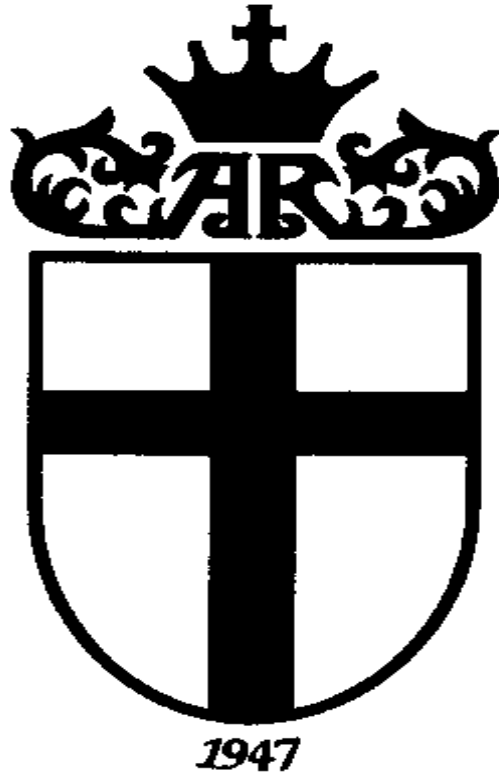


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**PARENT/STUDENT HANDBOOK**  
On the St. Edward website

**Preschool Handbook**

March 2017

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# **Our Mission**

St. Edward School is committed to excellence in Catholic faith formation, education, and the development of the whole child. Our goal is to create a better future through our students.

## **PHILOSOPHY**

St. Edward School strives to be an active ministry of St. Edward Parish. St. Edward School is a diocesan established school that serves a heterogeneous student body from five major parishes: St. Edward, St. Matthew, and St. Mary Magdalene; St. Mel's, Corpus Christi and the Shrine of the Presentation. The student body includes children from many socioeconomic, ethnic, racial and religious backgrounds. The faculty and staff provide a stable environment wherein a positive self-image and sense of morality is enhanced. Our goal is to instill a committed love for God and a love of knowledge enabling each student to reach his/her highest potential in all areas- spiritual, moral, intellectual, physical, emotional, social and cultural. The school's purpose is to integrate the educational experiences of each student with the Catholic faith development as embodied in the Gospel message and lived through the school's faith experience.

The home is the child's first experience of community. Parents are and will remain the first and foremost educators of the child. In a shared effort the parents, priests, faculty, staff, and students cooperate with and complement each other as they strive to make our community viable, unique, contemporary and oriented to Christian service. The Gospel message is reflected in the core curriculum that is aimed at developing a totally integrated person. As students mature, they are encouraged to use critical thinking processes with communication and life skills that will promote continued growth and development. Committed to our faith, hope and love, our belief is that Christian values underscore the school's aim to form individuals capable of living their choices responsibly and truthfully. These values give students a positive direction and stability that will guide them through life, as they serve family, church and the world. Our ultimate goal is to create a better world through our students. They hold the promise of the future. Our task is to give them all the tools necessary to make that promising future a reality.

## **AFFILIATION**

St. Edward Preschool is accredited through the Western Association of Schools and Colleges, and the Western Catholic Education Association.

St. Edward Preschool represents an educational ministry of St. Edward Parish. The school is affiliated with the Roman Catholic Diocese of San Bernardino.

St. Edward Preschool adheres to the codes of Community Care Licensing and is licensed by the California Department of Social Services. The preschool serves children three years of age through six years of age.

### **DEVELOPMENTAL PROCESS**

- A placement, which creates an environment for a child's high rate of success.
- An open-ended curriculum, which is child-centered and lends to the natural development and sequence of learning – one which takes its direction from the child's needs rather than from time schedules created by adults.
- An environment, which facilitates learning – one that satisfies a wide range of interests without creating undue stress.
- Expectations that concur with the child's level of development.
- An understanding that each year's growth brings an extended level of awareness to a child's world and an extended period of time in any given classroom will foster that growth rather than limit it.
- Acceptance of the reality that a child's process holds as much importance as the product.
- A belief that the child's functionality is the prime factor in measuring his/her true level of success.
- Support from the adults in a child's life, which allows development to occur naturally.

