

Saint Anne School Pre-Kindergarten
www.stannepreschool.com

Fair Lawn, New Jersey

PARENT HANDBOOK



Let it be known that
CHRIST
is the reason for our work,
the unseen but ever-present
Teacher in our school
Model for our faculty
Inspiration for our students.

Table of Contents

Staff	Page 1
Location	Page 1
Sessions	Page 2
History	Page 3
Administration	Page 3
Parent Teacher Guild	Page 4
Facility	Page 5
Program	Page 5
Home & School Goals	Page 6
Policies & Guidelines	Page 7
• Registration	
• Promptness	
• Calendar	
• Illness & Absence	
• Dress	
• In-School Celebrations	
• Home & School Communication	
• Progress Reports	
• Supplies	

Staff

Loretta Stachiotti
Principal 201-796-3353

Kimberly Gray
Pre-K 4 Teacher 201-797-2679

Robin Pollard
Pre-K 4 Aide

Cassandra Sapinski
Pre-K 3 Teacher 201-797-2679

Janette Gonzalez
Pre-K 3 Aide

Location

Saint Anne School
1-30 Summit Avenue
Fair Lawn, NJ 07410

Sessions

Pre-K 3-year-olds	Mon. through Fri.
Half-day	8:30 a.m. – 11:30 a.m.
Full-day	8:30 a.m. – 2:30 p.m.

Pre-K 4-year-olds	Mon.-Wed.-Fri.
	8:30 a.m. – 2:30 p.m.
	Mon. through Fri.
	8:30 a.m. – 2:30 p.m.

The pre-K program will begin on Monday of the second week in September, and will end on Wednesday of the first week in June. School closings for holidays as well as holy days will be the same as for Saint Anne School.

History

The Saint Anne Pre-Kindergarten began as the Saint Anne Cooperative Nursery in 1969 when a group of local parishoners with pre-school children saw a need for a parish nursery program. Under the direction of Mrs. Beatrice Gurrer, the Cooperative Nursery continued in existence as a parish organization until 2002 when it was incorporated into Saint Anne School. The Saint Anne Pre-Kindergarten program continues the fine legacy of quality pre-Kindergarten education in a Catholic Christian environment.

Administration

Each pre-Kindergarten session is under the direction of a degreed and state certified teacher. The teacher is assisted by at least one aide in the classroom.

The teacher is also considered to be a director of the pre-Kindergarten program along with the principal of Saint Anne School. The teacher is directly responsible for planning daily lessons that meet the requirements of the curriculum guidelines published by the Archdiocese of Newark. The teacher will be responsible for planning educational activities and enhancements to the pre-Kindergarten program both in and away from the classroom. The teacher and aides are also considered to be members of the Saint

Anne School faculty since the pre-Kindergarten program is part of and not separate from Saint Anne School. Thus, the principal of Saint Anne School directly supervises the teacher, the aides, the curriculum, and all other academic, financial, and physical aspects of the pre-Kindergarten program.

Parent-Teacher Guild

Since the Pre-Kindergarten program is considered to be part of Saint Anne School, all Pre-Kindergarten parents are expected to become members of the Saint Anne School Parent-Teachers Guild. This organization is the fund raising group for the school. All moneys raised by the PTG are used to purchase enhancements to the pre-Kindergarten and school programs. Fine Arts assemblies and the installation of an outdoor playground are two examples of how funds are used. Membership in the PTG is subject to annual dues that are collected in September. The pre-Kindergarten program may conduct its own annual fund raising events to supplement the pre-Kindergarten budget. These fundraisers will be held in the Fall and in the Spring.

Facility

The pre-Kindergarten is located in two large, bright classrooms located on the lower level of Saint Anne School. Typical pre-Kindergarten furnishings such as height appropriate tables and chairs, manipulatives such as puzzles, games, arts and crafts materials, toys, and a computer are used in the room. A sink and counter area provide space for quick clean up and access to water. A refrigerator keeps beverages cold for snack time.

Program

The Saint Anne Pre-Kindergarten offers a program that adheres to the curriculum guidelines for pre-schools published by the Archdiocese of Newark. These guidelines acknowledge the spiritual, physical, and academic needs of three- and four-year olds in age-appropriate ways. Children are urged to discover and enjoy the wonders of God's world, and are taught simple prayers. Rudimentary Bible stories are discussed. Social skills such as sharing and tolerance are modeled and supported.

Large and small motor skills are developed via activities during scheduled gymnasium times, as well as classroom opportunities for marching and movement.

Discovery centers are utilized around our classrooms. Children visit each center where they will interact individually and in groups with materials designed to convey science, language, mathematics, and pre-reading concepts. These small group activities are balanced by whole group activities with the teacher and aide. School readiness experiences, activities to foster creativity and independence using a wide variety of art materials, games and equipment suitable for pre-Kindergarteners, outdoor nature walks, music, singing, marching, using rhythm instruments, and story time are all incorporated into our program. Our aim is to provide a structured program of peer-group socialization, pre-school experiences, learning through play, and helping each child to develop to his or her fullest potential in a Christian setting.

Home & School Goals

1. Learn one's name, address, telephone number, and teacher's name.
2. Learn to put on boots and outer clothing.
3. Learn to listen, take turns, share with others, express feelings in acceptable ways, follow directions, become aware of changes in the environment (weather, seasons, holidays).

