

SCB Preschool 2024-2025 Handbook



Saint Charles Borromeo School
431 Decatur St.
St. Charles, Mo. 63301

(636) 757-9474-Preschool Number
(636-946-2713 Main Office

Saint Charles Borromeo Early Education Staff

Administration

Fr. Jim Theby, Pastor frtheby@borromeoparish.com

Fr. Chris Schroeder, Senior Associate Pastor frschroeder@borromeoparish.com

Fr. George Staley, Associate Pastor frstaley@borromeoparish.com

Dr. Daniel Mullenschlader, Principal principal@borromeoschool.com

Michelle Winkler, Asst. Principal michellewinkler@borromeoschool.com

Katie Maxwell , Office Manager office@borromeoschool.com

Teachers

Mrs. Teresa Holliday, Pre-Kindergarten Teacher/Preschool Director
teresaholliday@borromeoschool.com

Mrs. Ashley Smith, Preschool Teacher
ashleysmith@borromeoschool.com

Mission of the School

United by the Holy Spirit, the St. Charles Borromeo school community advocates for a child's spiritual, emotional, and cognitive development to learn, worship, and serve thy neighbor while in relationship with Jesus Christ.

Welcome to SCB Early Education ! This Handbook will provide you with information about our school policies, procedures, and curriculum. Please read through this information carefully and keep it as a reference throughout the school year. We will learn through faith, unit of studies, and play throughout the year! Goals are set for each individual child to meet their needs. Students are challenged to grow spiritually, emotionally, socially, physically, artistically and academically. Please feel free to contact us anytime at **(636) 757-9474** or email your child's teacher directly at teresaholliday@borromeoschool.com or ashleysmith@borromeoschool.com We will return your email/phone call at our earliest convenience, usually during our planning time or rest time. If you need to get a hold of someone immediately, please call the main office **636-946-2713**

Arrival:

Any family or carpool that has a preschooler or kindergartner will use the fire lane drop off. Please enter the lower lot from 5th Street where there is a fire lane driveway. This driveway takes you onto the property, normally the gate is closed. The fire lane driveway is located off 5th Street between Mike's Auto Shop and the Gym. When you pull into the driveway, you will see it takes you between the gym and playgrounds. The gate will be open in the morning only. When you pull in, turn left in front of the wall of the preschool playground. Drop off will be from 7:30-7:50 am. Gate closes at 7:50 We ask for parents to stay in their car. Aides and Teachers will help children into the building. If you arrive after 7:50 you will need to go to the front office.

Dismissal:

Half Day: 11:30 Please park on the street of the upper parking lot for pick up at the main school entrance doors.

Full Day: 2:50 Those **with siblings park on the lower lot** and get in the normal drop off lines with primary school. Come up and pick up your preschooler first at the primary door before the siblings get out at 2:55. The gate on the bottom lot gets closed at 2:55 as children are walking out. Those **without siblings park on the tree lot** and pick up your child at the preschool door.

Early Pick up: If you arrive before 2:45, park on the street near the front entrance to pick up your child from the main office.

Uniforms: (<https://www.borromeoschool.com/uniforms>)

Uniforms can be purchased through Tommy Hilfiger. The link is <http://www.globalschoolwear.com/> (STCH05)

Tennis shoes must be worn daily.

Everyone

Shirts-Heather Gray or burgundy polo,

Sweatshirt - Maroon/Burgundy crew neck or fleece

Pants/Shorts- Navy blue.

Girls- Short sleeve Burgundy polo dress. Must wear shorts or bike shorts under dress.
Bobcat uniforms from the 2022 school year are still acceptable to wear to school.

BASK- Morning and afternoon BASK is available to those that sign up. Morning BASK is \$7.00 for each child. Afternoon BASK is \$10 an hour for the first child, \$6.00 for second, \$6.00 for the third child and Fourth child or more is free. **There is an enrollment fee of \$40 for the first child and \$20 each additional child.**

Guiding Children's Behavior:

With the children, we will develop rules and expectations for the classroom. The children will learn to work together and learn how to solve problems with their peers. We will guide children's behavior in ways that promote self-regulation and to express their feelings. A quiet and safe space in the classroom is available if they choose to go too. This space will be used when they are needing some alone time or feeling angry, sad, scared, disappointed, anxious, frustrated, calm, or tired. This space will help relax, regain composure, self control and to do calming techniques. Your child can go to this space at any time as long as it is not disruptive to the class learning environment. Teachers will notify parents about behavior as needed.

Illness

If a child becomes ill during school time, parents will be contacted. We ask that your child be fever free and symptom free for 24 hours without medication before returning to school. This also pertains to rashes, vomiting, pink eye and other communicable symptoms/illnesses.

Absence

If a child will be absent due to illness, out of town or appointment a parent is to email the teacher and cc the school office at office@borromeoschool.com by 8:00 a.m.

Toilet-Trained

Being toilet-trained is a requirement in registering your child for Preschool. If a child has an ongoing accident, the teacher and parents will discuss the child's readiness for preschool. The child may need a few days at home to work on toilet training, in which he/she shows independence with bathroom skills. Independent skills such as pulling up pants, wiping their own bottom and washing hands.

Curriculum

Our preschool curriculum is designed to prepare students to succeed at their level, to play, learn and explore through units and following, Finding God for Religion and Wilson Foundations for writing/letter sound/letter formation. Each week we focus on the development and learning that are aligned with Missouri State Standards for Early Childhood Education and guidelines with the St. Louis Archdiocese. The areas of development we focus on each day are: Faith, Literacy, Mathematics, Physical Development, Science, Social and Emotional Development and Social Studies.

Conferences

Individual parent-teacher conferences will be held in the evening, October 29th and 30th 2024. Sign up forms will be available weeks before the conference.

Rest Time:

Full day students will rest every afternoon for 60-90 mins. Students do not have to fall asleep, they can rest their bodies while reading books and other quiet activities. Students will use a roll up cloth nap mat or fold up napping mat with a removable body pillowcase and a small thin blanket. The body pillowcase and blanket will be sent home at the end of each week to be laundered and will need to be returned at the beginning of the following week. .

Snack Time:

Please pack a healthy snack for your child each day. We will have a snack in the morning to get us through the morning.

Lunch Time:

Lunch will be served at 11:35 . Children have the option to purchase a hot lunch at school or eat a packed lunch from home. School lunch money can be paid through FACTS. Lunch is \$3.25 for preschoolers.

Celebrating Birthdays:

We celebrate your child's special day by announcing their birthday during morning announcements and sing Happy Birthday to them. They can dress down on their birthday/half birthday, will also receive a birthday hat and a treat from the office.

Other Activities

Supply Drop Off, August 8th 4:00-6:00 pm

Back to School Night-September 12th 6:00-7:00 pm **Preschool Parents only-**

Parent/Teacher Conferences Oct 28th & Oct 30th

Thanksgiving Friendship Feast Nov. 26th 11:00-11:45 pm

Christmas Party (Dec. 20, 2024).

Muffin's with Mom's (TBD)

Field Day May 16th

Donuts with Dad's (TBD)

Pre-K Graduation (TBD)