

PRE-SCHOOL/PRE-K HANDBOOK

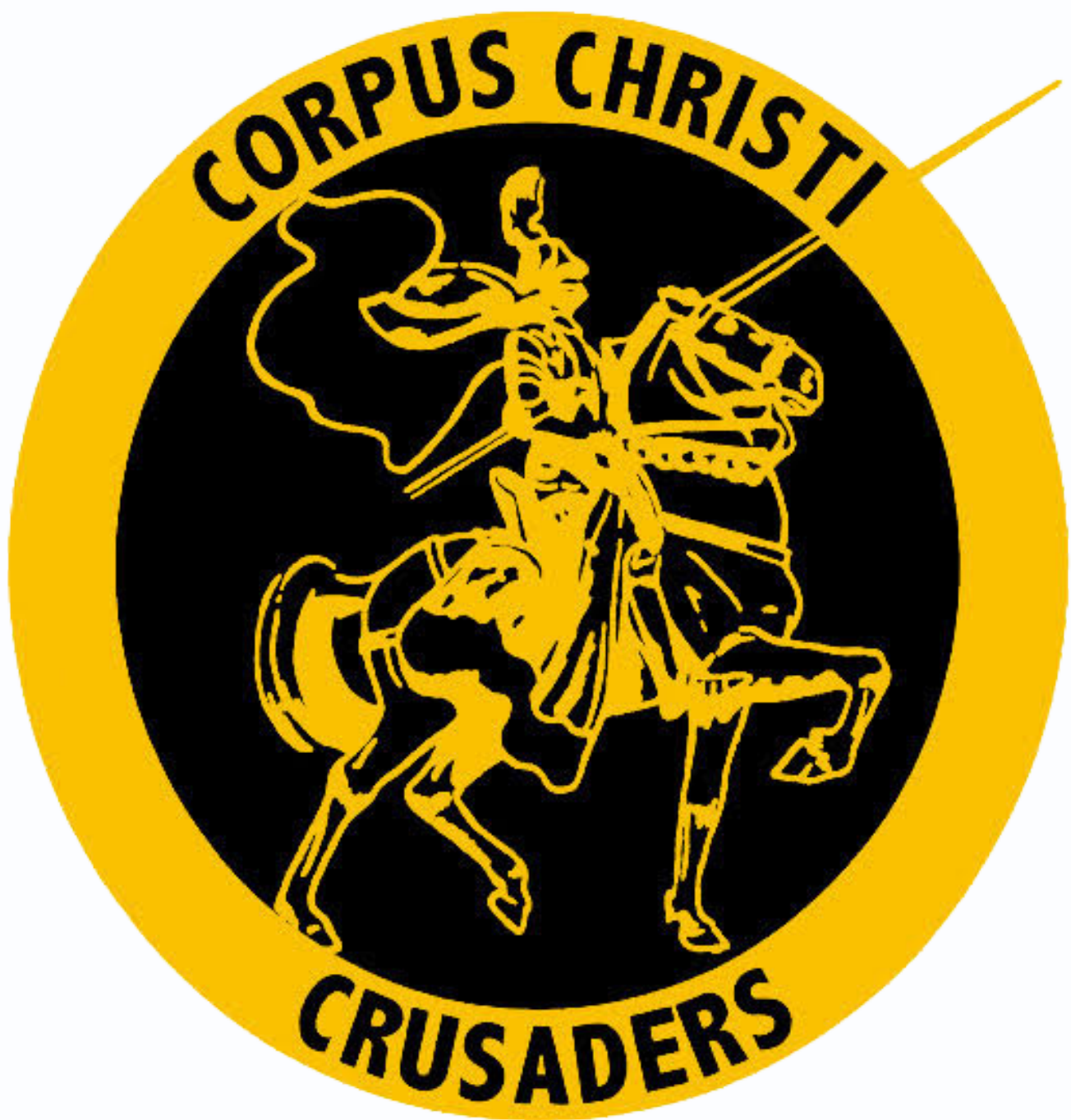




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Welcome to Corpus Christi

We are pleased to welcome you and your child to the Corpus Christi Pre-School and Pre-Kindergarten Programs.

