

**St. Dominic Preschool**

4160 Burma Road  
Mobile, Alabama 36693  
(251) 661-5226



**2011/2012  
Handbook for Parents**

Teachers:  
Mrs. Melissa Overstreet  
Mrs. Katie Sharpe

### **SCHOOL HOURS**

School begins at 7:50 am and dismissal is at 11:45 am. Please be prompt. After one (1) written warning, a late fee of \$10.00 will be assessed for children picked up after 12:00 pm.

### **PARKING AND PICK-UP**

In the Morning: Cars must use the curved drive located at the side of the Preschool for morning drop off. Carpool will begin at 7:30 am. Teachers will be on duty to help your child out of the car and into the building safely until 8:00 am. **Parents, for safety purposes after 8:00 am you must park and walk your child into the building, sign them in and then help them find their teacher before you leave. Also, every child must be dismissed, buckled in a car seat.**

**Pick-Up:** Pick up will begin at 11:45 am at the curved drive located at the side of the Preschool. Teachers will be on duty to help your child into the car safely.

**Rainy Days:** We will use the same system for drop off and pick up on rainy days. Please send your child with a rain jacket.

### **BAD WEATHER CLOSING**

We will follow announcements as they are given from the Office of Catholic Schools.

### **MEDICINE**

In order to dispense medication at school, the proper form must be completed and medicine left at the Preschool. Prescription medicine only.

### **EARLY DISMISSAL/DISMISSAL**

If your child will be leaving for an early dismissal, a note must be sent to the teacher prior to the dismissal. All early dismissals must be signed out through the Preschool. Your child will not be allowed to get into a car driven by someone other than his/her parents unless you send written permission.

### **BIRTHDAYS**

We make your child's birthday a special occasion at school. If you would like to send cookies or cupcakes and napkins, please feel free to do so. If you send party invitation to school, we will be happy to pass them out for your child. Please be sure you include everyone in his/her class if you choose to do this.

### **FIELD TRIPS**

We are planning many field trips for the year. You will be notified before each field trip by a note and/or permission slip. The permission slip must be signed and returned before the field trip if your child wishes to participate.

### **SNACKS**

Please keep snacks simple and nutritious. Some examples include fruits, crackers, cheese, raisins, and sandwiches. Please refrain from sending "junk food". **ABSOLUTELY NO CARBONATED DRINKS OR CANDY, SIPPY CUPS OR DRINKS WITH A LID/CAP. WE ONLY ALLOW BOX OR POUCH DRINKS WITH STRAWS.**

### **LUNCH**

If your child will be staying with us for the full day, please be sure you send a lunch each day. You must include a boxed drink with his/her lunch. Please do not send any food that must be refrigerated or heated. Even though we have kitchen facilities, we are not able to use them to prepare your child's food.

### **TOYS**

Books, records, tapes, CD's, and videocassettes can be brought to school to share with us. Those that go along with our themes would be much appreciated. Please be sure that you put your child's name on the item he/she is bringing to share with us. Toys from home present problems at school. Please do not send them.

### **CONFERENCES**

Conferences will be held for Preschool parents at the end of the Second Quarter. At this conference you will have an opportunity to discuss your child's progress with his/her teacher. Please feel free to schedule a conference any time you feel there is a need.

### **DRESS**

Children should be dressed in comfortable, casual play clothes. Clothing in the preschool setting is subject to paint and dirt stains-dress appropriately. We strongly suggest girls wear shorts underneath skirts/dresses. Girls should not wear spaghetti straps, halter-tops or mid-drift tops that expose private areas. For the children's safety, only rubber soled shoes or sneakers and shoes/sandals with straps across the heels. No flip-flops, strapless shoes, boots, dress shoes or crocs please. Our fingers and toes thank you! Please make sure that all of your child's garments are marked with his/her name.

