



**St. Francis/Holy Ghost Catholic
School**

Little Knights

Pre-Kindergarten Handbook

2024-2025

Dear Parents,

Welcome to St. Francis/Holy Ghost Catholic Little Knights Pre-Kindergarten Program. This handbook has helpful information you can reference throughout the year. If you ever have questions feel free to contact us through a note in your child's folder, email, or call the school office at (618) 498-4910.

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Mrs. Fink, Holy Ghost site Secretary, jennifer.fink@sfhg.org

St. Francis/Holy Ghost Catholic Little Knights Pre-Kindergarten Philosophy Little Knights Pre-Kindergarten Program will provide an environment that will be comforting, safe, and promote positive interactions. We will adapt our teaching to each child's individual abilities. Our programs strengthen the child's physical, social, emotional, and cognitive skills to prepare the students for their school career.

Our Pre-Kindergarten Program is based on four essential developmental elements.

- Physical - gross motor, fine motor, hand-eye coordination, and sensory development
- Social - development of self and how you relate to others
- Emotional - feelings about self, your personality, and temperament
- Cognitive - thinking, problem solving, reasoning, and learning

PreK-3 Curriculum Goals

Letters:

Recognize and learn to spell their first name
Recite the alphabet
Intro to become familiar with letter sound
Intro to recognize capital letters

Math:

Numbers 0-10
Patterns and sorting
Count orally with the group
Intro to counting number of objects
Intro to patterns and sorting

Readiness:

Become familiar with community workers and their duties
Discuss concept of Left and Right
Intro to coloring within the lines
Identify colors and shapes
Become familiar with the days of the week/months of the year

Penmanship:

Hold a pencil correctly
Trace their name
Begin to write their name

Art:

Intro to scissors and cutting
Intro to gluing responsibly
Paint in a variety of ways
Participate in craft projects

Religion:

Intro to the Angel of God Prayer with the group
Execute the sign of the cross and say the words
Say the Meal Blessing with the group

Social Skills:

Intro to the Pledge of Allegiance with the group
Share
Listen
Walk in line in hallway
Play with others
Able to keep hands to self
Able to sit for a period of time

Physical Education:

Skip
Gallop
Jump
Run
Participate in group games

PreK-4 Curriculum Goals

Religion:

Execute the sign of the cross and say the words
Say the Angel of God Prayer with the group
Say the Pledge of Allegiance with the group
Say the Meal Blessing with the group

Readiness:

Knows full name, age, and birthday
Recite home address and phone number
Color neatly within the lines
Identify colors and shapes
Trace lines and words
Identify the seasons
Become familiar with the days of the week/months of the year
Put on and zip coat correctly
Open snacks and lunches
Get themselves dressed

Letters:

Recite the alphabet
Recognize and spell their first name
Recognize letters-capital and lowercase
Recognize letter sounds
Intro to rhyming words

Penmanship:

Works on forming letters correctly
Holds pencil correctly
Legibly write their first name

Math:

Count orally up to 20
Recognize numbers 0-10
Works on forming numbers 1-10
Form patterns and sort items
Count correct number of objects
Identify 8 shapes

Art:

Cut on the lines
Use glue responsibly
Paint in a variety of ways
Participate in craft projects

Social Skills:

Sharing
Able to sit still for a period of time
Walking in a line
Knows when to stay quiet
Able to listen and follow simple rules
Able to keep hands to self
Able to play with others

Physical Education:

Skip
Gallop
Running
Jumping
Balance on each foot
Catch and throw a ball
Participate in group game

FACTS Tuition payments are at the heart of our school’s operations. Making your tuition payments monthly will be easier than ever with FACTS, a flexible tuition and billing tool to help you manage your tuition payments. FACTS Tuition Management expands the payment opportunities and simplifies payment tracking and management for you. Please contact the principal if you need assistance with setting up or managing your FACTS Account.

You may pay your tuition bill all at once at the start of the year or in ten monthly payments through a FACTS account. Monthly amounts are based on the ten month plan through FACTS which is required if you are not paying the annual tuition rate in one payment at the beginning of the year.

