

*Holy Cross Catholic School
Parent/Student Young 5's
Handbook*

The
Leader  **in Me**™
great happens here

Holy Cross Catholic School

Mission Statement
Leading and Learning Through Christ

Young Fives Curriculum

Bridging the Gap

We believe that young children learn by both discovery and guided learning. This program will allow your child to gain the confidence and abilities needed for the social, emotional and academic rigors of Kindergarten. It is the bridge of time and experiences that some children need to prepare for Kindergarten. We welcome you to our school and look forward to sharing the amazing learning experiences that your child will encounter in our Young Fives program here at HCCS.

There are many dimensions to a child. Each child grows physically, spiritually, intellectually, socially and emotionally. Developmentally, when a child is confident in all of these areas, he/she performs better in school and feels better about himself/herself.

A child may be academically successful, or even advanced, but not ready for Kindergarten. A child entering Kindergarten who is not quite ready in one or more of the other areas may struggle in school at some point. Many times attending a Young Fives program and giving a child the extra year provides the child with confidence and the ability to succeed in social, emotional and intellectual areas.

Please keep in mind, firm curriculum is hard to provide for this particular program because the first month of the class, the teacher spends time getting to know individual children and their specific needs and the class is designed to incorporate those particular needs.

First, we want the Young Five student to walk out of the classroom in the spring with confidence. This shows up as a positive attitude toward learning and an "I can do it" confidence.

Secondly, we provide an academic review giving more experiences with letters and numbers. There are themed activities that incorporate a review of math and language as well as many science, social studies, music, physical education and art experiences. Fine motor skills are also a heavy emphasis of this class.

Finally, our goal is to provide increased time of social interaction by providing additional class time in the number of sessions. As children spend time together they learn to share, be patient, deal with conflict, and value other people. This leads to maturity.

Young Fives Curriculum Overview

Your child will learn to:

Social skills

- o Show courtesy and consideration
- o Have an adequate attention span
- o Handle conflicts appropriately
- o Recover from disappointments
- o Follow school and classroom rules
- o Participate in group discussions
- o Show self-confidence
- o Make a variety of choices
- o Work well with others
- o Carefully complete tasks
- o Follow directions
- o Take care of his/her belongings

English Language Arts

- o Use an appropriate voice level
- o Listen effectively
- o Briefly tell about a personal experience
- o Remain focused on a set topic
- o Speak with confidence in a group setting
- o Demonstrate understandings of concepts of print:
 - o Identify the back and front cover of books
 - o Identify title and beginning of text and direction print is read
- o Write his/her first and last name
- o Name, identify and write upper and lowercase letters of the alphabet
- o Experiment with writing in play
- o Use pictures to respond to text
- o Recognize and produce some of the sounds associated with letters of the alphabet
- o Blend and segment syllables in spoken words
- o Recognize and produce rhyming words
- o Explore a variety of digital tools to express ideas

Social Studies

- o Understand basic calendars concepts
- o Understand school environment
- o Follow school safety procedures
- o Identify our country's flag

- o Describe classroom issues
- o Understanding one's own personal life history
- o Recognize that people have many wants
- o Participate and cooperate in classroom activities, rights and responsibilities

Mathematics

- o Explore and begin to compose shapes
- o Sort, categorize, analyze and graph objects
- o Name and create patterns
- o Begin to write and recognize numbers to 20
- o Begin to name 3 dimensional objects
- o Measure and compare using non-standard measurement tools
- o Compare objects length, size, and weight
- o Count to solve simple addition and subtraction problems using concrete objects

Science Exploration

- o Explore sound
- o Concepts of living/non-living
- o The five senses
- o The location of objects
- o Materials found in nature
- o Observe the moon, sun and stars at different times of the day/night
- o Form hypotheses about objects and test them
- o Use clues and context to solve problems
- o Weather Changes
- o Sort objects and materials by their properties

Following are topics of information arranged in alphabetical order:

ABSENCES

Please keep your child at home if signs of approaching illness are exhibited. Parents need to call the school at 419-784-2021 if your child is absent. Please complete missed work.

ACCIDENTS

Immediate first aid treatment is given for minor accidents resulting at school. A note needs to be filed with the school office for dispensing on any medications. **Please notify the office at once if there are any changes in your emergency information.**

ACHIEVEMENT

Cumulative records are kept for each student. Each student's progress is evaluated throughout the school year. There is one conference that takes place in January. Parents or the teacher may schedule other conferences. Student reports will be sent home each quarter.

ADMISSION POLICY

“In accordance with Christian principles, Holy Cross Catholic School recruits and admits students of

any gender, race, color or ethnic origin to all the rights, privileges, program and activities of the school. In addition, the school will not discriminate on the basis of gender, race, color, or ethnic origin in administration of its educational policies, scholarships, loans, athletics, fee waivers and extracurricular activities. In addition, the school is not intended to be an alternative to court administered, agency ordered, or public school district initiated, desegregation.”

