



*“Igniting inquiring minds through family,  
faith, service, excellence, and achievement.”*



## **Xavier Catholic Preschool Policy Letter**

Greetings!

The first day of school is a big day for all of us. Our hope is that it will be the first of many worthwhile and rewarding days ahead. Each child is a unique individual and will be treated as such. Every effort is made to ensure that our program will be right for your child. We welcome you as parents and co-workers in the great task of educating your child. We look forward to working with you and hope this letter will get us off to a good start.

Revised 4/14/2018 by Shannon Holcomb

### **CURRICULUM:**

Our classrooms have eight learning centers: Religion, Language & Reading Readiness, Math Readiness, Housekeeping, Manipulatives, Library/Listening, Science & Critical Thinking and Art. The room is set up so children will have many positive experiences each day. When children are successful, they feel good about themselves and learning is fun. Each week will focus on a new theme. We will cover the letters A – Z, the numbers 1 – 30, shapes, colors, scissor and printing skills.

One of the most important aspects of our program is “living our gospel values”. Young children will be encouraged to grow in reverence, respect and concern for one another. We create a loving atmosphere to help facilitate good manners and a “kindness that’s contagious” by implementing our school wide positive behavior system. We have a chapel program led by Kathy Forge, a retired Xavier teacher, for the 3 and 5 day classes. This is a short time of prayer, Bible stories, and songs.

We also have a P.E. Program for the 3 and 5 Day classes. Mrs. Plaza, a retired P.E. teacher, will provide the students with an opportunity to develop physical skills on a weekly basis while incorporating the Xavier Catholic Preschool curriculum. We are blessed to have these wonderful volunteers at our school!

### **SCHEDULE:**

Arrival, Learning Centers and Art/Craft or Special Activity  
Opening Circle (Calendar, Weather, Flag, Attendance and Prayer)  
Story Time / Music & Movement  
Readiness Lesson (Language, Math, Science, Readiness skills)  
Learning Centers  
Snack  
Outside Play  
Religion  
Clean Up and Dismissal

**ARRIVALS AND DEPARTURES:**

2 Day Classes (T/TH & W/F).....	8:25 – 11:00 A.M. (doors unlocked at 8:20 A.M.)
3 Day Classes .....	8:25 – 11:25 A.M. (doors unlocked at 8:20 A.M.)
5 Day Classes .....	12:30 – 3:00 P.M. (doors unlocked at 12:25 P.M.)

The doors open at 8:20 A.M. & 12:25 P.M. to give the children time to hang up their coat & empty school bag and take care of toileting needs. Class begins promptly at 8:25 A.M. & 12:30 P.M. We have activities planned for your child from the minute they arrive, therefore, punctuality is essential. Doors will be locked promptly at 8:30 A.M. and 12:35 P.M. respectively for security reasons. If you arrive after that time, the policy is to ring the doorbell at the North entrance to sign your child in and the Administrative Assistant will take your child to their classroom. The policy for early pick up (i.e. appointments, sick child etc.): Please park in the North lot and use the North entrance. Ring the doorbell and come into the office to sign your child in/out. The Administrative Assistant will help get your child. Please remain in the office until your child is brought to you.

We also appreciate your promptness in picking up your child. Little ones become very concerned and apprehensive when their rides are late. The children are dismissed from the South side of the building. Please park in the East parking lot and walk around the building for pick up. **NO PARKING ON THE SOUTH SIDE OF THE BUILDING.** Children will line up outside the South end of the school and be individually released by their teacher. At that time, take your child’s hand, please make sure you’ve said good-bye to the teacher, and walk safely to your car. Please let the teacher know ahead of time, in writing, if someone other than you will be picking up your child. During inclement weather, children are released from the foyer inside the South end of the bldg. Look for the sign in the office window (North side) to indicate **Inclement Weather- Foyer Release.** **CHILDREN NEED NOT ARRIVE PRIOR TO 8:20 A.M. or 12:25 P.M.**

**accordingly.** Children who are not picked up by 5 minutes after dismissal time will be taken to the office and parents called. If this becomes an issue, suspension of Preschool privileges may occur. Consistent attendance is important in the life of a child. If your child will be absent from school, please call the office at 682-1943.

