



# Pope John Paul II Catholic School Pre-Kindergarten Handbook 2009-2010

320 North Ashe Street  
Southern Pines, North Carolina  
910-692-6241 phone  
910-692-2286 fax  
[www.jp2catholicsschool.org](http://www.jp2catholicsschool.org)

Coordinator/ Teacher- Mrs. Kristen Holton  
Teacher- Mrs. Sara McKellop

## **Philosophy**

The Pope John Paul II prekindergarten classroom believes in providing an environment that allows the freedom to play, explore and discover the wonders of God's work through the course of a child-oriented day. We believe children learn effectively through concrete experiences. All children can learn and strive to reach their maximum potential by being provided a curriculum that integrates all areas of a child's development.

The prekindergarten environment allows children to interact individually with peers and adults in order to develop a sense of trust and respect. It is essential for children to develop a well-adjusted sense of self. The classroom environment also allows children to adjust to the dynamics of group cooperation as they begin to see themselves as part of the community. Children develop self-confidence in a learning environment that affords opportunities for success and provides space to fail without fear.

## **Goals**

1. To meet the individual needs of the young child, in a planned Catholic education environment, aware of spiritual, social, intellectual, emotional, physical and aesthetic development.
2. To establish a concentrated program, encompassing the whole life of the child during the formative years of exploration and discovery, by offering an integrated curriculum centered around language and concept development, motor skills, art, music, personal and social awareness.
3. To recognize the child as a unique individual, having certain personality traits, strengths, preferences and learning styles, while also having rights, privileges, duties and responsibilities.
4. To give the child opportunities to work and play independently, to learn to live effectively with peers, to develop a sense of identity, and to experience success.
5. To provide a religious education program that complements and supports the parents, efforts to provide Catholic attitudes, values and experiences.

## **Arrival**

Prekindergarten begins at 8:20am. Children should arrive between 8:00am and 8:20am. A responsible person must walk child to the back classroom door located on the playground. This person must also sign the child in on our daily log.

We know some children have never been in a school environment. To help ensure an easy transition please make drop off short and sweet. Staying longer than necessary will only prolong your child's anxieties.

## **Dismissal**

One-half day children will dismiss at 11:30am from the back classroom door. Please be prompt, as the other children will be having lunch. If you are running late, please call the school. If a parent is late more than three times he/she will need to pay \$10.00 each time before bringing you child back to school.

Full day children will dismiss at 2:45pm. Children should be picked up between 2:45pm-3:00pm from the back classroom door.

Only a parent or person listed on the Authorization for Student Release form may pick up a child unless we have a written note from a parent. If you are carpooling, simply give the teacher a carpool schedule in writing.

## **Aftercare**

Aftercare is available from 3:00pm-6:00pm. The cost is \$40.00 per week if paid in advanced. \$50.00 per week if not paid in advanced or \$10.00 daily.

If your child attends the one-half day program and on occasion you need a full day, the cost is \$10.00 per day until 3:00pm and \$10.00 more from 3:00pm-6:00pm. **You will need to pack him/her a lunch.**

## **Parent Conferences**

Please do not plan to conference with teachers during arrival or dismissal. This is a busy time and the teachers need to be alert to the children's needs. The teachers are available before and after school by

appointment. Formal conferences will be held in October and May. The teacher will provide a sign up sheet prior to conference days. If the teacher feels the need to speak with a parent during the year she will contact the parent to arrange a meeting.

## **Potty Issues**

By age four, we expect your child to verbalize his/her need to use the bathroom. This includes rest time. Therefore, if a child has two accidents in a week, we may ask you to keep him/her home to work on potty training. If accidents occur during rest time we will ask for the child to be picked up at 11:30 for one week to work on potty training during rest time at home. If a child has a bowel movement accident, a parent will be called to pick up the child. Teachers will not change the child unless the bowel movement is due to an illness.

If accidents are related to illness, the above rule does not apply.

We hope you realize our potty policy is based on what is best for the class as a whole. Each time a child has an accident, one of the teachers is removed from the classroom for an extended period of time, which disrupts the entire class.

## **Visiting the Classroom**

Parents are encouraged to visit the classroom any time during the school year. We do recommend that visiting begin in October. This gives the child time to adjust to the school environment, routine and bond with teachers and peers.

