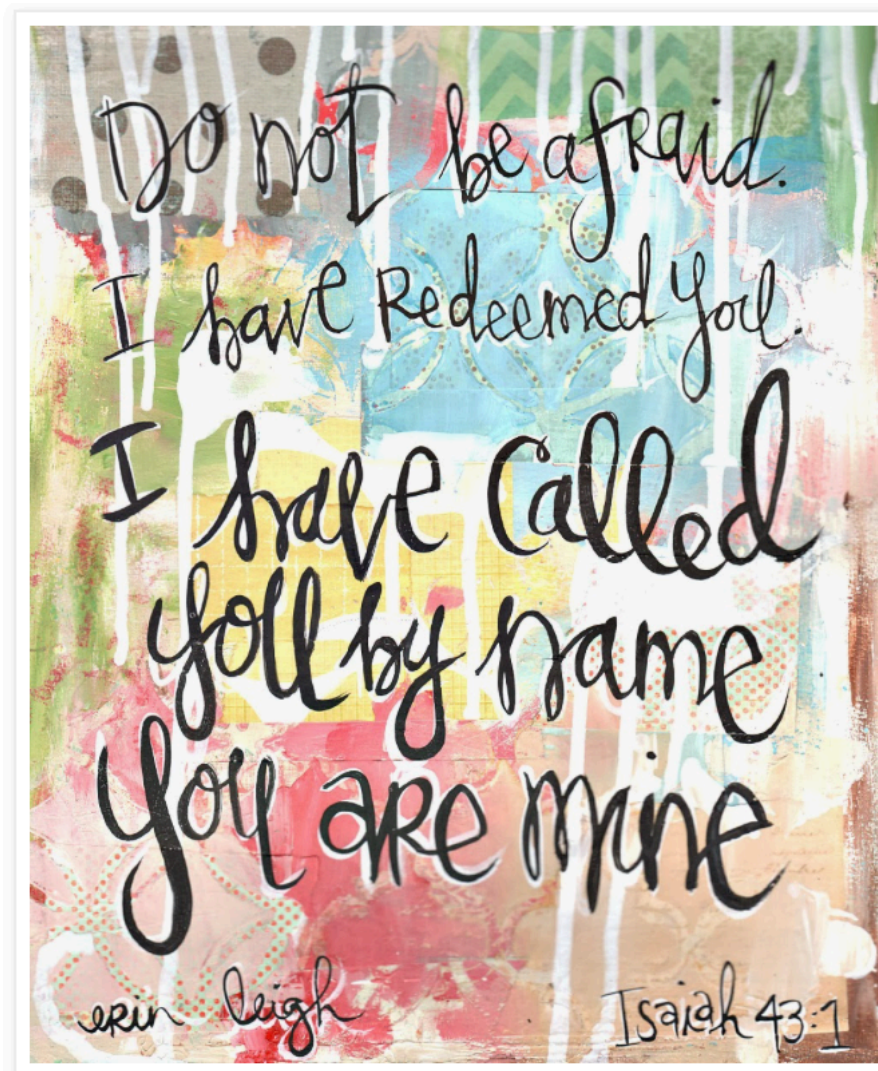


HOLY ANGELS PRESCHOOL

Parents Guide



**HOLY ANGELS SCHOOL
720 KENSINGTON PLACE
AURORA, IL 60506
630-897-3613**

Dear Preschool Parent:

It is with great pleasure that I welcome you to Holy Angels School. As your principal, I look forward to the upcoming school year and the opportunity to share in the educational and social development of your child.

We certainly realize the importance of these early years in establishing a solid foundation for the future. Our focus is to provide an environment for the total development of each child. Holy Angels School is proud of its Preschool educational programs which are characterized by organizing activities having both educational and social values. These programs have been carefully selected for your child's growth and development because a positive self-image and a positive attitude toward learning are critical to a child's personal growth and academic achievement throughout his/her school years. Our preschool program is dedicated to developing these qualities in a happy, secure, Christian atmosphere.