PreK 3 Half Day Program		PreK 3 Full Day Program	
Half Day - 3 days	\$1,744.20	Full Day - 3 days	\$3,391.50
Monthly	\$174.42	Monthly	\$339.15
Half Days - 5 days	\$2,907.00	Full Day - 5 days	\$4,845.00
Monthly	\$290.70	Monthly	\$484.50
PreK 3 & PreK 4 Programs			
Half Day - 5 days	\$2,907.00	Full Day - 3 days & 2 half days	\$3,876.00
Monthly	\$290.70	Monthly	\$387.60
Full day - 1 day and 4 half days	\$3,149.25	Full Day - 4 days & 1 half day	\$4,360.50
Monthly	\$314.93	Monthly	\$436.05
Full Day - 2 days & 3 half days	\$3,391.50	Full Day - 5 days	\$4,845.00
Monthly	\$339.15	Monthly	\$484.50
PreK 3 students must attend a minimum 3 days per week in any combination of full and/or half days up to 5 full days per week.			
PreK 4 students must attend 5 days per week in any combination of full and/or half days.			

There is an additional way to make your tuition more affordable - **The SFHG SCRIP PROGRAM**. This program allows you to earn money toward your tuition on items you already purchase. I encourage you to participate in the Scrip Program.

Click on the following link to learn more about how you can reduce your tuition costs without spending any additional money <https://sites.google.com/a/sfhg.org/sfhgscrip/>

All Day After morning class is dismissed at 10:45 a.m., all the students get ready for lunch. A lunch with a drink must be packed from home. After lunch is recess and then we get ready for rest/quiet time. During this time the students do not have to sleep, but they must lay quietly on their mats. When rest/quiet time is over we work on fine motor skills through tracing and writing worksheets. We also focus on gross motor skills utilizing various activities and free play. We say our end of the day prayer, sing a song, if there is time, and then dismiss at 2:45.

Hours

- AM Session: 7:45 a.m. - 10:45 a.m.
- Full day 7:45 a.m. - 2:45 p.m.

Adult Involvement/Catholic Mutual Group (CMG) In order to volunteer at school functions, you must complete the CMG Safe Environment Training and Background Check for the Diocese of Springfield. This was formerly known as Protecting God's Children (PGC). This is for all adults who come into contact with the children in a volunteer capacity. You only have to complete the Safe Environment Training once. However, the Background Check is required once every five years. This requirement applies to grandparents and/or other family members who attend school functions. To access instructions to register for the Safe Environment Training click [HERE](#).

Communication It is a great honor and a responsibility we take very seriously to be allowed to care for your child. We strive to have open communication between parents and teachers. If you ever have a question or concern, please contact the teachers through email or by calling the Main Office at (618) 498-4910. If your child will be absent or transportation has changed please call the Main Office.

Email is a convenient way to communicate to the PreKindergarten teachers

- Mrs. Newell, PreK 4 - alyssa.newell@sfhg.org
- Mrs. Hamilton, PreK 4 - paije.hamilton@sfhg.org
- Mrs. Frazier, PreK 3 - ashleigh.frazier@sfhg.org

The Remind app will also be used to communicate information. Instructions to the class Remind group will be provided at the PreKindergarten Open House.

In each child's backpack, we will keep a folder that will travel between home and school. All important information will go back and forth in this folder. Please check it daily. Prior to the start of each month a calendar will be sent home. There will be 2 copies, one for home and one to keep in the folder. Listed on the calendar will be important dates, field trips, early dismissals, days off from school, who is a snack helper, etc. If there were any significant behavior issues, we will either send a note home in the folder explaining the incident or send a note asking you to give us a call. It is very important that you keep your contact information up to date and your pick up list current. Your child's safety is our number one concern. You can always send us a note if your information changes or if someone new will be picking up your child. You must have a copy of your child's birth certificate on file as well as a copy of their current physical and immunization record by the start of the school year.

Discipline Positive reinforcement is the cornerstone of the discipline policy in our classrooms. Students will have varying degrees of experience working in groups and in a classroom setting. They will need guidance with these skills. We will reinforce positive behaviors and use short time outs for negative behaviors. Please take a minute each day to look at your child's folder and discuss their day with them. We also use a system with prizes to reward cumulative good behaviors. Behaviors such as biting and hitting, disrespect to teachers and Assistants will not be tolerated. If these behaviors occur, the child will be removed from the activity for a time out and you will be notified. For biting and hitting, our classes have a three strikes policy. If a biting or hitting incident occurs, parents will be notified and the incident will be documented. After three incidents the student will not be allowed to return to school for one week. Continued aggressive or disruptive behavior may lead to dismissal from the Pre-K Program.

