



ALL SAINTS  
EPISCOPAL PRESCHOOL

**112 West Hawthorne Road**

**Homewood, AL 35209**

Federal ID: 63-0418468

Telephone: 205-879-1092

FAX: 205-870-5749

E-Mail: [preschool@allsaintsbhm.org](mailto:preschool@allsaintsbhm.org)

<b>MISSION STATEMENT</b>	<b><u>3</u></b>
<b>PHILOSOPHY OF EDUCATION</b>	<b><u>3</u></b>
<b>GOALS</b>	<b><u>3</u></b>
<b>PRESCHOOL WORSHIP</b>	<b><u>3</u></b>
<b>CHURCH EXEMPTION</b>	<b><u>4</u></b>
<b>PARENT PARTICIPATION</b>	<b><u>4</u></b>
<b>DISCIPLINE</b>	<b><u>4</u></b>
<b>ADMISSION PROCEDURES</b>	<b><u>4</u></b>
<b>DISCRIMINATION POLICY</b>	<b><u>5</u></b>
<b>ENROLLMENT</b>	<b><u>5</u></b>
<b>WITHDRAWAL</b>	<b><u>5</u></b>
<b>TUITION PAYMENTS</b>	<b><u>5</u></b>
<b>GRIEVANCE PROCEDURE</b>	<b><u>5</u></b>
<b>CLASSROOM ORGANIZATION AND GROUPING</b>	<b><u>5</u></b>
<b>DISCONTINUATION OF SERVICES</b>	<b><u>6</u></b>
<b>POTTY TRAINING</b>	<b><u>6</u></b>
<b>INFANT SLEEPING ENVIRONMENT</b>	<b><u>6</u></b>
<b>ARRIVAL AND DISMISSAL</b>	<b><u>6</u></b>
<b>ATTENDANCE AND TARDY RECORDS</b>	<b><u>7</u></b>
<b>EMERGENCY PROCEDURES</b>	<b><u>7</u></b>
<b>INJURY AND EMERGENCY MEDICAL CARE</b>	<b><u>8</u></b>
<b>CLOTHING AND PERSONAL BELONGINGS</b>	<b><u>8</u></b>
<b>TRIPS AND SPECIAL PROGRAMS</b>	<b><u>8</u></b>
<b>FIELD TRIP POLICY</b>	<b><u>8</u></b>
<b>VISITORS</b>	<b><u>9</u></b>
<b>MEALS</b>	<b><u>9</u></b>
<b>PARTIES</b>	<b>9</b>
<b>PHOTOGRAPHY AND SOCIAL MEDIA</b>	<b>9</b>
<b>HEALTH AND ILLNESS</b>	<b><u>10</u></b>
<b>MEDICATIONS</b>	<b><u>10</u></b>
<b>CHILD ABUSE OR NEGLECT</b>	<b>11</b>
<b>CURRICULUM</b>	<b>11</b>
<b>PRESCHOOL LEARNING CENTERS</b>	<b><u>12</u></b>
<b>PREPARATION FOR ELEMENTARY SCHOOL</b>	<b><u>13</u></b>
<b>CELL PHONE POLICY</b>	<b>13</b>

## **MISSION STATEMENT**

All Saints Episcopal Preschool is a ministry of All Saints Episcopal Church; our mission is to provide a positive, nurturing, Christ-centered educational environment using developmentally appropriate activities to encourage each child to reach his or her full potential.

## **Philosophy of Education**

The role of the family is of primary importance in influencing the development of young children. We seek to protect and enhance this role through support and encouragement of the family and through family involvement in our program.

All Saints teachers view the child as strong and competent. The environment is warm, safe, and joyful. We believe that parents and educators have the responsibility to provide the child with an environment that enables preschool development, builds problem-solving skills, and fosters wise choices.

During the preschool years, children learn from appropriately modeled behavior and from concrete experiences. Children learn through play and active exploration, not through drills, rote memorization, or workbooks. Our preschool uses the WEE Learn Curriculum and the Zaner-Bloser Language Arts Program to help the teachers to organize developmentally appropriate classroom experiences for children ages 6 months through 5 years.

