

Preschool *Grades PreK and JK*

The Preschool Program offered at Immaculate Conception Cathedral School is structured around age-appropriate activities carefully planned to foster positive intellectual, social, emotional, physical, and spiritual development. The daily schedule includes lessons and activities for both small and large groups, free play, outside play, rest time, snack time, and lunch. In addition, these students attend special classes such as PE, Music, Religion, Spanish, Library, and Art.

The School Day

The normal school day for PreK and JK students as follows:

Mon.	Tue.	Wed.	Thu.	Fri.
8:00 am– 2:45 pm				
Recess: 11:30 am	Recess: 11:30 am	Recess: 11:30 am	Recess: 10:45 am	Recess: 11:30 am
Lunch: 12:05 pm				

Note: When a 12:00 noon dismissal is scheduled, PreK and JK students will dismiss at 11:45 a.m.

Student Drop-off and Pick-up

At ICCS we use a carpool drop-off and pick-up system for students. Please see page 17 for a detailed map.

Arrival

Between 7:30-8 am parents of preschool children will drop off students at the tower of the Cathedral Center

For an easier start to the day we ask that parents try to drop children off by 7:50 a.m. For those children that may experience some separation anxiety we ask that you say goodbye outside the classroom door; long good-byes intensify some students' separation anxiety and make for a difficult start to their day.

Dismissal

A teacher will escort each PreK and JK student to his or her driver's car at the Cathedral Center tower at 2:45 pm.

The *driver* is responsible for making sure the PreK and JK student is securely fastened into their car seat or booster seat and that the vehicle door is securely closed. We will not release a student without a properly installed car seat.

Students not picked-up after 15 minutes following dismissal will be escorted to the after school care program under the direction of ICCS. Parents/guardians are responsible for any fees charged for this service.

ICCS will only release students to the individuals listed on the student's Authorized Pick-up document filed with the student's registration paperwork. Any modifications to this list must be made in writing by the student's parent or guardian to the child's teacher and copied to the main school office. If your child will be going home with someone other than the individual who normally picks him or her up the student's teacher must be notified in writing prior to the child's dismissal. ICCS will not release a student to an adult unless this person is authorized to pick up the student. *Note: an authentic email from the parent/guardian may serve to fulfill the "in writing" requirement.*

Immunizations

All students entering PreK and JK must provide proof of immunizations to the school on the required State of Tennessee Health Department Immunization Record (Temporary or Permanent). ICCS is required to file a report with the State of those students who do not meet this requirement. This record is available from your child's personal physicians' office or from the Health Department provided you can supply them with your child's shot records. The original record must be on file in the school office or you may be asked to withdraw your child from our school.

Health

ICCS does everything possible to ensure a safe, healthy environment for our students and teachers. In order to keep our students and staff healthy, students *must* be healthy prior to arriving at school. Students with a cold, fever, rash, deep cough, runny nose, diarrhea, or vomiting within the last 24 hours may not attend classes. **Your child must be symptom free for 24 hours before being allowed to return to school.** If a student exhibits symptoms of illness a parent/guardian will be called to take the child home and they must remain at home for at least 24 hours. Students with consistently runny noses due to allergies will need a doctor's note stating that the symptoms are not contagious.

It is imperative that the school monitor contagious illnesses. Please report any communicable illness such as Chicken Pox, Measles, Mumps, Strep Throat, Head Lice, etc. to your child's teacher and the school office immediately.

Medications

The Diocese will not permit teachers to dispense medications to students for any reason. Additionally, medications may not be kept in the classroom or in a child's backpack. If your child must take medication during the school day:

1. A parent/guardian must complete the school's Authorization to Dispense Medication form.
2. A parent/guardian must supply the medication in the original container to the school office. Students on the lower school campus are not permitted to carry medications onto or from school grounds.

No child is allowed to administer or carry medications on the ICCS campus.

Toilet Training

Students must be completely toilet trained to be admitted to our Preschool; no pull-ups or diapers may be used by the child on the school property during the school day or during after school care. Each child's class will go to the bathroom several times during the school day, and students will be allowed to go the bathroom at other times throughout the day as needed.

Although we realize that accidents happen, a meeting will be requested after the following:

PreK: accidents 3 times within 10 attended school days

JK: accidents 2 times within 10 attended school days

The student's parent/guardian, teacher, and school counselor or administrator will evaluate the reason for the difficulty and create an action plan to help the student achieve success in a timely manner.

Lunch

Students may bring their lunch from home, or parents may purchase hot lunches through the cafeteria program offered by Delectable D&W Food Service for their child. A hot lunch can be obtained through the purchase of a meal plan, Lunch Card, or by sending cash in an envelope marked for lunch purchase to the child's teacher. Milk may also be purchased separately for children who bring their lunch from home.

Please personally notify your child's teacher and the school secretary if your child has a food-related allergy. It is also recommended that you complete the Authorization to Dispense Medication form and provide the medication to counteract the reaction to the school office the child's first day of school.

Snacks

Parents are required to provide a morning snack for the class on a rotating basis. A classroom snack calendar will be sent home for you. When it is your turn to provide snack please provide a nutritious, non-messy snack.

Clothing

Please write your child's name (first and last) in all clothing and shoes.

Outdoor play is an important part of PreK and JK students' daily routine. The students should be properly prepared with outerwear (jackets, sweaters, coats, hats, scarves, and gloves) to play outside everyday, with the exception of inclement weather. Students must wear tennis shoes.

