

2024-2025

Dear Parents and Guardians:

We are happy you have chosen St. Theresa Preschool and look forward to meeting your family. This year will be a particular time for learning, making friends, and having fun while achieving multiple new heights in all areas of development. An optional "Meet the Teacher" night is Tuesday, August 20th, 2024, from 6:30–7:30 PM to answer any questions concerning these areas while your child becomes familiar with the staff and the school environment. The first full day of school will be Wednesday, August 21st, 2024, for all half and full-day PreK 4 students. Morning extended care begins from 7:15 to 8:00 AM. in room "A"; afternoon extended care runs 3:00 to 5:00 PM. in room "B."

If you have any questions, please do not hesitate to contact the school office at 610-838-8161 or secretary@stsprekhellertown.com. Please add noreply@optioncalerts.com, prekdirector@stsprekhellertown.com, and prek4@stsprekhellertown.com to your contacts. Otherwise, you might find our OptionC parent alerts inside your spam folder. Welcome to the St. Theresa PreK 4 Program! Enjoy the rest of your summer, and we look forward to seeing you soon.

In Christ,

Mrs. Dolores Fartel, Director, PreK4A Teacher

Mrs. Erin Griffith, PreK4B Teacher

ST. THERESA PRESCHOOL PREK 4 HANDBOOK

ARRIVAL AND DISMISSAL

Arrival: PreK utilizes a flexible arrival time between 8:00–8:45 AM. Parents enter the parking lot by the convent entrance along the west side of Wilson Avenue. In a single file line, cars will drive up alongside the cones and stop at the side entrance marked by the flagpole. A staff member will assist your child and walk them to their classroom. Please drive out of the east side of the parking lot by the St. Theresa Shrine entrance. Please do not drop off your child on Wilson Avenue or walk them through the line of cars. In the past, this has proven to be very dangerous. All aides report back to the classrooms at 8:45 AM. If you arrive after 8:45 AM, please park your car and walk your child into the main office "E" door to be signed in. If you think your child will have difficulty separating from you, arrive early to provide ample time to work through this before 9:00 AM.

Dismissal Policy: For your child's protection, we will release your child to the people whose names are listed on our release form only. A "Pick-Up List" will be completed by you to help with this process. These unknown adults will share their IDs and phone numbers.

Half-day students are dismissed at 11:30 AM. For the 11:30 dismissal, please park on Wilson Ave or in the upper lot between the main office and the church. A staff member will release all PreK Students to their parents at the side entrance by the flagpole.

Full-day students are dismissed at 3:00 PM. The adults picking up will park along Wilson Ave. All PreK Students will be released to their parents by a teacher exiting from the gray classroom "B" door. If you need to pick up your child at a different time, please sign your child out at the main office door marked "E." Calling the school if they need to dismiss at a different time is helpful.

REST TIME

Full-day students will have a daily rest time. Please send a travel-sized pillow with a washable pillowcase, a blanket, or a sleeping bag. Sometimes, pillows are attached to the sleeping bags, which is fine. A lovie or stuffed animal can be helpful, but it may only occasionally travel from home to school. Students have had traumatic experiences when lovies are left at school, so it is best only to take them home to wash them on Friday. Please label all rest time items with their name and send them to school in a throwaway bag on the first day. We will store rest time items in a 10-gallon Ziploc Big Bag size XL. The bag dimensions are 2 FT x 1FT 8 IN x 7 IN (60cm x 51cm x 18cm). Teachers will send bags home at the end of the week for laundering. Kindermats, provided for each student, are disinfected after each use.

SNACKS/LUNCHES

Half-day program: Please provide your child with one or two snacks and drinks for morning snacks. Please add your child's name to this lunch box.

Full-day program: Students will need one snack, a packed lunch, and two drinks (one for a morning snack and lunch). Please add your child's name to this lunch box.

VOLUNTEERS/VISITORS

Theresa Preschool needs volunteers for several preschool activities. We will post "volunteer" sign-up sheets at the "Meet the Teacher" night. We ask volunteers to help with special activities such as Santa Secret Sale, fundraisers, and birthdays. We also look forward to parents who like sharing information about their job position or hobby.

LETTER OF THE WEEK SHOW-AND-TELL

Letter of the Week Show-and-Tell occurs every Friday. Show-and-Tell is a beautiful opportunity for your child to learn to express themselves in front of others. The night before school, help your child talk about their show-and-tell before placing it into the particular bag. For the most part, the Show-and-Tell item begins with the letter of the week. For example, if the letter of the week is "B," your child could bring in a banana or Batman. However, in the review weeks, the item reflects a specific shape, such as a circle-shaped food or a triangle-shaped toy.