## **Goals**

Keeping our mission statement in mind, these are our goals:

- Foster and encourage direct, respectful communication among teachers, parents, and children
- Provide opportunities for creative expression
- Support the development of social skills such as sharing, cooperation, generosity, and empathy
- Stimulate cognitive problem-solving skills with an emphasis on the concepts of cause and effect, classification, space, time, numbers, shapes, and colors
- Use an integrated approach to learning that meets the spiritual, social, emotional, intellectual, and physical needs of the children
- Strengthen communication skills necessary for listening, reading, writing, and speaking by providing an environment rich in the practical uses of words
- Develop safe and healthy habits in young children with an emphasis on proper hygiene, sound nutrition, exercise, and physical care
- Use families and volunteers to offer opportunities for multi-generational interaction
- Provide a summer program that provides stimulating activities in a community atmosphere
- Foster self-esteem and resilience

## **Preschool Worship**

All Saints Preschool is a vibrant Christian community. We believe that a firm Christian faith is built on understanding one's place in God's world, developing respect for one another, and showing love as taught us by Jesus Christ. Preschool children live in a "sensory-oriented" world. Teachers look for ways to reflect on God's goodness throughout the day. Chapel services with Bible stories, prayers, and songs are held weekly for children enrolled in our three, four and five-year-old classes.

In addition, children enrolled in the 3K, 4K and 5K programs are offered Catechesis of the Good Shepherd, which is a Montessori based program that tells stories of God's love.

Through the use of concrete materials, children explore the meaning of Bible stories in their lives. Trained volunteers from All Saints Episcopal Children's Christian Formation teach each class weekly.

### **Church Exemption**

The Alabama Department of Human Resources, a licensing agency for childcare preschools, permits churches to operate childcare facilities without licensing. All Saints Episcopal Preschool meets and/or exceeds all licensing requirements. We have chosen to operate as a non-licensed facility; however, we will continue to be governed by the Jefferson County Health Department and Homewood Fire Department regulations. The permits are kept on file in the preschool office.

### **Parent Participation**

The best assurance for the success of your child's experience in our program is the close cooperation and understanding of parents and staff. Working with the teachers, parents are welcome to contribute to the educational program of All Saints School. Your child's teacher will have suggestions to help you participate in your child's class.

### **Discipline**

We believe that discipline and guidance should be consistent and based on an understanding of individual needs and development. A positive guidance technique promotes self-discipline and acceptable behavior. Appropriate behavior is expected and encouraged of each student at All Saints Episcopal Preschool.

Please discuss with your child's teacher specific guidance techniques that work best with your child. Changes at home do affect a child's behavior at preschool. The staff is more than happy to work with you regarding behavior issues at Preschool or home.

A child may temporarily be removed from a situation in order to help him or her regain control and follow the rules. In case of continued behavior that is potentially harmful to your child, other children, staff, or property, you will be notified immediately and may be asked to leave the program.

Positive guidance techniques used by the All Saints staff will include but are not limited to:

- Recognizing and encouraging appropriate behaviors
- Developing reasonable and clear rules and expectations in each group
- Explaining the consequences of inappropriate behaviors
- Redirecting children into positive behaviors
- Modeling pro-social behaviors
- Enforcing limits and rules consistently and fairly
- Helping children to identify and express feelings in acceptable ways

### **Admission Procedures**

All children must be registered and on roll before attending the Preschool. The following must be completed and submitted to the Preschool:

- Registration Fee
- Immunization Record: Blue Form (up-to-date and current)
- Financial Agreement (re-submitted annually)
- Child's Medical Release (re-submitted annually)
- Handbook Agreement Form (re-submitted annually)
- Payment Information (re-submitted annually)
- Family Information Sheet (re-submitted annually)

If at any time any of the above information changes, please contact the preschool office to make corrections.

In order to understand our policies and procedures, we ask that all parents read the Parent Handbook and sign all the parent agreement forms.

## **Discrimination Policy**

All Saints Episcopal Preschool does not discriminate against any child based on the child's race, color, national origin, sex, religion, or disabilities. Reasonable accommodations will be made to provide services to persons with disabilities.

## **Enrollment**

Enrollment for the following school year begins the last week of January. Our enrollment priority system is:

1. Currently enrolled children and siblings of currently enrolled children
2. Children whose parents are members of All Saints Episcopal Church
3. New students

## **Withdrawal**

Parents wishing to withdraw their child from our program must give 30 days notice in writing and must be acknowledged by the Director of the Preschool.