## **Helping Hands**

On occasion the teachers will need extra help in the classroom. The specific days will be marked on the monthly calendar. Please let the teacher know if you are able to help via email or written note.

## **Special Celebrations**

Special celebrations are planned for holidays throughout the year. Each family is asked to sign up to help with at least one party per child. A sign up sheet will be posted in the classroom. The teacher will contact parents at least one week in advance to plan the party. Parents in charge

should provide foods, games or activities for the party. Please check with the teacher for food allergies before planning the party.

## **Dress Code/ Uniforms**

Dress your child for the weather. Outdoor play is a regular part of the daily curriculum. If the temperature is above 32 degrees and below 93 degrees we will go outside.

Uniforms are available at Bella Bambini children's store in Southern Pines. The dress code is as follows:

### Girls

- Light Blue PJPII embroidered polo shirt
- Navy Skort with white knee socks, anklets or tights
- Navy Pants with white socks that cover ankles
- Navy sweater, vest or cardigan
- Black dress shoes or black sneakers

### Boys

- Light blue PJPII embroidered polo shirt
- Navy dress shorts
- Navy dress pants
- Black or navy socks
- Navy sweater or vest
- Black dress shoes or black sneakers

NOTE: Remove all strings from jackets (hoods and hems) as they pose immediate danger to your child when playing on equipment.

## **Belongings**

We expect each child to bring a backpack to school everyday. This gives your child the opportunity to be responsible for his/ her belongings. The backpack should be large enough to hold a lunch box, pocket folder, and any other belongings your child might have. Each child will have a pocket folder in which the teacher will put your child's work, newsletters and other forms of school correspondence. Please check your child's backpack daily for any information.

Please label any item your child brings to school, especially clothing, coats, sweaters, and outerwear.

## **Show & Tell**

Show & Tell will begin the third week of school. The teacher will inform you of which day your child is to bring show & tell. This is the first form of public speaking for most children. Also, the teacher uses this opportunity to teach your child his/her full name, address, phone number and parent names. This is vital information for your child to learn in case he/she becomes lost or separated from parents in a public setting.

## **School Day & Curriculum**

The classroom has centers, which enhance an environment for experiential learning. Activities are presented to stimulate the desire to explore and discover at the child's level of development. Classroom centers are art, housekeeping (dramatic play), discovery, manipulative, block building and teacher time.

The daily schedule is posted in the classroom. You may also view it on our website along with the school calendar. Just click on the pre-kindergarten link at [www.jp2catholicschool.org](http://www.jp2catholicschool.org).

## **Sickness**

If your child has a fever, keep him/her home for 24 hours after the fever subsides. Likewise, if your child has a fever during the school day, you will be called to pick him/her up. The teachers routinely sanitize toys and work spaces to keep the children healthy. In the classroom, the children learn through hands on activity. Sending a sick child to school spreads sickness throughout the classroom.

## **Contact Information**

Dr. Rick Kruska, Principal..... [rkruska@jp2catholicschool.org](mailto:rkruska@jp2catholicschool.org)

Kristen Holton, Pre-K Coordinator/ Teacher.....[kholton@jp2catholicschool.org](mailto:kholton@jp2catholicschool.org)

Sara McKellop, Teacher..... [smckellop@jp2catholicschool.org](mailto:smckellop@jp2catholicschool.org)

Kim Stepnoski, Secretary.....[kstepnoski@jp2catholicschool.org](mailto:kstepnoski@jp2catholicschool.org)

## **Pope John Paul II Catholic School School/Parent Agreement**

*In order for a student to be validly enrolled at Pope John Paul II Catholic School, you MUST sign the following agreement.*

*I have read and understand our Pope John Paul II Handbook, and I agree to follow all rules, regulations and guidelines put forth herein with the understanding that these procedures will help our school run more smoothly. I have explained these procedures to my child/ren and I will continue to aide in their understanding of rules as situations arise. I further understand that Pope John Paul II Catholic School is fostering a Christian attitude toward self and others, while helping all our children to develop self-control and respect for the world and all God's people.*

Family Name \_\_\_\_\_

Parent /Guardian Signature \_\_\_\_\_ Date\_\_\_\_\_

***Please return to school by 09/8/2009***

***You can access the handbook on-line at [www.jp2catholicschool.org](http://www.jp2catholicschool.org). Click on Parent's page then see handbook section. If you are unable to access it, please contact the school office for a copy of it.***