We have prepared this Parents Guide to answer some of the questions you may have about the procedures and regulations of the Holy Angels Preschool Program.

If you have any questions concerning any information in this handbook, please feel free to contact me at 630-897-3613 or by email at tforbes@holyangelsschool.net. Once again, welcome and thank you for choosing Holy Angels to begin your child's education. I look forward to working with you and your child.

Blessings,

Mrs. Tonya Forbes, Principal

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Admission and Acceptance

Parents or guardians will be notified of their child's acceptance into the preschool in a timely manner. All children are admitted on a trial basis for a period of six (6) weeks. Every effort is made to help each child adjust to the school environment and enjoy a positive experience.

Students enrolled in the four-year-old program must be four years old by September 1. Students enrolled in the three-year-old program must be three years old by September 1. Each child must be fully potty trained to attend on the first day of school.

Certain forms are required before a child may be admitted to preschool. These include enrollment information, emergency and release information, and a medical record with all required immunizations, in accordance with State of Illinois laws. The preschool provides these forms to parents, and all forms must be completed and returned to the office prior to the first day of school.

A child who is not fully potty trained by the first day will not be able to attend and must wait to enroll the following school year. The school cannot allow a child to remain in its care without the required forms on file. All information is kept confidential and is essential for the safety and well-being of each child.

Approved Snacks

A child should bring one simple, nutritious snack each day. If a child is staying for Extended Daycare, a lunch must also be packed separately from the snack.

No peanuts, tree nuts, or foods containing peanuts and/or tree nuts are to be sent to preschool as a snack because of life-threatening allergies. Any other food allergy or dietary concerns will be handled on an individual basis between parent and teacher. Due to an extremely high risk of cross-contamination, all foods and treats served must be commercially made, individually wrapped, and have an ingredient label. No homemade treats of any kind will be served. Any questionable treats will be referred to the principal. If a severe allergy is identified in a class, the school reserves the right to be more restrictive on allowed foods and treats.

For school sponsored events where food (homemade or commercially made) is served or shared by students and/or adults such as, but not limited to, the hot lunch program,

all school picnic, Open house, Grandparents' Day, Parent/Teacher Conferences, the school cannot guarantee cross-contamination. Therefore, parents assume liability, as participation is voluntary.

In an effort to make it easier to comply with Holy Angels' preschool peanut and nut free policy, here is a short list of approved snacks:

Annie's Organic – Cheddar Bunnies, Bunny Graham Friends, Bunny Grahams
Cinnamon, Snack Mix Bunnies, Fruit Snacks
Barnum's Animal Crackers
Fruit – store bought, pre-packaged if bought for an entire class, applesauce or other fruit cups, dried fruit, free-dried fruit
Great Value Honey Graham Crackers or Nilla Wafers
Kellogg's:, Nutri-Grain Fruit Breakfast Bars, Fruit Snacks, Special K Cereal Bars (strawberry, blueberry, peaches & berries, vanilla crisp, chocolatey drizzle),
Kraft Handi-Snacks
microwave popcorn
Nabisco Nilla Wafers, Teddy Grahams (no chocolate chip), Graham Crackers, Triscuits, Fig Newton Bars/Cookies, Ritz crackers – plain/whole wheat, regular size (not mini bites), Wheat Thins, Teddy Grahams
Pepperidge Farm Goldfish Crackers
Raisins – no trail mix
Rold Gold Pretzels
Sunshine Brand Crackers – CheezIts, regular and white cheddar
Trader Joe's Pretzel Slims, Pita Bite Crackers
Vegetables – store bought, pre-packaged if bought for an entire class

Arrival

Preschool hours are from 8:00 AM to 11:00 AM. Students arriving before 7:30 AM must enter through the library entrance and must be registered in the Extended Day program.

