

Preschool
Parent
Handbook



SACRED HEART SCHOOL
EAST GRAND FORKS, MINNESOTA

Little Saints & Little Angels Preschool

Welcome to preschool at Sacred Heart! We are so excited to get to know you and can't wait until the first day of school! We are going to have so much fun learning, exploring, and making new friends. We hope you are as excited as we are.

Parents, we hope this packet is useful to you and will provide you with insight into your child's day. Never hesitate to call, e-mail, or stop by if you ever have questions, comments or concerns. We look forward to a great year!

Thank you for choosing Sacred Heart.

Mrs. Stevens and Mrs. Kolstoe

Parent Information

Entrance Age

To be eligible to enter Little Angels, a child must be 3 years of age before September 1 of the year in which he/she is enrolled.

To be eligible to enter Little Saints, a child must be 4 years of age before September 1 of the year in which he/she enrolled.

Class Times

Little Angels meet Tuesdays and Thursdays from 8:05a.m.-11:05a.m. and 12:05p.m.-3:05p.m.

Little Saints meet Mon., Wed., and Fri. from 8:05a.m.-11:05a.m. and 12:05p.m.-3:05p.m.

Doors open to the classroom at 7:55(A.M. class) and 11:55(P.M. class) for drop off. We will be waiting at the entrance of Door #4 at both times for student drop-offs. Class ends at 11:05(A.M. class) and 3:05(P.M. class), please be prompt when picking up your child. If you will be more than a few minutes late, please call and let us know.

Pick-up/Drop-off Info

Please use **Door #4**(Elementary door). This is also the bus drop off/pick up door so please pull into a parking spot and park, then walk your child to the entrance. The preschool staff will be waiting inside and will be doing temperature checks upon entry into the building. We will then be walking the children down to the classroom, a mask is **HIGHLY ENCOURAGED** for the children walking in the hallways. Door #4 will also have a buzzer/camera if you are running late and need to get in past class start time of 8:05/12:05. You and your child will be temperature checked in the office. When you are cleared, you will walk your child down to the classroom. Parents will be required to wear a mask while in the building at all times. Thank you for understanding.

Preschool Release Form

This form needs to be turned in (was in your registration packet) so that we have written approval from you that states who can and cannot pick up your child. Please let us know **BEFORE** pick-up who will be taking your child for that day. We appreciate that if someone new is coming, they bring an ID. We will not release your child to someone we don't know without proper ID for the safety of your child. Thanks!

Classroom Supply List

We are asking that you contribute \$20 towards our supply fund which will be collected with your online payment. We will purchase and provide all items that your child will need in the classroom. Occasionally we may ask for containers or paper towel rolls for projects. We also ask that each child have a LARGE backpack, big enough to fit a regular size folder. The following items are also needed:

All students are asked to bring 1 container of Clorox Disinfectant Wipes.

Little Angels AM & PM: 1 bottle of Lysol Disinfectant Spray

Little Saints AM: 1 package white cardstock (8 ½ x 11")

Little Saints PM: 1 package of color cardstock (8 ½ x 11")

*Each child is assigned a cubby for their belongings. They are in the classroom and will be shared between students in all four classes. Please take all items home at the end of the day so they can be properly cleaned between classes.

Clothing/Dress Code:

Children should wear comfortable play clothing that will allow them to move freely and explore the environment. We will follow the dress code that is in the school handbook. Here are a few key points:

*Preschool children are allowed to wear leggings/sweatpants/athletic pants due to bathroom needs. They are much easier to pull up and down!

*Any sandals that are worn must have a back strap and be secured to their feet. Tennis shoes or comfortable shoes are preferred, especially for the playground.

*Please have girls wear shorts/leggings under dresses—playing on the playground and sitting on the rug becomes a modesty issue.

*Cardigans, sweaters, etc. must be worn over spaghetti strap or sleeveless shirts/dresses.

We ask that you please bring in a change of clothes that can remain here for the entire year. Make sure all items are labeled with their name and secured in a large ziplock bag which is also labeled with your child's name and class. Any questions about this or the dress code can be answered by Mrs. Stevens or Mrs. Kolstoe. Thanks for your cooperation!