Pre-School is a special time of wonder and curiosity. Pre-Schoolers seem filled with boundless energy and endless questions. We are privileged to have the opportunity to share this special time of growth and development with you and your child.

This handbook is designed to answer some of the questions that you may have regarding your child's Pre-School/Pre-Kindergarten experience.

If you have any additional questions or concerns, you may call the school's office at 277-1220 during school hours or arrange a conference with your child's teacher.

We look forward to sharing this year of discoveries with you and your child. Together we make your child's first school experience both positive and rewarding.



Our Philosophy

At Corpus Christi Pre-School we are aware that each child is unique and special person. It is our belief that a positive experience during this first stage of school is an important first stop in a child's education.

Our program is based upon basic Christian values which may continue to influence a child throughout his or her life.

We are dedicated to:

Providing your child with a learning environment which encourages exploration and participation.

Providing your child with many opportunities to socialize, encouraging sharing and caring for others in a Christian way.

Providing your child with a safe secure place to play and encouraging the development of self-esteem and independence.

Providing your child with educational experiences, which develop basic skills, needed for future education



Goals

- Help each child to realize that he or she is a worthwhile person by creating a positive Pre-School and Pre-Kindergarten experience.
- Encourage positive attitudes toward self, family, other people, school and the environment.
- Help each child to learn respect for the rights, feelings and property of others.
- Encourage problem solving through play experiences which provide opportunities for decision making.
- Provide opportunities to develop both fine and gross motor skills through manipulative and hands on activities.
- Aid each child in adapting to new situations by providing many different experiences and opportunities which challenge imagination and creativity.
- Help each child to develop self-control.



Admission Policy

ADMISSION POLICY

Children who will be three years of age by July 1 of the current year and who are able to use the bathroom independently will be admitted to the five day 3 year old Pre-School Program.

Children who will be four years old by July 1 of the current year will be admitted to the Pre-Kindergarten program.

Official birth certificates, Baptismal Certificate (if applicable), Social Security number and immunization records are required upon registration.

PRE-SCHOOL AND PRE-KINDERGARTEN TUITION AND FEES

2023-2024 Academic Year:

- Catholic Half Day (9am-12pm) - \$1600.00 per child
- Non-Catholic Half Day (9am-12pm) - \$1800.00 per child

- Catholic Extended Day (9am-3:30pm) - \$3200.00 per child
- Non-Catholic Extended Day (9am-3:30pm) - \$3600.00 per child

A \$100.00 Non-Refundable Deposit is due when the registration application is submitted



Attendance Policies

ARRIVAL/DISMISSAL POLICY

Before care is available in the cafeteria beginning at 7:45am. If you arrive after 8:30am, please take your child to the classroom. After the first week, please say goodbye to your child at the classroom door. This may help to avert some prolonged and difficult separations and will encourage your child's self-reliance in entering the classroom and putting coats, hats and folders in the proper assigned places.

The teacher will dismiss children only when the child's parent or guardian is present. On your child's first day of school, please notify the teacher as to who will be picking up the child on a regular basis. If this should change at any time, please notify the teacher.

ATTENDANCE

Regular attendance is important for learning as well as developing a routine for your child. However, if your child shows any sign of illness including those specified under "illness" (please see), please keep him or her at home.

ILLNESS POLICY

It is in the best interest of your child and other children to keep your child at home when he or she is ill.

Please do not bring your child to school if any of the following symptoms are present: fever, even low-grade, within the past 24 hours, headache, stomachache, diarrhea, nausea or vomiting, sore throat or an unexplained rash.

If your child has a contagious disease, please inform the school.

A physician's note may be needed before the child may return.