### **CURRICULAR GUIDELINES**

#### **Program Goals:**

1. Extend, enrich and encourage the work already begun by parents.
2. Encourage growth in self-awareness and self-esteem of the child as a creation of GOD.
3. Develop a sense of Christian community within the preschool environment.
4. Foster a sense of curiosity and wonder in relation to the child's world and the environment around him/her.
5. Provide an environment to foster a love of present and future learning.
6. Initiate a sense of liturgical celebration through classroom prayer.
7. Aid parents in their role as primary educators of their children.
8. Integrate with existing Catholic School primary curriculum.

## **Basic Methodology and Goals:**

Promote an atmosphere of love, acceptance and belonging, which has room for flexibility and spontaneity.

1. Accentuate religious influence rather than formal instruction.
2. Develop learning through exploration, play and creative activity.
3. Focus on the developmental needs of the individual child.

### **Goals of Role Models within the Curriculum:**

1. Emphasize the role of teachers/aides as facilitators and guides in the discovery process.
2. Encourage clergy, by their presence, to give an additional spiritual dimension of faith building process.

## **REGISTRATION PROCEDURES**

Registration for enrollment is initiated by submitting a *NON-REFUNDABLE* registration fee and financial agreement from the GRADELINK Enroll Me program..

Tuition is in accordance with amounts stated at the time of registration. Entrance to the program is contingent upon all fees being remitted at registration.

## **BASIS OF ACCEPTANCE**

Children MUST be COMPLETELY potty-trained and minimally 3 years of age.

St. Edward Preschool supports the right of all children to participate in their early childhood program, if the needs of all children, parents and staff can be met.

### ***Non-Discriminatory Statement***

The Catholic schools of the Diocese of San Bernardino admit students of any sex, race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the respective school. The school does not discriminate on the basis of sex, race, color, racial or ethnic origin in the administration of its educational policies, admission policies, athletics and other school administered programs.

## **PRE-REGISTRATION PRIVILEGES**

The schools of the Diocese are established as religious schools; therefore preference in admissions shall be given to the following, in the following order:

- Currently enrolled preschoolers.
- Siblings of students enrolled in St. Edward School
- Families actively engaged in St. Edward , St. Mary Magdalene, Corpus Christie, St. Matthew's St. Mel's, Shrine of the Presentation, and, Blessed Oscar Romero
- Members of the Diocesan Community
- Catholics
- Non-Catholics

No one shall be admitted as a student in any Catholic school unless that person and/or his/her parent/guardian subscribe to the school's philosophy and agree to abide by the educational policies and regulations of the school and the diocese.

## **REGISTRATION FORMS**

Participation in the school program is contingent upon receipt of all completed forms.

- Online registration must be complete on the school web site [stedward1947@msn.com](mailto:stedward1947@msn.com) ENROLLME , signed and printed to enter class. Copies of the contract must be signed and submitted with the registration fee.

### **1. Admission agreement**

### **2. Identification & Emergency Information (lic 700)**

Two (2) LOCAL emergency contact persons must be listed. It is essential that this information be kept current; parents are responsible for supplying information to update or revise records. Any additions or deletions must be made on original document.

### **3. Physician's Report (lic 701)**

Verification of a recent physical examination and TB clearance is required...DUE no later than the child's 4 week

### **4. Immunization Record**

All immunizations must be current upon enrollment and remain current. All immunization dates MUST include a MONTH, a DAY, and a YEAR. Department of Health may mandate exclusion for those in non-compliance.

### **5. Child's Health History – Parent Report (lic 702)**

A family and social history is needed. Allergy information is a MUST. Include all information regarding premature birth, birth trauma, and early illness.

**6. Emergency Medical Form**

LOCAL emergency contact persons must be listed. It is essential that this information be kept current; parents are responsible for supplying information to update or revise records. Any additions or deletions must be made on the original document.

**7. Consent for Medical Treatment (lic 627)**

**8. Personal Rights – Community Care Facilities (lic 613A)**

Acknowledges that parents have received literature regarding their personal rights. Parents sign and return lower portion only.

**9. Notification of Parent's Rights**

Same as point (8). Complete and return bottom portion, "Acknowledgement of Parent's Rights Notification" only.