Take Home Folders:

Your child will have a folder that will be sent home every day. It will contain most of the items/projects we did that day. Newsletters, notes, reminders, important info will also go home in this folder. Please check your child's folder nightly and send it back each day to preschool. You can put notes, book orders, etc. to send back to school as well as we check them upon arrival each day. There is a basket located by the door where your child can drop it into each day.

Happy Camper of the Week

Each week one child from each class will get to be our "Happy Camper of the Week"! They will bring home a special bag that they can put items in for "show and tell", bring their favorite book, and share their "All About Me" sheet with pictures. A more detailed description will come home the week prior to their designated week. We will also send out a schedule for the year so please let us know if your designated week will not work for you.

Book Orders:

Book order forms will come home in your child's folder each month. We encourage you to look through it to see if any books will interest your child. We will accept online orders or you can send back a check made out to Scholastic Book Club (only 1 check for your whole order-no matter how many forms you order from) along with the paper order form. We will designate a due date each month and the books come within a week or so after I submit the order.

Parent-Teacher Conferences:

Our fall conferences will be held November 5 & 6 from 8:30-5:30. Note there is ~~no class~~ either of those days. There will be an online sign-up sheet with the link in upcoming newsletters as we get closer to those dates. Each conference is 15 minutes and we ask that you help us stay on time! Our spring conferences will be held March 25 & 26 from 8:30-5:30.

Programs

The preschool children (Saints & Angels) will have a small program in December. We will sing a few Christmas songs and then invite you to stay and make crafts/eat a snack. Dates and location will be finalized closer to that month(may change due to COVID-19 as well).

The Little Saints will have a spring celebration held in the auditorium. This will be at night and will take place their last day of class which is Wednesday, May 26th at 6:00. Refreshments and a light snack will be served after in the social hall/lunchroom.

Snacks/Birthday Celebrations

There will be a \$10 fee for snacks this year which will be collected with your online payment and will be bought by our Daycare Director and stored in our kitchen. Milk will be provided by the school. We will have snack in the elementary commons right outside our classroom to limit traffic thru the building and masks are not needed. If your child has a special dietary need, please talk to us about what we can do for snack time to ensure that your child is safe and fed.

We will celebrate every child's birthday or half birthday throughout the year. If you want to bring your child a birthday treat to share for snack time we encourage you to do so. We ask that the snack be store bought and individually packaged. A half sheet goes home in their folder the week before letting you know which day we will celebrate and how many students are in your child's class. Please see Mrs. Stevens/Mrs. Kolstoe about allergies or for ideas.

Newsletters

To keep you in the loop about what's happening in preschool, newsletters will be sent home weekly. We often send out notes and reminders of important events as well. You can also check out our informational bulletin board just outside the classroom or our daily bulletin board located just above your child's mailbox that will let you know all about what we are doing for the week in preschool.

Fire/Lock Down/Tornado Drills

Sacred Heart has a carefully developed plan for evacuating the school building in the case of a fire or lock down. The preschool children will be carefully instructed on what to do and where to go. We will participate in all school wide drills as well as practice on our own. The children will also take part in several tornado drills. They will once again be carefully instructed on what to do and where to go in the event of a tornado

Illness

Throughout the preschool year, children are frequently sick with colds and viruses. We do go over proper hand washing, covering of sneezes/coughs and use of tissues and is in our daily instructions. Each preschool student will participate in a temperature check done by the teachers upon arrival daily. Daily screening for symptoms should occur at home prior to coming to school to ensure the health and safety of all. If your child has any of the following conditions, he/she should remain home:

*Fever of 100 or higher

*Unidentified rash

*Persistent cough

*Diarrhea and/or vomiting

*Sore throat

*Red/watery eyes (not allergy related)

If you are unsure about whether your child should attend or not, please feel free to call.

*If any of these conditions should occur at school, you will be called and asked to come pick up your child immediately.

Medicine

School office personnel may not dispense any medication except by written permission of the parent. This includes aspirin/ibuprofen and Epi-pens. Teachers will not dispense any medication without a parental note and direction. There is a form in the office that must be filled out before we can dispense any medication.