If your child should become ill while at school, we will attempt to contact you or the person indicated by you on the Parent Interview Form. Please provide several



Snack & Supplies

HOLIDAY AND BIRTHDAYS

Children enjoy celebrating birthdays at school. You may send a special snack to school on your child's birthday. Please notify the teacher well in advance so that a day as near as possible to the child's birthday may be assigned to you on the Snack Calendar.

We celebrate holidays at school with special snacks and activities. Classroom parties are provided by the Homeroom Parents. Any parent who wishes to celebrate with us during a class party is welcome to do so. Please notify a Homeroom Parent if you wish to provide a party treat. We have a costume party for Halloween, a Thanksgiving celebration luncheon, a Christmas Party, a Valentine card exchange and treat, and an Easter Celebration.

SNACKS

Snacks will be provided daily. Each parent is asked to provide one or two snacks per month. Non-perishable snacks in sealed package may be brought to school at the beginning of each month. You will be notified if there are any children in your child's class with special dietary needs.

SUPPLIES

A full list of supplies will be sent to you prior to the start of the school year. Accidents do happen at this age, so we ask that all students have a set of extra clothes at school. Please put them in a large ziplock bag with their name clearly written on it.



Field Trips & Visitors

FIELD TRIPS

The Pre-School and Pre-Kindergarten classes will take a few field trips throughout the course of the school year. Permission forms will be sent home prior to each trip to be signed and returned by the dates indicated. We may require chaperones and/or drivers. Requests will be sent home well in advance of the trip. All drivers and chaperones will be required to fill out forms to be kept on file in the school's office.

POLICY FOR VISITORS TO THE SCHOOL

All visitors are required to report to the office upon entering the school. They are not to stand in the hallways, visit the classroom or loiter on the campus without approval from the office. School personnel should notify the office of any person who may be visiting them, and those visitors should report to the office upon arriving at the school.

PARENT PARTICIPATION and VOLUNTEERS

Parent participation is one of the greatest assets at Corpus Christi School. We take great pride in the talents and time our parents give to the children through service to the school. Parents sharing their time, talent and treasure enable this school to do things it could not do without such assistance.

Our parents support us through:

Participation in the Advisory Council, PTG, Boosters, and Athletics

Positive reinforcement of the concepts taught in the classroom

Involvement in special school activities such as field trips, celebrations, fundraising, etc

VIRTUS PROGRAM

Any parent or volunteer must complete the Virtus training and undergo a background check as required by the Diocese of Wheeling Charleston, Office of Safe Environment. All background checks must be redone every 3 years.



Communication

SCHOOL CLOSINGS / DELAYS

Corpus Christi School will not always follow Ohio County in reference to school closings and/or delays. In the event that schools are closed, delayed, or dismissed early due to snow or other emergency conditions, it will be announced on both television and through School Reach Parent call. In the event schools are dismissed during school hours for an emergency or snow, it will be announced on both television and through School Reach Parent call. The school will call the number provided in your contact details given to us at the start of the year.

If a two hour delay is called, then Pre-School and Pre-K will follow the schedule below:

HALF DAY CLASS: 10:30am - 12:00pm

FULL DAY CLASS - 10:30am - 3:30pm

COMMUNICATION TO AND FROM THE OFFICE

Notes sent to the school are to be placed in an envelope and clearly marked with the child's name, grade, contents, etc. Please notify the teacher and office if any changes occur in the life of the child. (address, guardian, phone, etc.). A brown envelope will be sent home on Wednesday of the week with the oldest child only. All office information and forms are contained in this envelope. Please return this envelope weekly. All newsletters will be sent every Wednesday via email.

COMMUNICATION WITH YOUR CHILD'S TEACHER

If you need to set up a time to talk to your child's teacher, please consult with them to see when an agreeable time can be found. Teachers can be contacted via their e-mail and will respond within 24 hours. Your child's primary teacher should be your first contact with any issues in the classroom; however, if after that consultation you feel problems are not being addressed, please schedule a meeting with the principal. A conference will then be set with you, the parent, the classroom teacher, and the principal.