**10. Financial / Policy Agreement**

Carefully review the contents of the handbook regarding school policy. In signing this agreement, you may not agree with the contents; however, you do agree to the compliance with the policies.

**11. Photo / Video Release**

**12. Parent Signature Page**

**TUITION AND FEES**

Registration fee is due annually no less than two weeks before the child's date of start. Registration fee is \$100 per child. Hot lunch and two snacks are supplied each day. Children are not permitted to bring food into the class.

**PAYMENT OF TUITION**

Tuition is due on the 1<sup>st</sup>. of each calendar month.

Monthly tuition is based upon an annual rate. Therefore, it is continuous through all holidays and recesses with NO allowances for illness or vacations.

**PENALTIES**

A \$25 fee will be imposed each month for late payments (tuition paid after the 5<sup>th</sup>) or returned checks.



## **WITHDRAWAL**

A two-week written notification is required when a child is withdrawn from the program. A pro-rated tuition fee may be assessed (amounting to a two week period or any portion thereof) when a two-week written notice is disregarded.

## **DISMISSAL**

St. Edward Preschool reserves the right to cancel the enrollment of a child for any of the following reasons:

- Unless special arrangements have been made with the director, dismissal may occur when your account is delinquent.
- Not observing the rules of the school as outlined in the Parent Handbook.
- If the child has special needs, which we cannot adequately meet with our current staffing patterns.
- Any physical and/or verbal abuse of staff or children by parent or child.

## **OPERATING POLICIES**

Each child will be placed in the program the director and teacher feel will best meet the individual child's needs. Placement will not be based on parent's schedule or strictly made on the child's age. Classroom placement will be made in accordance with the child's "whole" development - his/her social, emotional, intellectual, physical, and adaptive behaviors. All areas are of equal importance.

Parents will be conferred with in the event a child needs to be re-classified; however, staff reserves the right to make the final decision as to the child's appropriate placement.

## **ATTENDANCE**

In order for each child to benefit positively from the experiences provided, a child's attendance must be consistent. When a child has been absent for two consecutive weeks without notifications to the school, St. Edward Preschool reserves the right to dismiss the child to permit space for another child.

It is the responsibility of the parents to notify the school when their child will be absent.

Please notify your child's teacher if you know of any future dates when your child will not be in school.

## **SIGN-IN & SIGN-OUT**

Sign-in occurs on a daily basis. Arrival time must be indicated on the sign-in sheet. Every child shall have a parent or authorized person (18 years or older bring him/her to the classroom). The child must be signed in and PRESENTED TO THE TEACHER, AIDE, or DIRECTOR.

Sign-out occurs when a child leaves the school. The time, signature section must be completed on the sign-out sheet. Every child shall leave the school with a parent or authorized person (18 years or older). Any person unfamiliar to staff will be asked for identification. The child will be released ONLY to those persons who have been authorized by the parent on the Identification and Emergency form.

Additionally, written and verbal notification must be given to school personnel EACH time an authorized person other than the usual parent/guardian picks up the child from school. Neither authorization nor notification will be accepted by telephone.

### **HEALTH POLICIES**

Verification of a recent physical examination and a TB clearance is required. It is due no later than four weeks after the first day of child's attendance.

Every parent needs to have alternative care for his/her child when he/she is ill. This includes having someone available if the child is deemed not well enough to remain at school upon arrival and/or when the child becomes ill during school hours.

You are the best judge of your child's health and we trust you will not bring a sick child to the school. However, all staff members are trained in First Aid and to recognize the signs of communicable disease and other illness. Each child shall be observed daily. For the wellbeing and protection of all the children, the parent will be advised to remove the child from school when the following symptoms are observed:

watery, inflamed or crusty eyes    vomiting or gagging

watery, inflamed or crusty eyelids    deep cough

sneezing or coughing    Fever

heavy nasal discharge    unusual irritability

mucus that is NOT clear    Rash

unusual number of trips to bathroom    Sores

unusual aggressiveness    Sleepiness

It is very important your child is well enough to attend school in order to participate with other children in the daily activities, including outside play. Children will play outside in weather that requires hats and jackets. If for some reason a child is unable to contend with all these elements, it is advised that the child remain at home

### **ACCIDENT REPORTS**

Injury reports are prepared for any accident occurring during the course of a child's school day. Any head injury will be reported to the parent by a telephone call. If the parent cannot be notified, persons listed on the Emergency Medical form will be advised.