**\*Foyer Release-** Children wait with their teacher inside the South foyer for parent pick up. Teachers will send your child down the stairs to you.

NOTE: Extended Care Reservations may ONLY be made if your child is fully enrolled in the Extended Care program with all paperwork on file. Reservations are to be made 48 hrs. in advance to ensure there is enough space to accommodate your child. Please call the Extended Care at 682-1943 ext. 306 or email the Assistant DIR, Shelly Sommerfield at [shelly.sommerfield@leavenworthcatholicschools.org](mailto:shelly.sommerfield@leavenworthcatholicschools.org) to make arrangements and let the classroom teacher, as well as your child, know what the day’s plan will be. The same holds true for Extended Care cancellations- 48hrs. in advance please.

**FUNERAL DAYS:**

To begin, Funeral Days will require patience, reverence and respect from all of us. Funerals at Sacred Heart Church are scheduled by the Pastor at the family's convenience. Often times, the funeral procession will be lining up or beginning their departure right about our morning dismissal times for 2 and 3 Day Classes. On the days we have a Funeral at Sacred Heart:

1. Signs will be posted in the main office window (North side) driving thru the parking lot

2. Teachers will also try to remind you as you drop off
3. When you return for pick up, ALL parking areas will be OPEN-- This is ONLY on Funeral Days. Please park where you can or wait for the procession and then park and come in the building for a **Foyer Release**. PLEASE do not worry if you are a few minutes late due to the Funeral traffic. Teachers will hold the children until you arrive.
4. NO PLAYGROUND on Funeral Days. Please, out of respect for the family, do not plan to stay and use the playground after school for morning classes.

### **SHOES & CLOTHING:**

LRCSS has adopted an optional uniform policy for preschool. If you choose to have your child in uniform, it must comply with the LRCSS Standard Uniform Policy. Children who do not opt to wear a uniform may dress in regular play clothes. Pants must cover the child's bottom at ALL TIMES. Fashion pants/jeans are sometimes cut too low and cause exposure and the child will have to change their clothes. Parents will be asked to provide an appropriate change of clothing. In order for your child to safely, fully participate in daily movement activities, fire drills, playground time and weekly P.E., they must wear appropriate shoes. Students need to wear athletic shoes (tennis shoes) ONLY. Children should not wear snow/rain boots, as we do not go outside to play during inclement weather. Umbrellas are not allowed. Fashion jewelry, including watches, is not allowed. A second set of clothing is not required. No fad or extreme haircuts are permitted. Students should bring an **EMPTY** Xavier bag to school each day—no purses, blankets, toys, books, etc. need be brought to school. If your child is attending Extended Care, please bring those items in a separate bag and take it to Extended Care as you leave after drop off.

### **COMMUNICATION:**

**Newsletter:** A newsletter is sent home each month and will be posted outside the classrooms. It will contain the monthly themes and snack assignments as well as important dates and information. **PLEASE POST THIS IN YOUR HOME FOR WEEKLY REFERENCE.** In addition, our Principal Evie Porter emails a monthly school wide newsletter.

**Xavier Catholic School Newsletter:** Mrs. Porter will send out a school wide newsletter via email. Please look carefully to see if the information applies to K-8 or Preschool or both.

**General School Emails:** You will periodically receive emails from the LRCSS school email regarding events, changes, important information etc..

**Teachers:** Please put important information in writing for your child's teacher so they can be sure to remember what you have told them at the busy drop off time!

### **WEATHER:**

Kansas often times has unpredictable weather. Please ensure your child dresses appropriately. When purchasing winter jackets, please keep in mind your child's ability to manage zippers, buttons, snaps etc. on his/her own. Also, experience has shown that the "zip-in insert" style coat/jacket is extremely difficult for little ones! Mittens work better than gloves. Snow or rain boots are not necessary as our parking lot is bladed and we do not go out for recess when snow covers the playground. Umbrellas are to be kept with adults please. (Also, see our Tornado / Fire Drill Policy that is attached)

### **BIRTHDAYS:**

Birthdays are a special time and we would like to celebrate in the classroom:

- 1) Baby pictures and baby clothes may be brought in to share with the class.
- 2) Your child may bring a simple prepackaged treat to share with the class. Remember, **SIMPLE** is the key word here. Cookies, fruit, or crackers are ideal. **NO CUPCAKES OR DRINKS PLEASE.**
- 3) No goodie bags please – we prefer you would save them for your home party.