## **Tuition Payments**

Families enrolled in the Preschool have the option for paying tuition by month or semester. Families that pay by semester may pay with a check, credit, or debit card. Monthly tuition payments are the same for each month (August – May) regardless of the number of school days in that month. Children enrolled in the program must pay tuition to hold their spot regardless of attendance. This includes Infants who are unable to attend until they reach 6 months of age.

**Families must be enrolled in Payscale and pay by credit or debit card if they opt to pay tuition monthly.** There is no cost to families for enrolling. It simply eliminates check writing and processing.

**Registration and Supply Fee:** Due at registration. Only the supply portion of this fee is refundable until April 30<sup>th</sup>. After April 30<sup>th</sup> all fees are non-refundable

**Regular Tuition Due:** By the 15<sup>th</sup> of each month (August – May)

**Summer Registration and Supply Fee:** Due at registration (These fees are non-refundable.)

**Summer Tuition:** Summer tuition may be paid in full by May 29<sup>th</sup> or it may be broken down into two payments due on June 15<sup>th</sup> and July 15<sup>th</sup>. If you choose to make two payments, those must be set up in Payscale as automatic charges on a credit or debit card.

## **Grievance Procedure**

When there is a concern, speak to the person most immediately involved first. If a solution is not achieved, please speak to the Preschool Director. You have the right to:

- Have your child receive a developmentally appropriate education
- Have you and your child treated with respect and dignity
- Talk with school personnel and to have requests for meetings answered in a timely manner
- Receive fair hearings on concerns and grievances
- Have children supervised in a safe and appropriate manner
- Participate in the life of the school

## **Classroom Organization and Grouping**

Children enrolled in the Preschool are assigned to classrooms based on their age as of September 1st. At registration each year the parents will be notified of the classroom choices available to their child for the following school year. The classroom groupings are as follows:

- Infants – 6 months by Sept. 1

- Toddler 1 – 12 months by Sept. 1
- Toddler 2 – 18 months by Sept. 1
- 2K – 2 years old by Sept. 1
- 3K – 3 years old by Sept. 1
- 4K – 4 years old by Sept. 1
- 5K – 5 years old by Sept. 1

If adjustments need to be made in placement of a child, it is determined by the Director and with the permission of the parents.

Classroom assignments are taken very seriously. Every effort is made to make the best placement for your child. Age, gender ratio, class size, personality, and staff recommendations are reviewed before placements are made. **Specific classroom/teacher requests will not be accepted.**

### **Discontinuation of Services**

The Preschool reserves the right to terminate services if it is deemed necessary and appropriate. The following may be possible reasons for discontinuation of services:

- Serious behavior problems that are disruptive and/or harmful to other children and staff
- Behavior that is beyond the expertise and ability of the Preschool staff to provide a therapeutic environment
- Continual failure of a parent or guardian to abide by the guidelines set forth in this handbook or continued inappropriate behavior as determined by the administration of the Preschool
- Continual failure to abide by the Preschool financial policies

### **Potty Training**

**BEFORE ENTERING THE 3K, 4K OR 5K CLASS, THE CHILD MUST BE POTTY TRAINED.**

Potty training is an important time in your preschooler's development. It requires consistency, patience, and a positive attitude. It is the parent's responsibility to potty train with the Preschool's role being to support the parent and child in their endeavors. Please talk to your child's teachers about potty training readiness.

A potty-trained child must be able to verbalize the need to use the restroom. No diapers or pull ups allowed. Our Full Toilet Training Policy is as follows:

“Potty trained” is defined as your child feeling the urge to use the bathroom and being able to relate that message to their teachers. We understand that children get busy and will have accidents, however, if your child cannot recognize the urge to use the bathroom and has 3 “accidents” in a two-week period without attempting to alert their teachers of their need to use the restroom, they will be asked to stay home for two weeks to complete their potty training. Once they return to school after that two-week period the 3 accident rule will begin again, and the child will be asked to stay home indefinitely until they are fully potty trained. If he/she is not fully potty trained by the first day of school and needs extra time at the beginning of the school year, please reach out to us and we can discuss your options.

### **Infant Sleeping Environment**

In accordance with the recommendations from the American Academy of Pediatrics, each infant will be placed on his/her back for sleeping to lower the risk of Sudden Infant Death Syndrome (SIDS), unless the infant has a note from the physician specifying otherwise.

When an infant can easily turn from his/her back to his/her stomach, he/she will be allowed to adopt whatever position he/she prefers for sleep.

Unless a physician specifies a need for a positioning device that restricts the movement of the infant within their bed, no such devices will be used.

