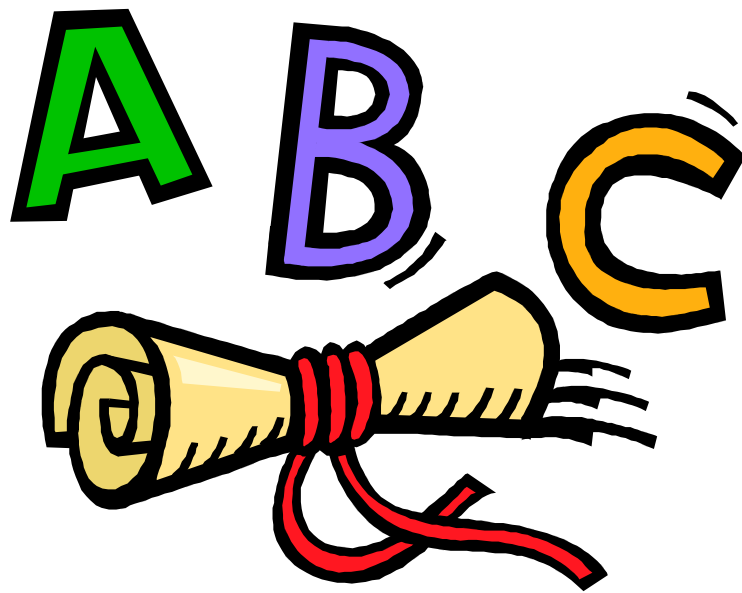


SS. Andrew-Thomas School



Four-Year Old
Prekindergarten
Handbook
2017-2018

Welcome to SS. Andrew-Thomas School



100 Highway 61 N.
Potosi, WI 53820
(608)763-2120

Website: www.ssandrew-thomas.org

E-mail: ssandrew@ss-andrew-thomas.org

Pastor: Reverend Richard J. Leffler

Principal: Debra Pfab

4K Teacher: Haley Holmes

Secretary: Angie Cline & Kathy Muller

St. Thomas Parish - Potosi --- Established in 1836

Present Church Built in 1847

St. Andrew Parish - Tennyson --- Organized in 1846

Present Church Built in 1875

SS. Andrew-Thomas Parish --- Established in 1970

Continuous Catholic Education Since 1843

Present School Built in 1964

Table of Contents

SS. Andrew-Thomas Parish Mission Statement	Page 4
SS. Andrew-Thomas School Philosophy	Page 4
4K Mission Statement	Page 4
Entrance Requirements	Page 5
A Day in the Life of a 4K Student	Page 5
4K Class Schedule	Page 6
Attendance	Page 6
Communication	Page 6
• Newsletters	Page 6
• E-mails/Phone Calls	Page 7
• Parent Participation	Page 7
• Conferences	Page 7
Transportation	
• Bus Guidelines	Page 7
Entering the Building	
• Arrival/Dismissal	Page 8
Inclement Weather Policy	Page 8
Health Matters	Page 9
Breakfast	Page 9
Star of the Week	Page 9
Letter Bag	Page 10
Show and Tell	Page 10
4K Supply List	Page 11

SS. Andrew-Thomas Parish Mission Statement



We, the Catholic faith community of SS. Andrew-Thomas, strive to grow in our love and knowledge of Christ through worship, education, and service to others.

SS. Andrew-Thomas School Philosophy

The purpose of SS. Andrew-Thomas School is to bring Christ and His values into the students' lives on a daily basis by sharing knowledge through positive learning experiences in a Christian atmosphere.

Our curriculum fosters self-discipline, creativity, and responsibility in a Catholic setting, which promotes respect for all God's creation and provides opportunities for prayer and worship. It is a flexible, comprehensive study of academic areas and nurtures an appreciation for the arts and physical development.

Since students learn best by example and experience, we strive to promote a constructive learning environment for all students according to the stages of each child's development.

4K Mission Statement

The purpose of the 4K program is to provide each child at SS. Andrew-Thomas School the opportunity to socialize with peers, an opportunity to participate in developmentally appropriate activities, an opportunity to work in a loving and caring environment that fosters security for each child and finally, to communicate with families in meaningful ways in order to support parents in their primary role as the first educators of their children.

Entrance Requirements

Children may enter the 4K program if they have reached their fourth birthday by September 1st of the current school year. The state mandates that children may enter kindergarten if they are five by Sept. 1.

Average Day in the Life of a 4K Student

Everyday

- Art or craft activity
- Math activity
- Sensory table/play dough time
- Free play time
- Circle time (calendar, weather, songs, discussion of theme)
- Work time at tables (practice name, letter of the week)
- Recess
- Rest time
- Snack time
- Story time (some flannel board stories)

Mondays

- Children work in the computer lab

Tuesdays

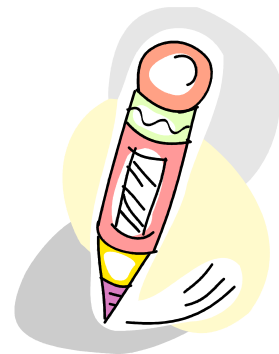
- Music class
- Religion lesson (listen to a short Bible story)
- Letter bag

Wednesdays

- Religion activity (corresponds to previous days lesson)
- Physical Education class

Thursdays

- Tribes activity (all students meet in the gym)
- Journal time
- Library
- Every other Thursday, Father Dick comes to share some stories with us



Fridays

- Mass at 8:15 (in the gym)
- Physical Education class
- Show and Tell



4K Class Schedule

4K students attend all day sessions five days per week. Classes will be held on Monday, Tuesday, Wednesday, Thursday, and Friday. Classes run from 8:00 a.m. to 3:15 p.m. We will follow the calendar set up for SS. Andrew-Thomas School.