### **SCHOOL SNACKS:**

Please send **one** box of your child’s favorite snack (non perishable). Examples are: Cheez-its, pretzels, microwave popcorn, teddy grahams, graham crackers, cereal, animal crackers etc. In addition, we will be assigning “theme or letter snacks” for each child to bring in turn. Watch your monthly newsletter for further details. We recommend staying away from peanut based snacks. The Halloween & Valentine's parties, Thanksgiving Feast, Pioneer Picnic and your child's birthday at school will be student / teacher classroom celebrations.

The LRCSS will require parents of students with food allergies or intolerances to follow the policies listed below or for full details please see the attached Xavier Food Policy:

- Provide the classroom teacher with a labeled container of **prepackaged** safe snacks for the school year for students with food allergies or intolerances (i.e. lactose, gluten free etc.). Your child will only be given the snacks that you provide.
- Provide a separate labeled container of safe snacks, if your child attends Xavier Catholic School Extended Care and has a food allergy or intolerance. Your child will only be given the snacks that you provide.

### **BOOK ORDERS:**

Periodically, we will be sending home book club information. You are under no obligation to purchase these books. We provide this service for those of you who are interested. The prices are very reasonable and the books make nice birthday/Christmas gifts. If you decide to purchase books, checks will need to be made out to **SCHOLASTIC BOOK CLUBS** and placed in an envelope with your order form. Please mark the order form and envelope with your child’s name, teacher and book order on the outside. Online ordering is also available. Information will be forthcoming.

**\*\*NOTE:** Xavier Catholic Preschool is part of the Xavier Catholic School Preschool through Grade 8 system and as such, complies with all policies of Xavier Catholic School. The Xavier Catholic School Green Book (handbook/policies) is available on our website as well as this Xavier Catholic Preschool Policy Letter.

In closing, please feel free to call with any concerns you may have during the school year. We can best help your child grow and develop by working together. Thank you for your cooperation and God Bless all of us as we begin the new school year.

Educating, Celebrating and Serving in Christ’s name,  
The Preschool Teachers

### **ATTACHMENTS:**

Severe Weather / Fire Drill Policy

Health Policy

Xavier Catholic School Food Policy: Preschool

Positive Guidance and Discipline Policy

Playground Rules

Parking and Traffic Pattern

**Xavier Preschool and Extended Care Severe Weather Policy**

**Administration Responsibilities:**

1. Administrative Staff are aware of and monitor weather conditions.
2. In the case of severe weather, Administrative Staff alert the Preschool campus and update as necessary.
3. In the case of a Tornado Watch or Warning, Administrative Staff Call Preschool Campus immediately.

**Preschool Teacher Responsibilities:**

1. Preschool Teachers and Extended Care Staff are aware of and monitor weather conditions through the use of the Emergency Band Radio and computer weather site.
2. In the case of a Tornado Warning, Teachers and Staff take children to the school basement and into the shelter area where they will remain until the all clear is sounded. Parents are recommended to take shelter and wait for the all clear to sound before picking children up from the school basement.

**Parent Responsibilities:**

1. Parents Provide Administration, Teachers and Extended Care with current phone numbers and emergency contact information. Update as necessary.
2. Parents remain aware of weather conditions.
3. In the case of a Tornado Warning, it is recommended that parents take shelter and wait for the all clear to sound before picking children up from the school basement.
4. In the case that a Tornado Warning is sounded while parents are picking up, parents are required to stay with their children and shelter until the all clear is sounded.

**\*\*\*It is vitaly important that parents UPDATE their own contact information and that of their Emergency Contacts.**

**Fire Emergencies**

1. Teachers and Staff will evacuate children quickly and safely.
2. Teachers and Staff will take children to the Parish Office, 521 Linn St. (behind Sacred Heart Church), and phone parents to pick up their children.
3. Teachers and Staff will contact Administration to inform them of the situation.