The accident report needs to be signed by the preschool Director and the parent.

### **MEDICATIONS**

St. Edward Preschool does not administer non lifesaving medicine at school. Epi-pen will be kept at school with a doctor's note.

IF your child is required to be on medication please administer it at home before coming to school.

Never send your child to school with cough drops, vitamins, cough medicine, or any kind of medication.

### **SAFETY PROCEDURES**

#### **DISASTERS**

Regular practices are scheduled to prepare in the event of fire or earthquake. Children are instructed in the safety procedures for the emergency drills. In the event of a major disaster, school staff members are committed to the care and safety of the children. Care will be provided until parents are able to pick up their child/ren.

#### **EMERGENCY DISASTER PROCEDURE**

Please acquaint yourself with the policy in the event of a disaster. DO NOT phone the school. Telephone lines must be kept available for emergency aid.

DO NOT panic. Attend to your own safety. We will care for your child.

When the initial emergency has passed and you can travel, come to the school to pick up your child. We will release a child/ren only to those persons who have been authorized (IN WRITING) by you.

Children will be kept together until they are released to an authorized person. Your child must be signed out. If it becomes necessary to leave the grounds, a sign will be posted informing you of the whereabouts of your child/ren. If you are unable to get to the school, go to your home so we can contact you.

When a prolonged loss of electrical power is experienced, the preschool will close. Parents or local emergency contact person, as indicated in the child's file, will be notified.

REMEMBER!!! We will keep your child safe and comfortable.

### **TOILETING**

Children must be toilet-trained in order to attend St. Edward Preschool. Occasionally, accidents will happen. However, if your child still has frequent urine and/or bowel accidents, then they are not quite "toilet-trained." It will probably be just a matter of time before they will be ready for school, and it is best not to push. We will refund any unused portions of tuition in the event your child is not toilet-trained. If your child has a messy accident in his/her pants, we will call you to come to school. You may take them home and clean them and return them to school if you wish. Toileting takes place under the supervision of a staff member.

### **EQUIPMENT AND SUPPLIES**

Equipment and supplies are child-sized, age-appropriate, safe and clean.

### **FIRST AID**

Staff members are trained in first aid procedures as outlined by the American Red Cross. If there is any question regarding the severity of an injury, 911 will be summoned. In the event of a serious injury, parents will be notified immediately. If you are not available, the child's physician will be contacted. If the injury warrants treatment - but not the urgency of a 911 call - and you cannot be reached, the persons listed on the Emergency Medical Form will be notified to act on your behalf.

### **SAFETY PRECAUTIONS**

Playground gates must be kept closed at all times and handled by adults only.

PLEASE HOLD YOUR CHILD'S HAND WHILE WALKING INTO THE BUILDING OR VICE-VERSA.

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Children not enrolled in our school must remain with their adult at all times. School equipment is intended for the use of children enrolled in our program only.

### **SNACKS**

A balanced nutritional snack is provided each morning and afternoon. The snack menu is posted on the bulletin board. Each snack will provide a serving from no less than two food groups. A variety of food is provided for snack time. Children are encouraged to try all foods. Allergy lists are consulted before food is served. We are a peanut free school.

Except in the event of meeting a specific dietary need, children are not allowed to bring in their own snack or food to school.

Please make sure your child has completed their breakfast at home BEFORE arriving at school.

### **CLOTHING**

Closed-toe shoes are required.

Every child needs a complete change of clothing at school. Clothing must be clearly labeled with indelible ink and stored in a LARGE ZipLoc bag. Keep clothing current with child's growth. In the event that clothing becomes soiled, and the change of clothes must be used, please take all clothes home that same day and bring a clean change of clothing on the next school day.

\*\* Lost clothing is a problem that most of us just can't afford. Help us and yourself by clearly marking your child's name on all changes of clothes, jackets, sweatshirts, etc.

### **CURRICULUM**

The faith formation of a young child is an ongoing process. Ideas about God and His world are incorporated into daily classroom activities as opportunities occur. Children participate in songs, stories, dramatizations and prayers. Equally important is the spiritual development, which occurs through interaction with peers and staff.