Afternoons

After lunch recess (12:30), students lay down for a "rest" time where they are allowed to nap until approximately 1:45. They then have a recess followed by snack. After snack is sensory activities.

Attendance

Regular attendance is a precursor of student success.

**Please call the school office at 763-2120 to report an absence.

Communication

Newsletter

- A school newsletter will be e-mailed to you each month. It will contain school information, a monthly calendar, and a lunch menu for the month. You may also receive this information by going to the school website.
- Weekly news will be sent home with students to keep you informed about our activities. This can be used to generate conversation in your home about school and it will create a connection between home and school.
- Please be sure to check your child's backpack every day.

E-Mails and Phone Calls

- We encourage you to contact us with any questions or concerns.
- The phone number at school is 763-2120.
- You can leave a voice message.
- The e-mail address is: ssandrew@ss-andrew-thomas.org
- Please let us know about transportation changes.



Parent Participation

Parental involvement is an important factor in school success. We encourage parents to visit our classroom and take part in activities.

- You are welcome to join us for lunch (11:40 a.m.).
- The last Sunday in January marks the beginning of Catholic Schools Week. Many activities are planned during the week and you are welcome to join us.
- We celebrate mass every Friday at 8:15 a.m.

Conferences

Formal conferences are held once each school year. These are optional for children in 4K.

Bus Guidelines

Children who are eligible for the 4K program can be transported by bus to and from school. The bus company will let you know approximate times for drop off and pick up.

Bus Rules:

- Children are to remain seated on the bus at all times. Book bags should be closed with papers inside.
- Call your child's bus driver prior to 6:45am if your child will not ride the bus.
- Children must be ready at the designated pick up time.



Arrival

- As children arrive, they enter the building, empty book bags, and wash hands for breakfast. Our school day begins with breakfast/snack at 7:45 a.m. in the cafeteria.
- If your child is ill or will not be at school, we ask that you call the school office to let us know (763-2120).

Dismissal

Children are dismissed at 3:10 p.m. Any child not riding the bus can be picked up near the school office doors.

- If your child is riding the bus, an older student will help with the bus transition. Please let us know if your child is to be dropped off somewhere other than your home.
- After dropping children off, the bus driver is asked to wait until an adult is visible before driving away
- A note is needed when your child will be going home with another adult.
- We also need a note if your child is being dropped off at different home.
- If a change occurs during the day, please call the school office so we can make the necessary arrangements for your child.

Inclement Weather Policy

In the event severe weather conditions require school to be called off either before starting or through early dismissal, this information will be relayed to the local radio stations or the Skylert System (auto dialer from the Potosi School District). We follow the Potosi Public School closings. The Potosi Superintendent makes the decision on school closings.

- An emergency contact sheet is filled out at registration time. The form has a place to indicate the procedure you would like us to follow in the event school is released early

due to weather. If changes occur during the school year, please let us know so we can update this information.

- In the case of early dismissals, if you would like a phone call, please note that on the contact sheet.
- Late starts and cancellations are announced on the local radio stations.

Health Matters

The Grant County Health Department verifies immunization requirements for all students. An immunization form will be filed in the school office. Please call school if you have any questions or concerns.

- Medications must be kept in the school office. If your child needs medication during the school day, please send it to school with specific directions regarding dosage and times. Please sign and date the medication note.
- Please be sure to notify us of any current health concern. This includes any food, insect, or other allergies.
- If an emergency occurs or your child becomes ill, calls will be made in the order indicated on the emergency form. Again, please notify us of any changes to this form.

Breakfast

Breakfast is served each morning. Breakfast cards can be purchased in the school office. The cost for lunch is \$1.00 per day. The price for a breakfast card is \$10 and will last approximately 2 weeks. You will receive a reminder when your child needs a new breakfast card.



Supply List 2017-2018

- ___ 1 box of Kleenex
 - ___ 1 box of washable markers (8 or 12 pack) classic colors
 - ___ 1 box Crayola crayons (24 pack)
 - ___ 1 plastic pencil box (7" by 11")
 - ___ 1 Elmer's white glue
 - ___ 8 glue sticks (.77 oz. size)
 - ___ 1 box of full size colored pencils
 - ___ 1 package dry erase markers
 - ___ 1 package of **paper** plates (not styrofoam please)
 - ___ 1 pair of children's Fiskar scissors (blunt)
 - ___ 1 towel or small blanket (please label) (mats are provided)
 - ___ 1 backpack (big enough to carry a folder)
 - ___ 2 rolls paper towels
 - ___ 1 art shirt (an old adult t-shirt)
 - ___ 1 change of clothes to keep at school for emergencies
 - ___ 1 set of headphones
 - ___ 1 box of snacks
 - ___ 1 box of Band-Aids
- (Labeled and sealed in a zip-lock bag include: socks, underwear, pants and top)
- **All supplies should be marked with the student's name.**



Handbook may be subject to change during the school year.