4. Learn to develop good health habits: cover coughs and sneezes, use a tissue then dispose of it, use toilet facilities properly and independently, and to wash hands.
5. Learn to use scissors and varied materials, hold pencils and crayons properly.

Policies & Guidelines

Registration

All children must be registered before entry into the Pre-Kindergarten. Notification of registration dates will be published at least two weeks prior to registration. For current information, please call the school office at 201-796-3353.

Parents must present a current record of immunizations, a birth certificate, and a baptismal certificate (where applicable) for each child being registered at the time of registration. For registration into the three-year-old program, the child must be three years of age by October 1 of the new school year. For registration into the four-year-old program, the child must be four years of age by October 1 of the new school year. This requirement will NOT be waived.

FACTS Tuition Management Company is the authorized collection agent for tuition. Parents/guardians will complete a tuition account form at registration. A registration fee per family is due at the time of registration. A PTG raffle fee is due at Back-to-School Night in September. These fees are non-refundable.

Promptness

The teacher will meet and admit the children to class at a pre-arranged school door. Classes begin **promptly** at 8:30 a.m. Promptness will be enforced. **No child will be admitted if doors are locked and the session has begun. If you are late, please do not knock on the doors or the classroom windows asking for admittance.** Late children will be admitted through the main entrance to the school on Summit Avenue. A school employee will then escort the child to the pre-Kindergarten classroom. Neither parents nor children may loiter inside the school entrances waiting for the teacher. In inclement weather, parents are advised to either arrive in time to be admitted or to wait in their cars until the designated time for admittance. Parents are advised to observe all parking restrictions around the school building, taking note not to park on the church side of St. Anne Street. If parents are unable to arrive on time to pick up a child, the teacher must be notified by phone (201-797-2679).

Calendar

School closings for holidays as well as holy days will be the same as for Saint Anne School. Early dismissal days before a holiday such as Christmas or Easter for students of Saint Anne School will be 12:00 p.m. dismissal days in the pre-Kindergarten. A monthly calendar of events will be sent home with information regarding special observances and celebrations.

Illness and Absence

Children may not attend their session if they are ill. If the onset of illness occurs during school time, the child will be sent to the school nurse. The school nurse will determine the severity of the illness and will notify parents if the child must leave school. In the event parents cannot be reached, the person noted on the emergency card and predetermined by the parent to care for their child will be called. Children must be fever free for twenty-four hours before returning to school.

In the event of absence from school, please call the classroom directly at 201-797-2679 before 8:30 a.m.

Communicable illnesses and diseases must be reported to the teacher and to the school nurse. These would include chicken pox, conjunctivitis, head lice, etc. The school nurse will also be available to attend to in-school injuries.

Dress

The uniform for the pre-Kindergarten will be navy blue sweat pants and sweat shirt in cold months; and navy blue shorts and school t-shirt in warm months. No clogs, flip-flops, or sandals may be worn to school as these present a potential hazard when climbing, etc. During inclement weather, boots may be worn to school. Parents must provide shoes for changing once the child has arrived at school. Parents must provide one complete change of clothing (shirt, pants, socks, underwear). These clothes must be in a zippered plastic bag and available in the event of accidents in school. These clothes will be exchanged seasonally.

In-school Celebrations

The teacher must be notified in advance if parents wish to celebrate the child's birthday in school. Other class parties will be solely at the teacher's discretion. The teacher will determine how the celebration will be

observed. Parents may be asked to provide special treats and/or to assist in the classroom during the celebration.

Home and School Communication

From time to time, the teacher or the parent may wish to meet individually with the parent or the teacher respectively. All such communications to the teacher must be in writing. Parents should first address all issues to the classroom teacher before seeking out the advice of the principal. Classroom aides may not conduct conferences.

Progress Reports

A progress report will be issued twice annually. Parents are encouraged to daily discuss the school experience with their young child to ascertain the child's attitude about learning in general and about Saint Anne pre-Kindergarten specifically.

Supplies

A list of appropriate supplies will be posted on the pre-Kindergarten web site in August before the start of the new school year. The address is www.stannepreschool.com

Saint Anne School Mission Statement

As followers of Jesus Christ, we, the Faculty and Staff of Saint Anne School in Fair Lawn, New Jersey, are called to continue his work. We recognize our uniqueness in having been especially chosen by Christ to spread his word. Ours is a willing response to God's invitation to "Come, follow me" (Mark 1:17). Through our own personal experience of Jesus, we seek to share with the Christian community of Saint Anne Parish the reality of the message of Christ in the Twenty-first Century.

We do this through a keen insight, born from our own self-reflection, which recognizes each child's individuality and potential as well as his/her own natural curiosity and need for nurturing. We acknowledge the diversity in the backgrounds of our students and attempt to provide them with an environment where common Gospel values are instilled. We attempt to achieve this by offering them positive role models as well as our unconditional love. This offering is only a foreshadowing of the limitless love of God who promises his help in times of need because we are the ones in whom he is well pleased (See further Matt. 3:13-17).

In learning to first value themselves as beloved of God, our students will hear the voice of the Spirit calling to them in their own hearts and they will respond in similar service to each other and in responsible stewardship over the earth. "That we might live no longer for ourselves but for him", that same Holy Spirit enlivens us "to complete his work on earth" and grow in the fullness of grace (Eucharistic Prayer 3).