BIRTHDAYS

Children are welcome to celebrate their birthdays at school with a small snack or treat. Simple snacks like cookies, Munchkin doughnuts, Rice Krispy treats, or pretzels are appreciated. Each student may bring a favorite book to school or choose a classroom book to be read by a teacher or parent in honor of their birthday. Our classroom family will recognize June and July birthdays during May and early August birthdays in September.

ALLERGIES FOR THE SCHOOL YEAR:

Once we are aware of allergies, information about them will go home. Please list your child's allergies on the back of the emergency form. If your child needs an Epi-pen or medication, please get in touch with the school office for the appropriate doctor's form. Call the school office at 610-838-8161 with any questions or concerns.

HEALTH

Students with flu, COVID, RSV, or any other respiratory illness must stay home until they are fever-free without medication and have improved symptoms. Mask-wearing for a few days after the illness prevents the spread to others.

DISCIPLINE CODE

If a discipline problem arises, students will hear a reminder and a verbal warning about inappropriate behavior. 2nd reminder- The teacher will redirect your child from the situation for a 1-2 minute Peace Table. 3rd reminder- The teacher will give your child a 3-minute removal. 4th reminder- The teacher will redirect the student to another center activity. 5th reminder- The parent and child will meet with the teacher to find a solution. Severe continuous behavior problems may result in the child's dismissal from the St. Theresa School Prekindergarten Program.

SAFETY

Outside of school instruction time, it is unsafe for children to play at or on the rectory ramp area (with caution tape) or at or around the shrine, where there are dangerous concrete flowerpots and statues. Traditionally, we play in the grassy and blacktop areas during school time.

SNOW DAYS/EARLY CLOSINGS

In inclement weather, a school closing or delayed opening could occur. Through the St. Theresa Preschool Option C Alerts, you will receive a recorded message on your phone, a text message, a message, or an email. Please report any changes to your phone numbers or email addresses to the primary school office. You can also look for these school closings or start time changes on WFMZ-TV Channel 69, or you can sign up on www.wfmz.com to receive a text message on your cell phone.

TWO HOUR DELAY

In the event of a two-hour delay, arrival time is 10:00–10:45 AM. Classes will begin at 11:00 AM. Half-day students will dismiss at 1:30 PM, while full-day students will dismiss at 3:00 PM. On delayed days, half-day children should bring a lunch and a drink, while full-day students need a lunch with a drink.

EARLY SCHOOL CLOSINGS

The OptionC Alert system will contact you in the event of an early closing. Therefore, there will be no afternoon PreK 4 or Extended Care.

CLOTHING

Comfortable clothes are required for your child to feel free to move. Sneakers provide added stability for our various gross motor skills. Do not send students to school in flip-flops or crocks. Please label all outer clothing like sweaters, coats, hats, gloves, and jackets. Your child must take care of their bathroom needs, so please ensure your child can handle the clothing worn to school. Each PreK student should have a regular-sized backpack with a change of clothing in a Ziploc bag labeled with their name (underpants, shirt, pants/shorts, and socks). This extra change of

clothes will remain inside their cubby if needed. The backpack must be large enough to hold a folder (11 by 14) and a lunchbox. Please do not send mini backpacks to school.

TOYS

No toys should be brought from home to school other than the rest time "lovie" which stays in school, and a Show-and-Tell item on Fridays.

CLASSROOM NEEDS/SUPPLIES

Your child will bring to school a backpack, a complete set of clothing in a Ziploc bag labeled with their name (which remains in the school cubby), a lunchbox, a snack, and possibly a lunch. A reusable children's water bottle with a spill-proof lid is helpful, too. The school provides all other supplies.

SCHOOL SUPPLIES

Mandatory school supplies:

- Large backpack (please, no mini backpacks) labeled with the name
- Lunch Box labeled with the name
- Reusable children's water bottle with a spill-proof lid labeled with the name
- Complete set change of clothes in a Ziploc bag labeled with the name

Wish List

If you are interested in donating supplies to the classroom, our Wish List includes the following items:

- Tissues
- Paper Towels
- Lysol/Clorox Wipes
- Lysol Spray
- Plastic spoons and forks
- Paper Plates for food
- Paper Plates (non-coated white) for art activities
- Napkins
- Hand Soap for the Bathroom

Please sign the Handbook Acknowledgement Form on the next page stating that you have read over this material and return it to school. Thank you.

Handbook Acknowledgement Signatures

I have read the PreK 4 Handbook and understand all policies and procedures. I know children are not permitted to bring toys from home except for Show-and-Tell and a lovie. If my child brings a lovie, it must remain at school. Lovies may only travel back and forth between home and school to be washed on Fridays and returned on Mondays.

Parent #1 signature_____

Parent #2 signature_____

Guardian signature_____

Date:_____

**These signatures are required to be on file. Please sign and return to school.
Thank You.**