Preschool students arriving by car should be dropped off at the rear of the school. Doors open at 7:45 AM, with preschool, kindergarten, and first-grade students entering the building first.

Any student arriving after 8:00 AM is considered tardy. In this case, the parent or guardian must enter through the main school entrance and sign the child in at the office.

Attendance

The two day option for 3-year olds operates on Tuesday and Thursday. The three day option operates on Monday, Wednesday, and Friday. Students who are absent may not choose another day in the week to attend class.

If a child will be absent, parents are asked to call the sick line (630) 897-8233 to alert the school of the child's absence.

District 129 does not provide bus service for preschool children. Preschool is dismissed at 11:00. For early dismissal days, preschoolers will be dismissed at 11:00 am.

Bathroom Readiness

In accordance with school health policies, students must be fully potty trained to attend Holy Angels Preschool classes. For the comfort, safety, and success of all students, full potty training is required for enrollment.

This includes the following expectations:

- The child wears underwear (not pull-ups) during the school day.
- The child can recognize the need to use the bathroom and communicate this need.
- The child is able to independently wipe themselves, as staff are not permitted to assist with this.
- The child can pull down and pull up their underwear and pants without assistance.
- The child can wash their hands independently.
- In the event of an accident, the child can remove wet clothes and put on clean clothes without help.

If a child has a bowel movement accident, they will be sent home for the day.

The school appreciates families' cooperation and understanding in this matter. Parents and guardians are encouraged to reach out with any questions or concerns.

Birthdays

Students may celebrate their birthdays during the school year by bringing a special treat. Due to the prevalence of food allergies, all birthday and party treats must be store-bought, sealed, and include a complete ingredient list on the packaging.

Teachers are not permitted to distribute party invitations in students' backpacks unless the invitation is for all girls, all boys, or the entire class.

Clothing

Children will get dirty in preschool! Outdoor play takes place daily, and craft activities often involve paint, markers, water, glitter, and play dough. For this reason, children should not be sent to school in clothing that parents or guardians wish to keep clean.

Preschoolers do not wear school uniforms. Students should come to school dressed in comfortable clothing and gym shoes to help prevent slipping or tripping accidents indoors and outdoors. Open-toed shoes, Crocs, backless shoes, and flip-flops are not permitted.

Short tops are discouraged for girls, as they tend to ride up during active play. Dresses must be worn with shorts underneath. Clothing should also allow children to manage independently in the bathroom.

All jackets, hats, and other personal items should be clearly labeled with the child's name. Jewelry, dyed hair, and colored extensions are not permitted in preschool.

Communication

The preschool team strives to maintain open communication with parents regarding each child's development and adjustment to the program. Parents are encouraged to discuss any questions, problems, or concerns about the school, its staff, or its programs with the child's teacher or the Principal.

Parents should contact their child's teacher first to address concerns and are asked to schedule an appointment after school hours to avoid delaying the start of class time.

Families are also reminded to check their child's folder and backpack at the end of each school day for notes, flyers, newsletters, and other important information sent home.

Teachers check their email daily, making it a convenient way for parents to send questions or comments regarding their child or the class. Teachers also send newsletters, announcements, calendars, and reminders to parents' email accounts on a weekly basis.

Conferences

Progress report conferences will be scheduled in the fall and spring for those in the 4-year-old program. A spring conference will be scheduled for those in the 3-year-old program.

Dismissal

Each child will have a name card placed in their folder. Parents or guardians must bring and show this card each day to ensure that children are released only to the correct adult. This is an important part of the school's safety procedures and must be followed daily. If someone other than a parent or regular carpool driver will be picking up a child, the parent is required to notify the teacher in advance.

Parents are asked to drive slowly and with caution when entering or exiting the parking lot. For pickup:

- **Four-year-old preschool students** are dismissed at the flagpole in front of the school.
- **Three-year-old preschool students** are dismissed at the library doors on the west side of the building.