ARRIVAL AND DISMISSAL

***The school’s doors open at 8:30 a.m. Therefore, children should not arrive at school before 8:30 a.m.**

If an adult other than a parent is to accompany a child from school, the teacher is to be notified of names of persons to whom the child can be released. The names must be included on the pick-up form kept with the child’s records.

BIRTHDAYS

You may bring in a birthday treat for your child’s birthday, please contact your child’s teacher.

CANCELLATIONS

If school should be delayed or cancelled because of weather, notice will be given on the Defiance radio stations. The Defiance City Schools’ schedule is followed. **If there is a two-hour delay in the morning, Young Five students may arrive at 10:30 a.m. and classes begin at 11:00 a.m.**

CLOTHING

Uniforms are required. Please see the school web site for the dress code.

COMMUNICATION

You will receive a classroom newsletter. Parents are encouraged to become involved with our Young Fives classes and all other school functions.

Behavior Management/Discipline

- A. A Pre-K staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 2. No discipline shall be delegated to any other child.
 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 7. Techniques of discipline shall not humiliate, shame, or frighten a child and shall not include withholding food, rest, or toilet use.
 8. Separation, when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a Pre-K staff member in a safe, lighted, and well-ventilated space.
 9. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Young Fives program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All staff members shall receive a copy of the center's discipline policy for review upon employment.

FIRST AID

First Aid is the management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures will be followed and someone on the child's emergency medical form and/or the doctor, dentist, hospital, or 911 will be called. **Please notify the school office at once if there are any changes in your emergency information.**

ILLNESS

Please keep your child home if he/she exhibits signs of illness. Please contact the school office prior to class time of your child's absence. Internal medicines are never given unless parents turn in a signed note to the office. A form will be filled out if dispensing medication is necessary.

If your child becomes ill at school, you will be notified immediately. In order to prevent the spread of communicable disease, sick children will be provided a cot in an area away from other children but within sight and hearing of adults. All linens and blankets used by a sick child are laundered before being used by other children.

Addendum to Holy Cross Catholic School of Defiance Pre-k Handbook page 4 Illness Section as required by the state inspector's visit on 11-15-2010.

- (B) The following precautions shall be taken for children suspected of having a communicable disease:
- (1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
 - b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c) Difficult or rapid breathing
 - d) Yellowish skin or eyes
 - e) Conjunctivitis
 - f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
 - g) Untreated infected skin patch(es)
 - h) Unusually dark urine and/or grey or white stool
 - i) Stiff neck
 - j) Evidence of lice, scabies, or other parasitic infestation
 - (3) A child with any of the following signs or symptoms or illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
 - a) Unusual spots or rashes
 - b) Sore throat or difficulty in swallowing
 - c) Elevated temperature or
 - d) Vomiting

PARTIES

Four parties are planned to celebrate special holidays: Halloween costume party, Christmas party, Valentine's Day card exchange, and Easter celebration. Parents may be asked to help or donate items for parties.

RECESS

Daily outdoor play is scheduled as weather permits. Indoor play will take place when the weather is unfavorable or when temperatures are below 25 degrees. Please prepare for the weather by listening to the local weather report and choosing appropriate clothing. No older children are on the playground when the Young Fives children are playing there.

REGISTRATION

Young Five registration papers include an information sheet, health information, birth certificate (needs to be obtained from the Health Department) pick-up form, emergency medical authorization, and a physical is required. We will send the form called "Medical Statement" later which is needed for the physical. Additional forms will need to be filed upon entry (emergency transportation, administration of medication request, roster information release).

SNACKS

We are asking students to bring their own personal snack each day. Children will have juice or water to drink with their snack. Keep snacks healthy (fruit, cheese, or popcorn) so they contribute to the daily nutritional needs of the children. A refrigerator, forks, spoons, and pitcher will be provided.

If your child has food allergies, we need to have that information in writing.

SUPPLIES

We do ask each child to bring two large bottles of juice and 1 vinyl napping mat (you can purchase at Wal-Mart). It will be helpful if your child has a full size backpack to carry papers and other items. Please mark every item with your child's name!

TRANSITIONING TO KINDERGARTEN

A date for Kindergarten screening will be set in March. Parents/Guardians will be notified and a permission form will be sent home. Parents will receive the results of the screening 1-2 weeks after the screening. If parents have questions about the results our Young 5's and Kindergarten teachers

will meet with the parents/guardians to discuss the questions.

TRANSPORTATION

BUS – In cooperation with the Defiance City Schools, our students at Holy Cross Catholic School are eligible to ride the school bus if they live within the school district. Please send a note to your child's teacher if your child is not riding the bus on a particular day or if they are to ride with someone else. Students will be sent on the bus unless a note states otherwise.

TUITION

The number of family members attending Holy Cross Catholic School determines tuition for each student. FACTS takes care of tuition collection. Please contact the finance office at school to enroll in this program.

Holy Cross Catholic School is in compliance with the state standards set by the State Department of Education. Copies of inspection reports are available in the school office upon request. The state requires that we notify parents of pre-school children that there is a phone number you can call to intervene when problems have not been resolved satisfactorily by the principal. That number is 1-614-466-0224. You will be connected with the Early Childhood Division of the Ohio State Department of Education.