#### **Three, Four and Five-Year-Olds**

Curriculum for three-year-olds emphasizes language, activity and movement with major emphasis on large muscle activity. Appropriate activities include dramatic play, wheel toys, climbers, puzzles and blocks, and opportunities to talk and listen to simple stories.

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Four-year-olds will enjoy a greater variety of experiences and more small motor activities like scissors, art, manipulatives. They are more able to concentrate and remember as well as recognize objects by shape, color or size. Four-year-olds are developing basic math concepts and problem-solving skills.

Some of the four-year-olds and most five-year-olds combine ideas into more complex relations (for example, number concepts such as one to one correspondence) and have growing memory capacity and fine motor physical skills. Some four-year-olds and most five-year-olds display a growing interest in the functional aspects of written language, such as recognizing meaningful words and trying to write their own names. We will provide a print rich environment that stimulates the development of language and literacy skills in meaningful contexts.

Curriculum for fours and fives will expand beyond the child's immediate experience of self, home and family. They also use motor skills well, even daringly, and show increasing ability to pay attention for longer periods of time and in larger groups if the topic is meaningful.

Learning Centers are an excellent way to meet individual needs. They can become vehicles for moving children away from teacher-centered mode of learning into independent activities. Learning centers provide a high degree of freedom, movement and choice while following a structured learning pattern.

## **LEARNING CENTERS**

**BLOCK CENTER:** This area provides space for imaginary play using blocks, small toys and vehicles for building and acting out fantasies. This play encourages cooperation, problem-solving, math/science skills and language skills.

**GROUP AREA:** This is where the children come together to hear stories, sing songs, play instruments and games and talk about events important to them.

**DRAMATIC PLAY:** Play in this center promotes creativity and provides a healthy outlet for fantasy and role play. A great deal of social interaction and learning also goes on here. Children use a variety of props to support their imaginations.

**MANIPULATIVES:** This center contains many opportunities for individual skill building. Games, puzzles and small manipulative toys develop thinking and problem solving skills. All these materials promote fine motor development, as well as encourage small group work.

**ART CENTER:** The teachers provide daily art activities, which allow the children to freely explore materials such as: paper, crayons, markers, sticky tape, glue, scissors, paint, etc. Children are also encouraged to use the easel. Creativity, self-expression and

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a variety of motor skills are nurtured in this center along with the feeling that art is for individual pleasure and there is no right or wrong.

BOOK CENTER: It is a cozy place for children to quietly curl up with a good book or two.

## **DAILY SCHEDULE**

### **Preschool Daily Schedule**

6:00 – 8:15	Arrival/ table top activities
8:15 – 9:00	Wiggle time outside/ bikes/ balls
9:00 – 9:10	Group restroom
9:10 – 9:20	Snack
9:20 – 11:00	Teacher instruction time/ Art/Religion/story
11:00 – 11:30	Outside time
11:30- – 11:45	Restroom/wash up
11:45- 12:15	Lunch
12:15-12:30	Wash-up/restroom
12:30-12:40	Story
12:40-2:30	Nap
2:30- 3:00	Restroom
3:00-4:00	Outside
4:00-6:00	Table top activities/ dismissal

**\*\*Please note, we will be having many bathroom breaks throughout the day**

From time to time teachers may request that the children each bring an item from home as part of a “class project”. Family participation in such an assignment may be common. It is a means of creating family involvement and a connection between home and school. It offers an opportunity for dialogue regarding the learning process. It will be purposeful and correlate to the unit.

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It is possible to drill children until they can correctly recite pieces of information such as the alphabet or the numerals from 1 to 20; however, children's abilities to memorize do NOT reflect *REAL UNDERSTANDING* of the information. For children to understand fully and remember what they have learned, whether it is related to reading, mathematics, or other subject matter areas, the information must be meaningful to the child in terms of the child's own experience and developmental maturity.

## **DISCIPLINE AND GUIDANCE**

At St. Edward Preschool, the term *guidance* is used for several reasons. It is a positive term, and implies working WITH the child to develop internal control of his/her behavior. Our goal is to encourage the children to become creative, independent, responsible, and socially mature human beings. This involves learning to make responsible choices, and accepting the consequences of such choices.