For safety reasons, children will not be sent to cars. Once a child is dismissed to their parent or guardian, families are asked to proceed directly to their vehicles as recess begins at 11:05 AM.

Timely pickup is expected. If a parent anticipates being late, they must notify the school office at 630-897-3613. Late pickups will require the child to be collected from the office.

During the winter months, grades K–8 use the front parking lot for recess beginning at 11:05 AM. For the safety of all students, parents are asked to exit the lot promptly after picking up their preschooler.

Discipline Policy

Holy Angels Preschool expects good behavior from all children each day. It is understood that children will have days when they require direction and guidance in assessing and choosing appropriate behaviors. The goal is to teach and support children in developing their ability to make positive choices independently.

Acceptable behavior is encouraged through smiles, words of praise, and positive reinforcement. When correction is necessary for unacceptable behavior, teachers provide gentle guidance, redirection, problem-solving opportunities, and encouragement to make better choices. Discipline is always handled in a manner that respects the child's dignity and will never involve humiliation, shaming, or frightening practices.

Parents are encouraged to partner with teachers to support appropriate behavior at school. In cases where a child repeatedly hits, bites, or otherwise harms other children or staff, and does not respond to multiple opportunities for improvement, the child may be asked to leave the program.

Fire Drills and Lockdown Drills

To ensure the safety of all students, emergency drills are practiced regularly throughout the year. Evacuation plans and procedures are posted in each classroom, and teachers are trained in proper safety and evacuation protocols.

In the event of a fire, children will be evacuated quickly and kept at a safe distance from the building until the fire department gives clearance to return. If re-entry is not possible, parents will be contacted to pick up their child.

The building is inspected annually by the Fire Marshal to ensure compliance with safety regulations.

Illness

Parents should call the school's attendance line at 630-897-8233 by 8:15 AM if their child will be absent.

To protect the health of all students, children should remain at home when ill. The following guidelines must be followed:

- Children must be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school.
- Children must be free from diarrhea for 24 hours without medication before returning.
- Children must be free from vomiting for 24 hours without the use of medication before returning.
- If strep throat is suspected and a culture has been taken, the child must remain at home until the results are received.

If a child develops a fever of 100 degrees or higher, a skin rash, diarrhea, vomiting, or evidence of lice during the school day, parents will be contacted, and the child will be kept isolated until picked up.

Teachers do not administer medications. However, in life-threatening situations such as severe allergic reactions or asthma attacks, parents may provide written permission for a teacher to administer an inhaler, EpiPen, or Benadryl. Parents must supply the medication along with a doctor's note and detailed written instructions to the school nurse. Parents will be contacted if emergency medications are administered. If an EpiPen is used, paramedics will also be called to assess whether the child requires hospital care

Inclement Weather/Emergency

Holy Angels reserves the right to cancel school in the event of severe weather or other emergencies to ensure the safety of all students and families. If West Aurora School District #129 closes or cancels school due to inclement weather, Holy Angels will also close or cancel school. Parents will be notified through the school's automated phone system (School Reach). It is essential that emergency contact information remains current to ensure timely communication.

Tuition refunds are not issued for snow days. Parents may always choose to keep their child home if they feel conditions are unsafe.

In the event of an early dismissal, every effort will be made to contact parents as soon as possible.

In the event of an emergency, students may be moved to a designated safe area within the school building or another building on the church grounds. If the building becomes inaccessible, students will be relocated to a safe location such as Holy Angels Church (north of the school parking lot) or the Vaughn Center (2121 W. Indian Trail, Aurora), as warranted. Parents will be notified when and where to pick up their child.

Items Needed for School

Each child should bring a large backpack to school that is big enough to hold art projects and a pocket folder. The backpack must have the child's name clearly marked on the inside. Backpacks on wheels are not permitted. Parents are asked to check their child's folder daily for notes and papers sent home from school.