### **Arrival and Dismissal**

All children must be escorted to their designated Preschool doors by a parent or guardian. **Children enrolled in the program should arrive no earlier than 8:55 am and no later than 9:05 am.** Classroom activities begin promptly at 9:15 am. Being on time each day is beneficial not only to your child, but to the class as a whole. A routine, consistent schedule eliminates unnecessary disruptions and aids in the progress preschoolers make with typical challenges, such as separation anxiety. For older children, we aim to make the transition from preschool to Kindergarten as seamless as possible. Following a schedule similar to that of a Kindergarten classroom will help everyone. When there are circumstances (appointments, special events, etc) that do not allow you to arrive on time, please call the office so we can inform your child's teacher.

Children will be released only to authorized adults. Written notification is required if your child is to be released to any individual whose name is not listed on your child's registration forms. There are no exceptions. Persons not known to staff members will be asked for a photo ID. We reserve the right to withhold release of your child if authorization is in question.

### **Parking Information**

Parking at All Saints can be a challenge. In order to make drop off and pick up time for your children as smooth as possible, we ask that you follow the guidelines listed below.

- We request that all preschool families park to load and unload their children in the south parking lot of the church or the marked spaces on W. Hawthorne Rd. The south parking lot is the paved lot on the left side of the church. This is the area that also has the RED DOORS which are the PRESCHOOL ENTRANCE DOORS.
- In this parking lot, you may park in any space that is *clearly marked as a parking space*.
- Parking is not allowed along the yellow curbs. Parking in this area is against the fire code and sometimes prevents cars from being able to back out of their space safely.
- Parking is also not allowed in any space that blocks a neighbor's driveway or mailbox.
- The handicapped parking spaces in the preschool parking lot are for the handicapped only.
- If you park in the front of the church on West Hawthorne Road, please park only in *clearly marked parking spaces*. However, we ask that you still enter and exit through the RED DOORS in the south parking lot or the King Garden Courtyard doors.
- Under no circumstances are parents to park their vehicle and leave it unattended where there are no parking places. Under no circumstances are neighbors' driveways, marked yellow curbs or mailboxes to be blocked.
- Please do not hold up the traffic flow by stopping to wait on a parking space. We ask that you drive around and come back or park on the street.
- Most importantly, always accompany your child while walking to and entering/exiting the building.

### **Attendance Records**

Attendance records will be kept daily. In the case of excessive absences, a conference may be scheduled with the teachers and parents at the Director's discretion. When excessive absence and/or tardiness become disruptive and interferes with your child's preschool experience or other children in the classroom, your child may be asked to withdraw from the program.

### **Hours**

Our school programs operate on an academic calendar (August through May) with special sessions in the summer. Preschool hours are 9 AM to 1 PM. Children enrolled in our program will be charged a fee of **\$1.00**

**per minute after 1:05 PM.** This fee is payable with the next month's tuition.

### **Emergency Procedures**

The school will close when weather and road conditions warrant. All Saints will generally follow, but not always, the direction of the Homewood City School System in the event of inclement weather. You will receive an email from the school in the event that we must close the Preschool. Parents should formulate an emergency pick-up plan for such a dismissal.

See additional information regarding closings in the Financial Policies document.

When the National Weather Service issues warnings for tornadoes, children and staff will move to inside hallways. If power, heat, or water is temporarily not available, the school will try to remain open. However, we will not compromise the health and safety of the children. Parents may, therefore, be notified to come earlier than usual to pick up their children.

### **Injury and Emergency Medical Care**

Minor injuries will be treated at the discretion of the teacher and the office staff. The teacher will complete an incident report. A copy will be given to the parent at the end of the school day. Parents may be contacted by phone by the teacher or office staff.

In the event of a serious injury, the child will receive immediate first aid from the teacher. Every reasonable effort will be made to contact the parents immediately in the context of the circumstances. If the parent cannot be reached, the person(s) listed in the emergency contact section of the preadmission form will be contacted.

**Please refer to the MEDICAL RELEASE form.** The Medical Release Form authorizes ASEP to secure and authorize any medical attention, treatment, or services that may be necessary for the child.

When medical attention is required, the parent's insurance will act as the primary coverage.

### **Clothing and Personal Belongings**

All Saints encourages parents to send children to school dressed in comfortable, washable clothing. Please send an extra change of clothing labeled with your child's name. Clothing young children can manage for bathroom needs is essential. Rubber soled shoes or tennis shoes are required for safety on the playground. Boots and sandals are not safe on the playground equipment. Please label all clothing.