Dress Code PreK students do not wear uniforms. Please dress your child in comfortable clothing. Some students may still be a little new to using the bathroom, so keep that in mind with their outfits. Lots of buckles, snaps, or long dresses can make using the bathroom extra tricky. Practice their snaps and buttons at home to help them with their independence. Pull ups or diapers are not allowed. The student must be potty trained and able to use the bathroom completely independently. The teachers cannot help students in the bathroom. Please keep an extra set of clothes in their backpack in case of an accident or spill. If the student soils their clothes, parents may be called to assist with changing. Clothing must be appropriate for a Catholic school. Please make sure their shoes are ones they can run in at recess. No flip flops, high heels, or boots. Students need to wear shorts under their dresses or skirts.

Morning Drop off All PreK parents should park in the state Street parking lot when dropping off their students in the morning. Please bring your child to the door and wait to be let in by the teacher.

- PreK 3 will enter through the door leading to the Cafeteria marked “PreK 3”.
- PreK 4 students will enter in the following locations based on their teacher assignment.
 - Mrs. Newell - students will enter through the exterior door to her classroom marked “Entrance A”.
 - Mrs. Hamilton - students will enter through the south entrance to the building marked “Entrance B”

Do not leave your child unattended or with another parent. An adult has to be with your child when dropped off at school and the adult must walk the child to the PreK door. You can utilize Latch Key services from 6:30 a.m.-7:45 a.m. if you need to drop off before that time. Make sure to walk with your child to Latchkey to sign-in your child.

Midday Pick up

- For the half-day program dismissal, we will bring the students around to the side of the building at 10:45 a.m. The students will be lined up against the building. Please walk up to get your child.

Afternoon Pickup

- All PreK students will be picked up in the State Street parking lot.
- If your child leaves at 2:45 p.m. and they have an older sibling attending SFHG, they will be picked up from the gym doors with their older K-4th grade sibling.

Each student will be dismissed individually to their grown-up. The students will not be dismissed until the teacher sees the pick up person and tells the child that they may go. Please monitor the children carefully in the parking lot as you walk between the parked cars. Please be prompt for pick up. If you are not here by 10:55 a.m. or 2:55 p.m., we will call your contact numbers. If you are more than 10 minutes late, in the afternoon, then your child will be escorted to Latchkey. Please see Latchkey rates below.

The Latchkey Program is available for those students who need before and after school care from 6:30 a.m. - 7:45 a.m. and after school until 5:30 p.m. The billing for the Latchkey Program will be handled through FACTS Management. The morning Latchkey rate is a flat fee of \$3.00 per child. The afternoon Latchkey rate is \$5.00 per hour for the first child and \$2.00 per hour for each additional child.

Parties We have several parties throughout the year. Volunteers for parties will be limited according to the diocese guidelines. More information will be sent out at a later date closer to the party.. If you cannot attend the party, You can still help by sending in supplies. The kids love these parties and really look forward to them. There will be a list to sign up as a head room parent to organize the parties..

Snacks Students take turns providing snacks for the class. Your child’s turn for snacks will be noted on the monthly calendar. If your child has a food allergy, please let the teacher know, in writing, before the first day of school. You will need to send in special foods for the allergy when required. You may bring in special treats for the class for your child’s birthday. If your child’s birthday falls during a time we are not in school, such as summer, they will be assigned a day for their “unbirthday.” You can send in special birthday treats then. Make sure snacks are purchased from a store. If you have any questions, please ask us. Milk purchased will be charged to your FACTS account.

Supplies You received a supply list. We may need to ask for additional supplies as the year progresses. If you see a great sale or coupon, extra supplies are always appreciated. We provide crayons and pencils.

People were bringing even infants to him that he might touch them, and when the disciples saw this, they rebuked them. Jesus, however, called the children to himself and said,

“Let the children come to me and do not prevent them; for the kingdom of God belongs to such as these. Amen, I say to you, whoever does not accept the kingdom of God like a child will not enter it.” Luke 18:15-17