Each child will also keep a change of clothing at school for the year. Parents should send a complete change of clothes in a gallon-size zip lock bag labeled with the child's name. The change of clothing should include underwear, socks, shorts, long pants, and a shirt. If an accident occurs, soiled clothing will be sent home in the zip lock bag. Parents are asked to replace the soiled clothing with a clean set and return it the next school day.

Sippy cups are not permitted in preschool.

Medical emergencies

Serious Injury/Illness: In the event of a serious injury or illness, parents will be contacted immediately, and necessary steps will be taken to obtain medical aid. Emergency medical personnel will be called to administer first aid and/or provide emergency transportation. The office will attempt to reach the parents first, then emergency contacts, and finally the child's physician or dentist, as listed on the Emergency Transportation Authorization. It is important that all contact information and phone numbers remain current. The nurse will complete a written incident report for every serious incident.

Minor Injury: For minor injuries such as scrapes or minor cuts, the child will be treated by the school nurse. Parents will receive information detailing the injury and the treatment provided.

Illness: If a child becomes ill during the school day, parents will be contacted to take the child home. This includes symptoms such as fever, vomiting, diarrhea, complaints of stomach, ear, or throat pain, or suspected communicable diseases.

Music

Each week, children will be introduced to music activities designed to develop a sense of rhythm, an important pre-reading skill. They will also gain an appreciation for music from various cultures and have opportunities for free expression using a variety of instruments.

Personal Items

All personal items, including backpacks, folders, lunch boxes, water bottles, coats, sweaters, hats, and boots, should be clearly labeled. Children often forget which items they brought to school and may have difficulty distinguishing their belongings from those of others. Proper labeling helps prevent lost or misplaced items.

Toys and other personal belongings should be left at home unless the teacher provides specific instructions for bringing items for Show & Tell.

Pictures

Teachers will frequently take photographs of children during classroom activities and play for display purposes or use in projects. Parents are asked to sign a photo release to authorize these photographs.

Additionally, a professional photographer will visit the school in the fall and spring to take individual and group pictures of the children. Purchasing these photos is optional and not required.

Reinforcing Classroom Learning

A child's experiences at home are just as valuable to their overall development as classroom learning. Parents and guardians are encouraged to communicate regularly with the teacher to discuss their child's progress. The teacher is happy to offer recommendations and suggest ways to support growth in areas that may need improvement.

Some general suggestions for supporting learning at home include:

- Speak to the child at eye level to encourage better listening.

- Be patient, as young children often need new concepts repeated many times. Keep in mind that a preschooler's attention span is approximately 15 minutes.
- Offer praise whenever the child completes a task.
- Teach and reinforce good health habits such as washing hands before meals and after using the toilet, brushing teeth after meals, and covering coughs and sneezes. These habits are introduced in the classroom and are best supported with consistent reminders at home.
- At appropriate times, remind the child to use polite expressions like "please," "thank you," and "excuse me."
- Teach the child to state their name, address, and age.
- Read together regularly and discuss pictures in books or magazines. Use these materials to teach names of animals and the sounds they make (e.g., cow – "moo," cat – "meow").
- Use books or magazines to introduce the names of vegetables, fruits, alphabet letters, and more.
- Turn everyday activities into learning opportunities by asking the child to count and identify objects, such as "hand me two spoons," or "find three carrots."
- Teach shapes by pointing out household items (e.g., a round pillow or a square book) and encouraging the child to identify shapes in their environment.
- Teach colors by naming the colors of various objects and encouraging the child to find items of specific colors.
- Encourage creativity by allowing the child to play with household items such as paper bags, empty boxes, jar lids, cake pans, pot lids, spoons, and empty spoons.

Summer is a special time for play and family bonding. During these relaxing months, a child's motor skills continue to develop through play, and learning can be reinforced through family activities. Suggestions include:

- Planting a seed, watering it, and observing its growth. Watermelon seeds are recommended as they usually sprout within a few days.
- Encouraging the child to collect items such as stones, leaves, or seeds, using an empty egg carton as a container. Older siblings or family members can assist in these activities to enhance learning and bonding.