We discourage children from bringing toys to school with the exception of a planned Show and Tell item. Toys from home can be distracting and difficult to share. We respectfully request that toy guns, swords, or other toy weapons remain at home for the safety of our preschoolers. Clearly label all possessions, including clothing, bottles, personal items, diapers, and cups.

Each child is designated a special place in which to store personal belongings while at Preschool. Please remember to check these when you pick up your child for important documents such as daily report sheets, reminder notices from your child's teacher, and masterpieces created by your preschooler.

### **Trips and Special Programs**

Children four years and older attend the Children's Theater and visit other sites that expand the classroom curriculum. Some of the field trips may require an additional fee. Parents are invited to join the classes to help provide additional supervision on these trips. Parents in personal cars or vans are used for transportation on all field trips unless they are within walking distance of All Saints.

### **Field Trip Policy**

Field trips are planned for the 4K and 5K classes to enhance the curriculum. When field trips are planned the following guidelines will be observed:



- Fees for most field trips will be taken from the annual supply fee, some may require an additional fee.
- Transportation will be arranged by All Saints Episcopal Preschool and will follow all necessary traffic and safety laws and recommendations as applicable.
- Parents may be asked to accompany the class to provide the appropriate number of adult chaperones.
- Short excursions on foot may be made to the surrounding community in reference to special events and/or the area of curriculum being studied.
- Permission slips must be signed in advance of the field trip and will accompany the group when they leave church property.
- When possible, special activities and visitors will be brought into the Preschool in lieu of field trips.

Parents are welcome to share their talents, vocations, and special ethnic or cultural practices. We encourage you to participate in your child's school community by working with the Preschool.

### **Visitors**

We enjoy having family members and visitors in our school. We have special invitation events for families and friends such as Grandparents' Day and Music or Chapel programs. We request that parents, family members, and other visitors enter through the Red Doors and make the office aware before visiting the school building.

### **MEALS**

#### **Infants**

Parents/guardians are responsible for providing an adequate supply of bottles for infants. **BRING PLASTIC BOTTLES ONLY.** Label all bottles with the child's first initial and last name.

Parents/guardians are responsible for providing baby food for children who are not ready for table food. Label all jars with the child's first initial and last name.

#### **Toddlers and Preschoolers**

Please send a lunch from home with all cups, water bottles, and lunch boxes clearly labeled.

If your child has a milk or food allergy, please notify the teachers and the Preschool Office. Allergies and food restrictions must be in writing in detail and on file in the Preschool Office and will be posted in your child's classroom.

#### **Snacks**

Some classes allow for a snack time. Your child's teachers will make you aware if a snack is allowed. If your child's class has a snack time, then it is the parent's responsibility to send a simple snack.

#### **Parties**

Most classes will celebrate four parties a year: Fall Harvest/Thanksgiving, Christmas, Valentine's, and End-of-the-Year. Parents will be asked to participate in the planning of each party in your child's classroom. Interest in helping with parties can be indicated at our annual Open House at the beginning of the school year.

#### **Party Policies**

- Room parents are responsible for communication and party planning.
- In advance of all events that involve food, (parties, special treats or snacks) the list of all foods that will be served is the responsibility of the room parents
- At these events, only one sweet item per child may be served. For example, one cupcake or one cookie is a sweet item. Simplicity for all parties and events is encouraged.
- Parents may send a birthday treat for their child and classmates on their child's birthday. Parents bringing in a treat to celebrate their child's birthday need to check with the teacher in advance.

Birthday parties during school hours are not allowed.

### Invitations to Parties

Invitations to individual birthdays or any other parties may be distributed at school **only if all members of the class are invited**. Please mail all other invitations to the individual children's homes.

### Photography and Social Media

The Preschool occasionally shares pictures of the children with the All Saints Church community via social media and parish newsletters. If you do not want photographs of your child included, please provide written notification to the Preschool.

### Health and Illness

One of the most serious challenges facing group care situations for young children is preventing illness. The staff will strive to maintain the highest standards of cleanliness. Proper hand washing procedures will be followed and taught. Eating surfaces and diaper equipment will be sanitized between each use. Toys will be sanitized at the end of each day.