Guidance takes several forms:

1. Environment            A place designed for children. The furniture is child-sized, with lots of hands-on experiences.
2. Logical Rules            Such as keeping our hands to ourselves, and taking care of the learning environment. These are discussed with the children, as well as why such rules are needed.
3. Curriculum            Developmentally appropriate, based on the children's interests and level of readiness.
4. Positive Behavior        We reinforce the behaviors we encourage. Catch them being "good!"
5. Redirection            Often interesting a child in another activity can eliminate a potential difficulty. We might ask a child to help us or send them to a different area to play.
6. Positive Reminder        Telling the child what we want him/her to do rather than using "no" or "don't."
7. Renewal Time            Occasionally a child needs to be removed from the situation for a brief time allowing them to consider alternate behavior.

Any ongoing situation will be discussed with the parents to ensure a cooperative approach. Please feel free to discuss any questions or concerns.



NOTE: No corporal punishment will be allowed. This is defined as the use of negative physical touching (spanking, slapping, pinching, etc.). No unusual punishment will be allowed, such as humiliation, ridicule, threat, or coercion.

### **CHRONIC DISRUPTIVE BEHAVIOR**

We will make every effort to work with the parents of children having difficulties in preschool. We are here to serve and protect all of our children, though. Children displaying chronic disruptive behavior, which has been determined to be upsetting to the physical or emotional well-being of another child, may require the following actions.

**Initial Consultation** The Director may require the parent(s) of any child who attends St. Edward Preschool to meet for a conference. The problem will be defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem.

**Second Consultation** If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline new approaches to the problem, and discuss the consequences if progress is not apparent.

**Suspension** When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from preschool indefinitely. The St. Edward Preschool Director may immediately suspend a child any time he/she exhibits a behavior which is harmful to him/herself or others. A parent may be called any time the child exhibits uncontrollable behavior that cannot be modified by the preschool staff. That parent may be asked to take the child home immediately. Suspensions from the child care program may vary from a few hours to an indefinite period.

### **CUBBIES**

One cubby is provided for each child and is labeled with the child's name. Each child also has a folder; please check each day for art work, notes from teachers, office, personal items, etc.

## **TREASURES AND POSSESSIONS**

We have a wide variety of materials as well as many opportunities to work on sharing at school. We encourage you to encourage your child to bring in and share with his classmate any trophies, awards or nature items they would like to share. Please no toys at school.

## **BIRTHDAYS**

Children are invited to celebrate their birthdays at school. If parents choose to bring a birthday treat, we prefer a treat that is nutritious and must be peanut free. The teachers can help you with suggestions. If you plan to bring a treat, please notify us ahead of time so we can plan snack around it. Birthday snacks must be purchased from a store, labeled ingredients and sealed. We will also inform you as to how many children to plan for.

Parents may donate a book, puzzle or game to the classroom. The birthday child has the honor of giving, not just receiving, on their special day. If you wish to donate an item, the classroom teacher can give you ideas of what the class would enjoy.

## **GRIEVANCE PROCEDURE**

Before allowing differences to become formalized into grievances, every effort shall be made to resolve local level disputes through free and open discussions between parent and teacher or between parent and administrator. Disputants can request to meet with a third party (a conciliator) who endeavors to guide them to a resolution of the problem. Formal grievance procedures can be found in the Diocese of San Bernardino's *Policy Handbook* section 2220, located in the school office.

## **PARENT INFORMATION**

### **Expectations for Parents**

For admission to and continued enrollment in the Preschool, the following is expected of parents:

- to have a positive attitude toward the school, its philosophy, policies, and procedures
- to support the goals which comprise the thrust of the school
- to make certain that children are consistently present except when ill or when there is a family emergency
- to maintain the overall health of children by providing nutritious meals and reasonable bed times
- to attend and support P.T.G. meetings and special events of the school

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- to support fundraisers with your time, energy and resources
- to attend mandatory meetings throughout the year
- to fulfill 20 hours of service (per family) to the school
- to communicate fully in order that we may best serve your child.

### **PARENT SERVICE HOURS**

The Parent Service hours are a way in which parents support the school through the use of their time.