Three-Year-Olds

Religion

Parents are encouraged to talk with their child about God and recognize the many gifts in nature throughout the seasons. Exploring, praising, and thanking God together, as well as praying with the child and attending Mass as a family, help nurture faith development.

Large Motor Skills

Large motor skills involve the use of large muscle groups and are strengthened through outdoor activities such as hopping, skipping, jumping, running, climbing, skating, riding bikes, swimming, and catching, bouncing, or kicking a ball.

Fine Motor Skills

Fine motor skills involve small muscles, especially those in the hands, which are still developing at this age. Activities such as cutting, pasting, drawing, coloring, painting, baking, stringing beads, or playing with clay are excellent for rainy days or quiet times.

Language Development

Language skills can be reinforced by encouraging the use of complete sentences, recalling finger plays and nursery rhymes, singing songs, using positional words such as over, under, behind, beside, introducing simple opposites, playing rhyming games, recognizing the alphabet and letters in the child's name, and reading and discussing stories together

Math Readiness

Math skills can be reinforced by sorting and classifying objects, counting various items, naming colors and shapes, and comparing sizes (larger, smaller, longer, shorter, etc.)

Four-Year-Olds

Religion

Parents should continue talking with their child about God, praising and thanking Him for His gifts. Prayer and discussions about familiar Bible stories are encouraged. Attending Mass together as a family remains important.

Large and Fine Motor Skills

Large muscle development continues with activities like running, climbing, hopping, skipping, swimming, riding bikes, and bouncing or catching balls. Fine motor skills can be developed through cutting, tracing, pasting, drawing, and coloring. Practice printing numbers, alphabet letters, and the child's name.

Reading Readiness

Parents can help by practicing letters and their sounds, sharing books to instill a love of reading, establishing a daily reading time, and encouraging the child to "read" picture stories aloud. Drawing simple stories with the child supports vocabulary development and sentence formation.

Math Readiness

Math skills can be reinforced through counting, classifying, sorting, and measuring. Take walks and count houses, cars, signs, and other objects. Classify items into groups and discuss quantities. Baking and using rulers or measuring tapes to measure household items help teach measurement concepts. Compare objects by size, asking questions such as “Which doll is bigger?” or “Which pillow is smaller?”

Schedule

A daily schedule is posted in each classroom. A typical day includes prayer, outdoor play, learning centers, snack time, music, group activities, and circle time. Teachers will provide parents with additional information about the classroom routine.

Separation Anxiety

As the start of preschool approaches, parents are encouraged to approach the first day in a calm and matter-of-fact manner. Overly exciting or overwhelming talk about school can increase a child’s anxiety. It is normal for parents to have mixed emotions about this milestone and to feel both excitement and sadness. Sometimes, after an initially smooth separation, a child may experience delayed feelings about going to school and may resist attending. Allowing the child to stay home can prolong adjustment difficulties. It is recommended to respond firmly and positively to encourage regular attendance.

Parents who need support during this time are encouraged to reach out to the teacher. Most children adjust by the second or third day of school. If a child resists returning after a few days at home, this is usually temporary and resolves once the child becomes comfortable with the daily routine.

Transitioning a Child from the Program

All children who enter our preschool are invited to participate in and enjoy a successful preschool experience. All children will be accepted on a trial basis for a period of at least six (6) weeks. During this adjustment period, if the teacher or principal feels that the child is not benefiting from the program or his/her needs are not being met, the child will be asked to leave the program and seek a more suitable placement elsewhere. Enrollment will be continued upon the recommendation of the teachers. Dismissal of a child may be based on: inability to separate from the parent, frequent and reoccurring

bathroom accidents, severe disruptive or aggressive behavior, late or unpaid tuition or fees, or the inability of the school to meet a child's special needs. A child will never be dismissed without previous discussion with his or her parents. The teacher and principal will make every effort to work with the parents to improve the situation. If any reimbursement of tuition is warranted, a fair amount will be determined solely by the principal.