One of the best ways to prevent the spread of disease is to have strictly enforced standards regarding the exclusion of ill children. We need your help to do this. Do not bring ill children to the Preschool. If your child becomes ill while at the Preschool, please pick the child up immediately upon notification.

Children cannot attend the Preschool if one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in preschool activities
2. The illness results in a greater need for care than the staff can provide without compromising the health, safety, and supervision of the other children
3. The child has anyone of the following one:
  - a. Temperature of 99.5 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness
  - b. Symptoms and signs of possible severe illness such as lethargy, uncontrolled breathing, uncontrolled diarrhea, vomiting illness (two or more episodes in 24 hours) rash with fever, mouth sores with drooling, wheezing, behavior change, or other unusual signs
  - c. The common cold spreads quickly, especially in preschool settings. Children should be kept at home until they are no longer coughing or have discolored drainage from their nose.
4. The child has been diagnosed with a contagious disease, until medical evaluation determines that the child is no longer communicable and is able to participate in preschool activities. Please refer to the *Communicable Disease Chart for Schools and Child-Care Preschools* available in the school office.

In addition, the Preschool's policy requires that your child be free of symptoms of illness: temperature (without the use of fever reducing agents), diarrhea, or vomiting for at least 24 hours unless COVID positive, then refer to current CDC COVID guidelines. **Please keep in mind that if we send your child home because of illness, the child will not be admitted to the Preschool the next day.** The Preschool reserves the right to require a doctor's statement before the child can be readmitted to the Preschool.

Parents will be notified when a communicable disease has been introduced into the school.

In keeping with Alabama state regulations, all children enrolled in the Preschool are required to have a current immunization form on file at all times. Periodically you will be asked to update this information, and your prompt attention to this request is required.

## Medications

The Preschool will administer medicine only to children with a written permission form and as stated on the medicine's label directions or as amended by the physician in writing. Any medications brought by parents for their child must:

1. Be in an original container
2. Be labeled with the child's name
3. State the child's age/weight (if it is over-the-counter medication)
4. Be labeled with the date (if prescribed)
5. Include directions to administer the medication; and,
6. If prescribed, include the name of the physician prescribing the medication.

Medicine will not be administered after its expiration date, without written permission from a physician, or based on telephone authorization. Aspirin or aspirin substitute will be administered only with a physician's approval. Parents must sign and complete the medication dispensing form and give the medicine to the office staff. Thank you for understanding that we cannot accept verbal authorization regarding the dispensing of medication to your child.

## Child Abuse or Neglect

To protect the well-being and safety of children, the State of Alabama requires anyone who suspects child abuse or neglect to report it to the Department of Human Resources of the State of Alabama. The staff members have been trained to identify the signs and symptoms of abuse and neglect and are mandatory reporters. All suspect indicators will be documented and reported. The Preschool is required by law to cooperate with any investigation of child abuse and neglect. (You will be notified if your child is questioned as part of an investigation.)

## Curriculum

The foundation for our curriculum is to help each child become a *life-long learner*. We want to help them become independent, self-confident, and inquisitive learners. Our curriculum is thoughtfully planned and implemented by our teachers to ensure that each child is learning developmentally appropriate lessons. We focus on a hands-on, center-based learning model which allows each child to learn cognitively, emotionally, developmentally, and socially while balancing free exploration with structured learning goals. This holistic approach allows teachers to treat each child individually based on the learning style that works best for them. We provided a structured environment for children to learn and grow, fostering a love for education, creativity, problem solving and essential skills for lifelong learning. While in the classroom, children are exposed to reading readiness, phonics, art, music, math and science skills, and fine/gross motor skill development. Parents in the 2K- 5K classes will receive monthly calendars/ lessons plans from the teachers.

This curriculum provides a framework for organizing classroom experiences for babies through 5K. Each classroom is arranged in designated areas of learning called Learning Centers (e.g. home living, art, blocks, books, nature, puzzles and manipulatives, music and movement).

- Babies and 1-year-olds learn by doing. They need to move, reach, stretch, crawl, walk, run, roll over, and climb. Our goal is to provide stimulation and to actively involve the child in discovering self, her or his senses, family, food, nature, and animals. The activities provide stimulation through sensory experiences, as well as through teacher-child interaction.
- Older preschoolers learn by doing. Activity teaching offers firsthand experiences for preschoolers. Through activities, the preschooler uses his or her five *senses* to learn. *Curiosity* motivates a preschooler to search and discover. *Repetition* sharpens acquired skills and develops new ones. The doing is the child's play, and play is the preschooler's full-time occupation.