Each PreK and JK student should have a change of season-appropriate clothing. Additionally they should wear tennis shoes or sneakers; sandals, flip-flops, and dress shoes are not appropriate or safe for playtime. Clothing should be comfortable and easy to handle. The children should be able to take care of their own needs, such as restroom use, as independently as possible. Please do not send your child to school with belts, suspenders, or snap-button body suits.

Supplies

Supply lists for each grade are posted on the school website—MyICCS.org.

Conferences

Our teachers will have conferences at the end of the first nine weeks when the first *Progress Report* of the year is sent home. However, if any problem arises with your child, the teacher will contact you for a conference. If at any time you would like to schedule a conference with a teacher, feel free to contact the teacher by email, voicemail, note, or through the school office. It is our intention that parents and teachers keep open lines of communication throughout the school year.

Service Hours

Each family is required to complete 20 service hours per school year. Some ways that families can earn service hours are lunch duty, recess duty, going on field trips, working in the library, donating items for class parties, or by attending monthly HSA meetings.

VIRTUS Training

In order for parents/guardians to be actively involved on campus (coaching, field trips, recess duty, helping in the classroom, etc.) they must complete a VIRTUS training course through the Diocese of Memphis. A listing of class offerings can be found at: <http://www.cdom.org>. A copy of your certificate must be filed in the school office.

Preschool Discipline Policy

Social/emotional, physical, cognitive and language are the four predominant areas of development for preschool aged children. These four categories are closely intertwined, and each area directly influences all others, which requires the teacher to pay attention to every aspect when guiding children's learning. This disciplinary policy stems from the need to create an environment that promotes a strong social/emotional platform upon which to build a sense of self, taking responsibility for self and others, and behaving in a prosocial way with confidence, courtesy and respect within their peer group. It is imperative for school readiness that any shortcomings in the predominant aspects of social/emotional development be addressed so that the physical, cognitive and language concepts are more easily and readily grasped.

Our staff promotes a positive, proactive approach to classroom management with the use of techniques that include coaching, role-playing, redirection, American Sign Language, and positive praise as tools to encourage good behavior.

Classroom Rules

- I will be a first time listener.
- I will put things away.
- I will keep my hands and my feet to myself.
- I will share.
- I will take turns.
- I will raise my hand to speak.

Each student is expected to follow the classroom rules each day and parents will be notified of their child's conduct in their communication folder daily. Children will receive positive reinforcement, such as praise and stickers, for making good choices. We encourage parents to check the communication sheet in their child's folder daily to extend praise at home for good behavior at school.

However, as children discover their own personalities, responsibilities, and independence, they may occasionally have difficulties with other children or following the rules. When rules are broken, methodologies are in place to help the child understand the consequences of negative behavior. Each classroom has a wall pocket chart that helps the students visually keep track of their behavior for each day. The pocket chart consists of four color-coded crayons with each child's name on the crayon. After children have been reminded of the rules, and additionally given positive suggestions to make better choices, one verbal warning will be given before a crayon is pulled on the chart. The colored crayons correspond with the following consequences.

Daily Behavioral Chart

The following procedure is used after verbal warning has been given if a student chooses to break a rule:

- 1st Time* The student removes the purple crayon from his/her pocket on the discipline chart and does not receive a sticker.
- 2nd Time* The student removes the green crayon from his/her pocket and does not receive a sticker and must sit out on the playground for 5 minutes.
- 3rd Time* The student removes the blue crayon from his/her pocket and does not receive a sticker and must sit out on the playground for 10 minutes.
- 4th Time* The student removes his/her red crayon from his/her pocket on the discipline chart and is taken to the principal's office. Parents will be notified immediately.

If a student does not get a sticker, a note will go home as to why and must be signed and returned the next day.

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- If a child continues exhibiting non-compliant, disruptive or physically aggressive behavior, the parent will be informed by email and communication folder that additional steps must be implemented to encourage good behavior.
- Should the negative behavior persist above and beyond the limits of the preceding corrective measures, a parent, teacher, guidance counselor and /or principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.
- Should non-cooperative, disruptive or physically aggressive behavior continue after cooperative efforts by the parents and teachers are implemented, a conference will be scheduled with school's guidance counselor.
- After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.

Biting Policy

Procedure for dealing with persistent difficult behavior that inhibits normal classroom instruction:

- *First Incidence:* Administration will be notified, and parents will be informed by email and communication folder that additional steps must be implemented to encourage good behavior. The child will be placed in time out for one minute per year of age.
- *Second Incidence:* Administration will be notified, and parents will be contacted. Depending on the severity of the incident (such as a bite breaking skin, etc.), the parents may be asked to take the child home for the remainder of the day. A parent, teacher, school counselor, and principal conference will be requested to meet as a team to develop a positive action plan to help redirect the child's behavior.
- *Third Incidence:* Administration will be notified, and parents will be contacted to take the child home for a 1-day suspension. A conference will be scheduled with the school counselor.
- *Fourth Incidence:* A meeting will be scheduled with the principal to discuss admission status.

After (and only after) all possible attempts have been made to allow the child to comfortably assimilate into a nurturing preschool environment and no acceptable solution can be mutually achieved, termination of care will result until the child is deemed developmentally ready for the social experience of preschool.