100.00 registration fee is to cover the expense of supplies and materials and is due when the child is registered. This payment confirms that there is space for your child in this preschool class. The registration fee is nonrefundable.

For families with multiple children within the Preschool and Pre-Kindergarten programs, a discount of 20% off the younger child's classroom fees will be given.

The Church office will be sending home a statement the first of each month detailing the charge for the month and due date. This payment may be laid in the basket on top of the white desk right inside our door or turned into the school office. A receipt will be furnished upon request. If you have any questions, please feel free to contact the Church Office at 963-3121.

Field Trips

Field trips are an important and exciting aspect of our Pre-K curriculum. We will take one field trip in the fall and one in the spring. Permission slips will need to be completed before each trip. We will also ask for volunteers when we are planning a trip. If your child has a life-threatening allergy, these steps will be taken when going on a field trip:

- Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.
- A cell phone or other communication device must be available on the trip for emergency calls.

- The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

Food Allergies

Resurrection Preschool recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, Resurrection Preschool will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Training:

In order to minimize the incidence of life threatening allergic reactions, Resurrection Preschool School will provide training and education for all school staff members. In conjunction with the student's parent/guardian and primary care provider and/or allergist, the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees and will include (but not be limited to):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.
- The signs and symptoms of anaphylaxis.
- The correct use of an epinephrine auto-injector (EpiPen).
- Specific steps to follow in the event of an emergency.
- Completion of an "Evaluation Form" by each employee after training.
- Activating Emergency Medical Response - Dial 911.
- Location of emergency EpiPen.
- Policy and procedure will be reviewed at the beginning of every school year.
- Tables will be washed with soap and water following any food related events held in the classroom.
- Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Green Resurrection Roadrunners Folders

We will be using green Resurrection Roadrunner folders this year to send home information and handouts such as, a monthly newsletter, script cards, statements, your child's work, and your child's behavior chart. **This folder will be sent home daily, so please be sure to return each morning.** This folder will be sent home in your child's backpack, and should be returned to the basket on the desk by the front door.

Immunization Recommendations for Students ages 3 to 5:

- 3 Hep B (Hepatitis B)
- 4 DTaP (Diphtheria, Tetanus & Pertussis)
- 3 Polio (Inactivated Polio)
- 1 MMR (Measles, Mumps & Rubella)
- 1 Varicella

Inclement Weather

We will begin classes on Wednesday, August 11, 2021. We will follow the EVSC schedule for school closings during inclement weather. We will cancel or dismiss at the same time as EVSC. If there is a two hour delay, the morning class will begin at 9:30 a.m. and end at 10:15 a.m. We are sorry for any inconvenience this may cause you, but due to staff/child ratio we will offer daycare beginning at 7:15 a.m. only to the children already registered for daycare. If there is an early dismissal there will be no afternoon class. The afternoon daycare however will not be affected.

Insurance

It is to be understood and acknowledged by parent(s) and guardian(s) that neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. It is the parent's or guardian's obligation to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Medication

Medications for students are kept in the school's office with a permission note from the child's parent or doctor. Medication can be administered by school office personnel. Our school office employee is trained in first aid and CPR. All medications, over-the-counter and prescription medications are kept in the school office, out of the reach of children. Written permission, dosing instructions, and frequency/time of medication administered must be given by parent of legal guardian. A prescription medication must be in the original container, including the child's name and dosing instructions.

Newsletters

At the beginning of each month, you will receive a newsletter that informs you of the theme, activities, trips, and other happenings of the month.

Parental Involvement

Parents are welcomed and encouraged to visit at any time. We ask that you use the main entrance of the school between the hours of 7:00 am and 1:50 pm. All visitors are required to report to the school office upon entering and leaving the building.

We will also send home a monthly newsletter to keep you abreast of donation items for which we might be searching, chaperones for field trips, or volunteers for special classroom activities. Sharing your time and donations will be greatly appreciated. If you have any books or materials that correlate with our themes and would like to share them, just put your name on each item and bring it in. We will return the items when our theme is finished!

Progress Reports/Report Cards

During this school year we will send home two progress reports and two report cards. You will receive a progress report in October and March and a report card in January and May. Many skills including numbers, letters, fine motor skills, gross motor skills, colors, shapes, and sequencing as well as social, emotional, and behavioral development are examined. Young children develop and progress at different rates. This report simply identifies some goals in their development as we provide opportunities for them to learn and grow. Any time a parent feels the need for a conference, a conference time will be set up. It is our policy not to discuss a child in front of the child. Please make arrangements should a conference be requested to accommodate this.

Student Records & Release of Records

Student records and emergency cards and personal information on each student is located in a locked file cabinet in the Pre-K classroom. Immunizations and Health Records for each child are uploaded into Sycamore and kept in a locked room in file cabinet located in the school office.

Student Services

Many testing and evaluation services are available to our students. This includes speech therapy and learning disability services provided through the EVSC. A social worker is also provided through Youth First. Resurrection Preschool works with the Evansville Vanderburgh School Corporation in helping connect families with services that those school corporations may provide. Our teachers work with a family's outside specialist, when requested, completing rating scales, necessary forms, and assist in tracking data.

Withdrawals

If a decision is made to withdraw your child from the program during the school year, the parents should notify the principal as soon as possible. Teachers and staff will summarize the child's progress and prepare the child's records, which will be forwarded to a new school or program. Parents should make sure all school materials are returned. Any outstanding fees will be required to be paid in full before releasing student records.

Right To Amend

Resurrection Preschool reserves the right to amend this Handbook. Notice of amendments will be sent to parents via through e-mail communication and/or newsletter.