Each family is responsible for completing ten (20) hours toward school meetings and service. Each family is responsible for creating a plan for the completion of these hours. Parent service hours are to be earned by the child's parents only; not by grandparents, relatives or friends. Parents are responsible for recording their hours on their family form and gaining a signature from your child's teacher after each time you have earned hours. Hours are earned April 1<sup>st</sup>- March 31<sup>st</sup>. If you fail to complete said hours a fee of \$400.00 will be assessed on your account. Hours and fees may be prorated if some are complete.

There will be numerous flyers sent home with ways to earn your service hours, if you are unable to work in any of the suggested areas, contact your child's teacher or the Director for information on how to earn your hours.

Serving our children in the school is definitely linked to our commitment to community and service. As we experience Christian community, it leads naturally to service. Christ gives His people different gifts, not only for themselves but for others.

The key to a successful program is parent-staff involvement. It is necessary that each family and staff member be involved in the building of our school community. It is through one's real life example of showing Christian concern that one's child or student will grow into a lifestyle, which is directed by the Lord.

We need you; we need each other. There is so much that can be accomplished when we give generously of our time and talent!

## **KINDERGARTEN ENTRANCE**

St. Edward School offers a full-day Kindergarten. Entrants must meet the minimum age requirements established by the Diocese of San Bernardino. A child must have had (or will have) a fifth birthday no later than September 1st of the year the child enters Kindergarten.

Those wishing to enter the Kindergarten at St. Edward School must be screened with the *Brigance Kindergarten Assessment*. If your child is currently enrolled this will be done by the Director during your child's normal class time. Acceptance into the Kindergarten is based upon the following factors:

1. The child's developmental age as determined by the *Brigance Kindergarten Assessment*.
2. The Child's date of birth.

A child currently attending St. Edward Preschool will be given priority for Kindergarten acceptance only after he or she meets the above entrance requirements.

Parents' attendance at the Kindergarten Information Night (scheduled each May) is mandatory. At that time you must present the following:

1. Baptism Certificate
2. Immunization card
3. Birth Certificate

## WHAT DO WE EXPECT OF A PRESCHOOL CHILD?

### *A Brief Summary of Age-Level Characteristics*

Age	Physical	Mental	Social	Emotional
I'm am 3	Good balance Jumps with both feet Less likely to dawdle. Small muscles beginning to develop.	Agreeable. Likes new words. Interest span 4 to 8 minutes. Question "Why?" Developing larger vocabulary.	Imitative. Loves to conform. Beginning to share. People important. Beginning to play cooperatively. Enjoys conversations with adults.	Sympathetic, friendly, cooperative. Stuttering may start at 3 ½. Breaking up physically & emotionally at 3 ½. May boss imaginary playmate. Increase in self-control. Uses verbal threats. Beginning to see relationships. Questions.
I'm 4	Better balance, small muscle coordination fair. Urge for bodily contact.	Uses verbalization in solving problems. Imaginative. Interested more in children than adults. . Interest span 12 to 15 minutes. Nonsense words.	Tells tall tales. Plays best with peers, Rough, selfish boastful. May share with a friend.	Testing self and others. Physically and verbally aggressive. Experiments. Curious, asks "Why?"
I'm 5	Good balance, good small muscle coordination. Less energetic. Hops, skips. More poised. Shows definite hand preference.	Self-critical, realistic, reliable, stable, well-adjusted. Talks constantly. Name calling. Interest span 15 to 18 minutes. Remarkable memory.	Hard to share. Mother center of world. Friendly out-going, enjoys outdoors better for play. Cooperative play.	More control. Able to start and finish task. Serious, curious. Questions and attempts answers or reasons.

Age	Toys	Play	Stories
I'm 3	Dough, play clay, balls, beanbags. Mastering large muscle skills. Jumping, climbing, peg boards.	Imitative. Puzzles, dress-up, doll corner.	Enjoys books. Talks about pictures.
I'm 4	Carpentry, gardening, block play. Using large muscle skills. Wheel toys. Scooter.	Playing out experiences or concepts. Group play. Developing leadership.	Enjoys nonsense rhymes. Likes to tell tall tales. Makes up own stories.
I'm 5	Daring feats using large muscles. Has developed block play, scissors, crayons.	Realistic. Distinguishes between fantasy and reality.	Makes up own stories and poetry songs.

**Parent Signature Page**

I have read the 2016/2017 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

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

\_\_\_\_\_  
Parent signature    Date

\_\_\_\_\_  
Parent signature    Date