#### **CHANGE OF CLOTHES**

It is mandatory that your child be completely potty trained in order to attend our Preschool. In the event of an accident, your child must be able to change into his/her own clothes without teacher assistance. Please send a complete change of clothes (including socks) with your child in a large Ziploc bag marked with his/her name. Please label each article of clothing in the bag with your child's initials also. During winter months it is also important to label hats, coats, gloves and sweaters to prevent confusion. The soiled clothes will be sent home in the bag. Please send a replacement the next school day.

#### **EXTENDED DAY PROGRAM**

If your child will be staying until 2:45 pm, they will need to bring a lunch as well as a nap pad – Thin KinderMat (not the extra thick or roll up style) with cover – no pillow or blanket. Please have child's name clearly visible on the outside of nap pad. We will send the nap mats home on a regular basis to be cleaned.

Children must be picked up between 2:40 and 2:50 pm. The St. Dominic School walker bell rings at 2:55 pm and all of our preschoolers must be picked up before that time. A late fee of \$10.00 will be assessed for infractions to this rule.

#### **AFTER SCHOOL CARE**

The After School Care Program will be held in the St. Dominic Preschool building for those children attending the program. If your child will be riding a day care van to another facility, he/she will be picked up by the day care van at the curved drive located at the side of the Preschool building at 2:45 pm.

#### **ILLNESS**

Please do not send your child to school if he/she shows signs of illness. A child must be free of fever, nausea and/or diarrhea for 24 hours after their last episode before returning to school. This is for your child's benefit as well as the other children and teachers. If your child exposes the class to infectious disease, (chicken pox, measles, etc.) please tell the teacher so that other parents can be notified.

#### **VOLUNTEERS**

Our year would not be a success without you! We welcome parent participation in classroom celebrations and other events. You will be given the opportunity to list the area in which you would like to help. However, all volunteers and visitors must be CAPP trained in order to participate in school functions.

#### **TELEPHONE**

If an emergency arises and you feel you need to speak with a teacher, please call the school office and leave message. We will return your call as soon as possible. The Preschool telephone is strictly used for communication with the school office.

School Office – 661-5226

#### **St. Dominic School Mission**

The mission of St. Dominic School is to provide an academic learning environment that develops students to their fullest potential. Each student is encouraged to live the beliefs taught by Jesus and proclaimed by the Catholic Church.

#### **St. Dominic School Beliefs**

- Student academic learning is a priority.
- A positive self-image is developed through student participation in school, church and community.
- Each student is a valued individual with unique physical, social, emotional, spiritual and intellectual needs and should be encouraged in a spirit of inquiry and creativity.
- Through self-discipline students should be able to respect self, others, environment, contribute to learning and follow the standard procedures.
- A commitment to continuous improvement is required as our school enables students to become confident, self-directed learners.

#### **PHILOSOPHY AND GOALS**

St. Dominic Preschool follows the guidelines established by the Catholic Department of Education including the religious education program. St. Dominic Preschool is designed to create a warm, God centered environment that will nurture acceptance and understanding of others. The goal is to provide a caring environment in which children can feel free to play in, discover, and investigate their surroundings creatively. We recognize that no one child is exactly like another. Thus, each child's unique abilities and interest will be recognized and nurtured. Children will come to us with a natural sense of wonder and investigation. We then strive to turn their sense of wonder and investigation into discovery by offering "hands-on, minds-on" experiences. We do this in many ways, such as utilizing puppets, daily story time, art, music, and a wide variety of manipulatives.

Throughout the course of the year, your child will have opportunities to develop their fine and gross motor skills, eye-hand coordination, auditory and visual skills, number concepts, alphabet letters, and prereading skills. Basic vocabulary, classification, and thinking skills are all important parts of our program as well. These areas will be integrated into various daily activities. To keep learning fresh and exciting, new materials will be added to centers on a regular basis. Some centers include: dramatic play, computer, listening, blocks, and art. We at St. Dominic Preschool will strive to provide your child with the very best in religious, social, educational, emotional, and physical development.