Tuition

Tuition assessments are set by the Parish Finance Council. Parents are notified in May regarding fees for the following year.

Payment schedule is as follows:

1. Tuition is due the 15th of each month payable July – April.
2. First semester assessment or monthly payment is due by the start of school.
3. Second semester assessment is due on January 15.
4. Special payment arrangements may be made through the administrative assistant.
5. Other program fees due as the various programs develop throughout the year.

All tuition payments must be current by November 15, January 15, and April 15 or students will not be allowed to return to school the following week.

All fees and/or fines must be paid in full before official school records will be forwarded for transfer students and/or reenrollment for the upcoming year.

Updates

It is imperative to keep all phone numbers, addresses, and medical information updated.

Volunteers

Holy Angels relies on families to assist with various activities throughout the school year. All volunteers must complete the Safe Environment Training prior to participating. This training is available online at www.rockforddiocese.org.

Volunteers are required to check in at the school office before proceeding to the classroom. Additional information and volunteer opportunities are shared in the weekly newsletter.

Water Bottles

Students are given ample opportunities throughout the day to get water from the drinking fountains so water bottles are not necessary. However, clear water bottles brought from home must have a sport top. No bottled water type, squeeze types, straws, or open tops are allowed. Bottles are not to be in close proximity to any technology. No sippy cups.

Withdrawing Your Child from the Program

Parents wishing to withdraw their child from preschool are asked to notify the principal as soon as possible. Decisions regarding tuition or fee refunds, if applicable, will be made at the sole discretion of the principal.

Parental Cooperation Agreement

Found in FACTS enrollment process

Parent Cooperation Agreement

PRINTED FAMILY NAME ___Strubel_____

As members of the community of Holy Angels School, we each have a moral and ethical obligation to foster and promote the Catholic values that our faith represents. The cooperation of parents is especially vital. While we recognize that issues may arise during the course of the school year that will be of concern to parents, the manner in which parents address their concerns through their personal conduct must be consistent with these values, whether at School and/or during any School-related function. The failure to meet these conduct expectations shall be addressed in accordance with this policy.

While many different types of conduct by parents are unacceptable under this policy, the following are examples of conduct that will not be tolerated:

Disrespect to any person at School or at a School-related function;

Raising of voices, foul language or name-calling directed at any staff members, teacher, child, coach, volunteer, other parents, administrator, religious or clergy member;

1. Any physical assault;
2. Any other activity considered by the School's administration to be threatening or disrespectful to another, disruptive to the School and/or inconsistent with the Catholic values that the School strives to uphold.

The above is a non-exhaustive list of conduct that violates this policy. The School reserves the right in its discretion, to determine when a violation of this policy has occurred.

Any violation of this policy, as determined by the School, may result in corrective action, up to and including expulsion from School events and/or expulsion of the parent's child(ren) from the School.

Corrective action that may be taken may include, but is not limited to, verbal and/or written warning(s), meeting(s) with the involved parent and expulsion from School events and/ or expulsion of the parent's child(ren) from the School.

A parent who violates this policy may be warned regarding the unacceptable behavior and the School will endeavor to provide warning to a parent prior to taking more severe action. However, depending upon the involved parent's record of conduct and/or the severity of the misconduct in question, parents are not guaranteed that advance warning will be given prior to being excluded from future School events and/or expulsion of the parent's child(ren) from the School. The presence of aggravating factors (including the presence of children during the conduct in question, the severity of the behavior, a pattern or record of unacceptable behavior, etc.) shall be considered.

The decision of the Principal or Assistant Principal regarding the application of this policy may be appealed to the Pastor. The decision of the Pastor is final.

Parent Signature

Date