### **Additional Lessons Outside the Classroom**

Music classes are provided weekly for all children in the preschool.

Catechesis of the Good Shepherd Classes are provided once a week for all children ages 3K – 5K. Trained Catechists work with each class once a week for 45 minutes to an hour in the Atrium.

Chapel is every Wednesday for children ages 3K – 5K.

Story Time is a special class provided for the children once a month. An instructor from Homewood Public Library prepares age-appropriate lessons to enhance their experiences.

Playground time is provided daily for all children. If weather conditions do not allow for outside play, children will be given an indoor space for physical activity.

### **PRESCHOOL LEARNING CENTERS**

#### **Home Living/Pretending**

The Home Living area allows children to use their imagination and "try-on" various roles from the adult world. Through play, children try to make sense of the events happening around them and deal with the feelings surrounding them. Social skills grow as preschoolers choose definite roles in the "play" whether it be playing house, school, restaurant, office, or outer space.

#### **Blocks**

As a preschooler builds with blocks, they are developing control of the small muscles of fingers and hands as blocks are added to a structure. Understanding of size, weight, and shape is developing as language skills are growing as preschoolers discuss what they are building. Cooperation and planning skills develop as children work together toward a common goal.

#### **Art**

When preschoolers are free to use a variety of art materials, they learn to make choices, practice thinking skills, and be creative. The process of working with the materials is more important than the final product. Preschoolers make choices as they select paper, colors of paint, and experiment with the way paints are applied. Preschoolers develop a vocabulary of words such as: soft, hard, squishy, smooth, rough, striped, checkered, pastels. They are also continuing to develop gross and fine motor skills with each piece of art they create.

#### **Books**

As preschoolers explore books on their own or with an interested adult, they notice that print goes from left to right and top to bottom, that pictures often tell a story, and that the story stays the same as it is read over and over. Listening, paying attention, sequencing, and thinking skills are all being used as boys and girls enjoy a story. Preschoolers become acquainted with new vocabulary words and the style of formal written English as they listen to stories.

#### **Nature and Science**

Preschoolers' interest grows as they think about everyday items in new ways. Counting shells, sorting leaves by size or shape, and classifying rocks by type are examples of activities young children can do here. We will become science detectives as we explore such questions: *"How are these alike? Different?" "Is this bigger? Smaller?" "How does this change when it becomes Wet? Heated? Frozen?"*

#### **Puzzles, Games, and Manipulatives**

Playing with games and working puzzles develops controlled movements of the fingers and hands, which

enables preschoolers to master the muscles necessary for writing. As boys and girls work with color and patterns, they develop visual discrimination and memory. When preschoolers pretend with manipulatives, they take their first steps in using symbols which are important as they begin to read and write.

### **Author's Corner**

Preschoolers show interest in writing long before they can form the letters. Stamps, finger painting, play dough and writing materials give preschoolers opportunities to strengthen small motor skills and muscles. When they enter school, they will be ready to learn writing skills.

### **Music and Movement**

Participation by preschoolers exercises their ability to follow directions, work together and take turns. It fosters creativity and self-expression. Verbal, listening, and memory skills are developed as preschoolers sing and listen to music. Movement activities such as dancing with scarves and playing instruments facilitate the development of coordination and exercises fine and gross motor skills.

### **Preparation for Elementary School**

It is the goal of All Saints Preschool to help your child to grow and learn as well as to be ready to absorb the intellectual information presented to him or her in Kindergarten. This is not done by "pre-teaching" information but by developing skills to help each child be ready to succeed in school and launch them in their next phase of learning. We strive to help each child:

- To listen attentively
- To follow directions
- To verbalize needs and questions
- To become an independent thinker able to make choices and decisions
- To develop confidence in individual achievements
- To develop curiosity about the world around him or her
- To express creativity
- To care for his or her own bodily needs
- To keep up with personal belongings
- To recognize safe people and places
- To share and cooperate with others
- To respect others
- To function as a group
- To recognize shapes and colors
- To develop readiness to process written symbols and language

### **Cell Phone Policy**

Teachers should refrain from the personal use of cell phones during school hours, and we therefore request that parents do not contact teachers via cell phone during school hours. If you need to reach a teacher during the school day, please call the front desk and we will relay it to the appropriate teacher as soon as possible.