**Xavier Health Policy as described below:**

If your child has been sent home and/or absent due to any of the below conditions, he/she should **not** return to school until:

1. Fever (99.6 or greater) has been absent for 24 hours without administration of fever-reducing medications.
2. Nausea, vomiting or diarrhea has been absent for at least 24 hours.
3. Antibiotics have been given for 24 hours for strep or other bacterial infections. Medications must be administered at home for the first 24 hours.
4. Lesions from impetigo are no longer weeping and antibiotics have been given for 24 hours prior to readmission to school.
5. Conjunctivitis (pink eye) has diminished so that the eye is no longer draining or pink and student has had 4 hours of antibiotic treatment to affected eye.
6. Lice treatment has been administered and student is nit free.
7. Ringworm treatment has been administered for 24 hours prior to readmission to school.
8. Chicken pox lesions are all scabbed over and no new lesion has appeared for 24 hours. (This usually occurs about 7 – 10 days from the onset of the disease).
9. Scabies treatment is completed successfully and the child has been given permission to return to school by a physician.

Please remember that if your child returns to school prior to what has been stated above, you will be called to pick your child up from school.



## **Xavier Catholic School Food Policy: Preschool**

The LRCSS will require parents of students with food allergies or intolerances to adhere to the following food policies:

- Provide the classroom teacher with a labeled container of **prepackaged** safe snacks for the school year for students with food allergies or intolerances (i.e. lactose, gluten free etc.). Your child will only be given the snacks that you provide.
- Provide a separate labeled container of safe snacks, if your child attends Xavier Catholic School Extended Care and has a food allergy or intolerance. Your child will only be given the snacks that you provide.

During Halloween and Valentine parties; Thanksgiving Feast; and the Pioneer Picnic the classroom teacher will provide parents of students with food allergies or intolerances a list of the planned special snack for the day. Parents may then provide a same or similar snack labeled with their child's name for the party or your child may be given a snack from the container already provided by you. Your child will only be given the snack you provide.

After the Christmas and Spring Programs there is a time of fellowship, cookies and drink (water). All children are released to their parents prior to choosing a treat to eat. Parents may personally choose the cookie(s)/treat(s) you want your child to partake in.

Students who have food allergies/intolerances will be required to have a Food Allergy Action Plan signed by a medical doctor on file by the first day of school. If you have an appointment that falls after the first day of school, please speak with the director or principal about getting an extension. If your child requires an EPI Pen or other medication, it must be available in the school office, Extended Care, etc., by the first day of school.

Created By: Evelyn Porter

7/27/16

Revised for Preschool By: Shannon Holcomb

8/8/16

## Preschool Language & Parent Tips

The following bullets contain a few common phrases we use at school. If you would like to use them at home, it could help make the school transition go smoothly for your little one. We've also included a couple of helpful tips & reminders.

### **Language & Phrases:**

- **Sneeze/Cough in Your Wing-** We teach the children to sneeze or cough into their bent elbow (wing) to avoid hands transferring germs.
- **Criss-Cross Applesauce-** We sit on our bottom and cross our legs. "Spoons in the bowl" - hands in our laps.
- **Germ Buster (hand sanitizer) or Hand Washing-** "Rub, rub, rub, and roll, roll, roll, between your fingers as you go."
- **Bags "Open and Ready"** - When we pack up for the day, the children get their bags and stand in the line holding the handles open. Help them practice this tricky task!
- **Welcome & Unwelcome words & actions-** This is the main way we use to describe appropriate and inappropriate behavior to the students.
- **Personal Space-** Children often need help understanding personal boundaries.
- **Hands behind your back in line-** This helps with personal space.
- **Quiet Zone-** Our hallway is designated the "Quiet Zone"
- **Hold Your Thoughts-** Occasionally, students have trouble knowing when to wait and tell a "story"- or they seem to have a comment for everything. This can be very disruptive to the lesson and daily routine in the classroom. We use a hand signal and ask the child to "hold their thought" until an appropriate time for them to talk.
- **1-2-3- All Eyes on Me-** Just a quick way to get the children's attention.
- **Lights Flashed or Turned Off-** In the classroom this means quiet or lights off / voices off.
- **Whistle-** On the playground the whistle means freeze and listen.
- **Praying Hands-** These are our folded hands for prayer, between songs and walking to chapel.
- **Chapel-** When we sit in the pew, the children are asked to put their backs against the pew. We do not touch/use the kneeler.
- **Sign of the Cross-** When teaching the Sign of the Cross or any action (like with songs/finger plays) use your left hand to show your child.
- **Put Your Eyes On Your Teacher/Eyes on Me-** This is so hard for the children!! They want to look everywhere but where they're going. We will continue to talk with the children about safety and say this phrase often.
- **Put Your Feet on the Green Line-** At dismissal time, children are asked to put their feet on the green line and wait to be dismissed by their teacher.



## Self Help Skills:

- **Coats / Jackets-** Start now! Teach your child how to pull the sleeves right side out before hanging up their coat. What a great confidence booster when they are able to put on and zip their own coat/jacket. Consider choosing mittens instead of gloves.
- **Child's Responsibility-** Begin instilling a sense of responsibility in your child by making it their job to carry and take care of their bag, coat, etc.
- **Recognize Own Bag-** Some children may need to decorate their green school bag to enable them to find it in the hallway. Have fun! Patches ironed or sewed on, trim, etc. can make it just the way they like it! **Please no charms, animals, etc. hanging from or clipped to the handles.**
- **Toileting-** They are responsible for wiping, flushing and washing hands. Belts or complicated outfits can cause accidents-- so be sure your child can manipulate their clothing on their own.

## School Tips and Reminders:

- **Pencil Grasp-** We are working with children to learn how to hold their pencil/crayon correctly. Please help us watch for the "O K" pinch or tripod grip at the base of the pencil/crayon.
- **Fire Drill-** We do a fire drill every month. An alarm is sounded & the children walk out to a designated spot. You can help with this by talking with your child about your home evacuation plan & practicing your own fire drill at home. We also help them understand not to be afraid of the loud noise.
- **Be on time to school-** It can throw off a child's day to come in after his friends have already begun. It also truly helps the teacher complete curriculum goals for the day. If late, follow the late arrival policy.
- **Items turned in to your teacher-** need to be in an envelope and labeled with: child's name, teacher's name & what's inside.

## Xavier Catholic Preschool Positive Guidance and Discipline Policy

Xavier Catholic Preschool adheres to the guidelines set in the Xavier Catholic School Handbook concerning behavior. (Refer to section 7 in the handbook.) Xavier Catholic Preschool personnel will use positive guidance and discipline practices in a consistent way based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.

Positive guidance and discipline will be constructive in nature, including such methods as redirection, separation of child from situations, and praise of appropriate behavior. Short-term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible. Children do best when the room is organized into clearly defined centers and rules that go along with each area. New jobs are routinely provided so that children are constantly stimulated and challenged with new activities. Every effort is made to maintain a consistent daily schedule and routine. Children feel safe and confident when they know what to expect. When this preparation has been done, discipline issues are minimized.

Students who need additional support with behavior management, and who do not have an Individualized Education Plan (IEP) that includes behavioral goals, will be referred to our Student Improvement Team (SIT) for an individualized Student Improvement Plan (SIP) that includes minor adjustments and/or interventions to aid in their success. Parents/Guardians must be engaged in this process. See bulleted paragraphs below for further information.

**If at any time a teacher is concerned about a child's progress or behavior, the following steps will be followed:**

- **Minor progress or behavior concerns:**

Classroom teacher implements necessary minor adjustments or strategies, contacts parents informally, and consults fellow teachers and Extended Care Staff (if child attends) as needed.

- **More serious progress or behavior concerns:**

Classroom teacher has implemented minor adjustments or strategies with minimal results. A SIT (Student Improvement Team) team is formed/meets. Teacher now contacts the parents formally and schedules a meeting with an administrator present in order to form a Student Improvement Plan. If the student is on a current IEP, then the appropriate local Special Education Services staff members will also be consulted. Xavier Catholic Preschool Teachers, Extended Care (if child attends) Staff and Administration will work in partnership with all parties to best serve every student's needs.

- **At-Risk or Unsafe Behavior concerns:**

If at any time the classroom teacher feels a student is putting him or herself at risk of harm OR placing other students at risk of harm, the student will be isolated and the parents will be contacted. Parents will be asked to keep the student home from school until a formal meeting has taken place and an action plan can be implemented.

Students who are unable to follow our School Wide Positive Behavioral System of Support and continually show behavior that is not acceptable will be excused from attending Xavier Catholic Preschool. Parents/Guardians who do not support this policy will not be afforded the educational opportunity that Xavier Catholic Preschool provides for its students. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

## Xavier Catholic Preschool School Wide Positive Behavior System

*Xavier Raiders Have...*

*H*ave a Christ-like attitude  
*E*xpect success  
*A*ccept responsibility  
*R*espect others and myself  
*T*ake time to PRAY!!!

	MEALS/SNACKS	CLASSROOM	HALLWAY	CHAPEL	BATHROOM	PLAYGROUND
<b>H</b>	Pray before meals/snacks	Have a positive attitude	Walk on the right side	We enter and exit quietly	Conserve water & paper	Include everyone
<b>E</b>	Seated with feet on floor and facing forward	Be prepared	Move together	We are reverent and respectful	Enter and exit efficiently	Follow rules and use playground properly
<b>A</b>	Clean up	Do your best	Stand quietly at the water fountain	We sit quietly with our eyes and ears forward	Clean up	Take turns and play fairly
<b>R</b>	Good manners	Be quiet and considerate	Be quiet, hands to yourself	We are polite and raise our hands to respond appropriately	Flush toilet	Rocks stay on the ground
<b>T</b>	We are thankful	Attentive prayer	Hand on the railing when using stairs	We look to our teacher for direction	Respect dignity of self and others	Pray when sirens go by

Updated 7/26/2016 by Preschool Teachers

The Preschool Teachers and Extended Care Staff want to remind parents to be vigilant when watching children play on the playground. Even with the proper safeguards and careful attention during the course of everyday play, children can, unfortunately, be injured. When rules are not followed, the chance of injury increases.

### **PLAYGROUND RULES:**

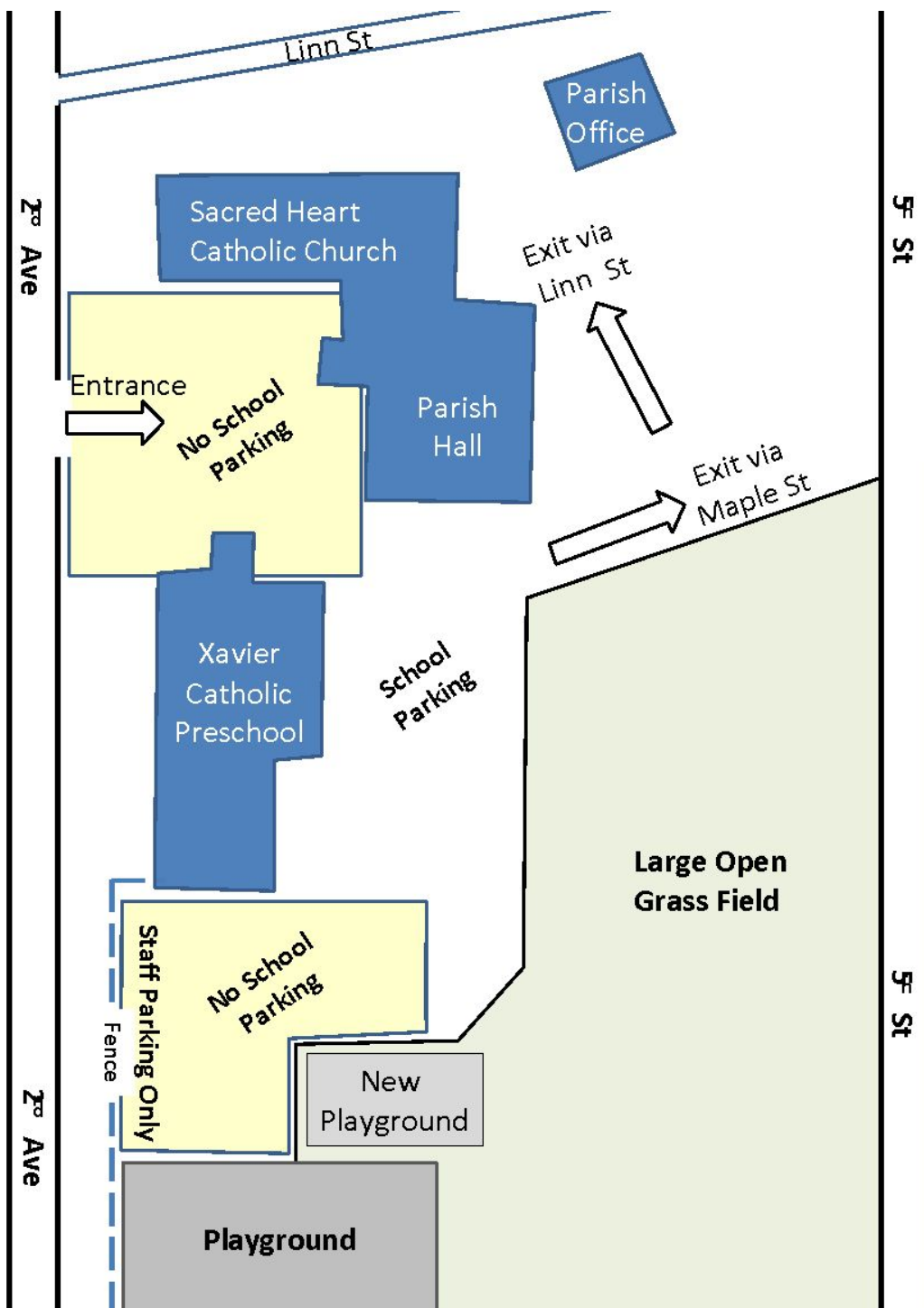
1. The rocks stay on the ground! No throwing or kicking rocks—no putting rocks on or in play equipment.
2. Climb up the ladders and go down the slides.
3. One child on the slide at a time – slide down on your bottom only.
4. Swing straight and on your bottom only.
5. Horizontal Ladder (Club House Monkey Bars)—Adult supervision is needed. One child on the monkey bars at a time. No one is allowed on top of the monkey bars or to crossover to the slide from the monkey bars.
6. Please, NO Animals at school.
7. No Parents or siblings on the Playground during Preschool or Extended Care Recess. Siblings can play *before or after* Preschool / Extended Care recess.
8. APPROPRIATE SHOES are to be worn to school daily.  
Athletic shoes (tennis shoes) ONLY.
9. **The rules remain the same before, during and after school. Please help your child learn the rules through consistency.**
10. NO Playground after morning classes on Funeral Days.

Enjoy your time with other parents as children play, while remembering that SUPERVISION is *essential to safety*.

\*\*Please observe the attached Parking and Traffic Pattern for the safety of children and families.

### Parking and Traffic Pattern

**\*\*NOTE: Please Enter from 2<sup>nd</sup> Avenue and Exit via Linn Street or Maple Street. Parking on the East / Southeast side of the School Building.**



**Xavier Catholic Preschool  
Policies and Rules Statement**

I/We \_\_\_\_\_, the parent(s)/legal Guardian(s) of \_\_\_\_\_, acknowledge that I/We have received/reviewed the Xavier Catholic Preschool Policies Letter and have been given the opportunity to read, ask questions about and understand the policies contained therein. Furthermore, I/We agree to abide by the policies set forth in the handbook. I/We understand that the policies described in the Policy Letter are not conditions of enrollment, and the language does not create a contract between Xavier Catholic Preschool and the parents. Xavier Catholic School Preschool reserves the right to alter, amend, or otherwise modify these guidelines, in its sole discretion, without prior notice.

I/We acknowledge that this Policy Letter is the property of Xavier Catholic School, and must not be shared with anyone who is not enrolled in the program.

**Child(ren) Name(s):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**\*\*PLEASE detach, sign and turn in at the end of Orientation OR at Open House. THANK YOU!**