Absence Procedures

When your child is unable to attend school due to illness or other causes, the absence should be reported to the school office. Please call Sacred Heart at 218-773-1579 between 7:45-8:30 a.m. Please let us know by means of a written note, e-mail, or phone call if your child will be absent for an extended period of time. We will set aside any missed work and it will be sent home upon their return. The school secretary will call each day to check on any absences that have not been reported.

Daily Schedule

Little Saints

7:55-8:20/11:55-12:20~ Arrival/Free Play Time

8:20-9:00/12:20-1:00~ Calendar/Songs/Story/Daily Learning Outlook

9:00-9:30/1:00-1:30~ Literacy Stations

9:30-9:50/1:30-1:50~ Snack

9:50-10:20/1:50-2:20~ Math/Science Stations

10:20-10:40/2:20-2:40~ Religion

10:40-10:45/2:40-2:45~ Pack up Backpacks

10:45-11:00/2:45-3:00~ Outside Time/Large Motor/Free Play

11:00-11:05/3:00-3:05~ Pray/Dismissal

Little Angels

7:55-8:20/11:55-12:20~ Arrival/Free Play Time

8:20-8:50/12:20-12:50~ Calendar/Songs/Story/Daily Learning Outlook

8:50-9:20/12:50-1:20~ Literacy/Math/Science Centers

9:20-9:30/1:20-1:30~ Wash hands/ Books before Snack

9:30-9:50/1:30-1:50~ Snack

9:50-10:10/1:50-2:10~ Wash Hands/Free Play

10:10-10:30/2:10-2:30~ Religion

10:30-10:45/2:30-2:45~Story/ Pack Up Backpacks

10:45-11:00/2:45-3:00~ Outside Time/Large Motor/Free Play

11:00-11:05/3:00-3:05~ Pray/Dismissal

Contact Information Sacred Heart School phone: 218-773-1579 preschool ext. #116

Mrs. Stevens' email: hstevens@sacredheartegf.net Mrs. Kolstoe's email: nkolstoe@sacredheartegf.net

Meet Mrs. Stevens

Welcome to Sacred Heart Preschool! My name is Kerry Ann Stevens and I am excited to start my 6th year in the preschool classroom. I spent 2 years as the assistant teacher and now this will be my fourth year as the Lead Preschool Teacher. I grew up in Rochester, MN and went on to attend college at Bemidji State University where I received my Bachelor of Science degree (BS) in Elementary Education in 1999. I student taught 3rd grade, worked at Kids Come 1st as the School Age Lead Teacher and was a substitute teacher for all grades in the Rochester Public School District for my first 3 years of teaching. I then moved to Las Vegas, NV in 2002 where I taught preschool at LaPetite Academy for 1 year and then 3rd grade for 1 year. I moved to Oslo, MN in 2004 and began teaching preschool again at Trinity Lutheran Church Childcare Center in Marvel, ND. After a year, I began teaching preschool at the Grand Forks Air Force Base in the part day enrichment program and also worked in the Childcare Center as a Teacher/Supervisor. I remained there for 5 years before opening my own family daycare out of my home. I did this for 6 years and loved it! I have been working with/teaching children for 22 years.

I am married to Patrick who is a full time firefighter at the Grand Forks Air Force Base and is also a volunteer firefighter/Assistant Chief in our small town of Oslo, MN. We have been together for 19 years, married for 12 of those years. I have 2 children. My stepson Brendon is 20 and is entering his junior year of college at the University of Minnesota-Duluth and is majoring in Elementary Teaching. My daughter Bryn is 9 and is entering 4th grade here at Sacred Heart. I am so excited to be your child's Preschool Teacher at Sacred Heart and I look forward to helping your child grow, learn, and achieve new skills.

Here are a few of my favorite things:

Color: Green

Season: Fall

Food: Pasta, Pizza and Gummy Candies

Drink: Caribou, Starbucks and Bai Coconut water

Song: "Something in the Water" by Carrie Underwood

Book/Author: Stephen King and Matthew Kelly

Sports: Basketball and hockey-Go Minnesota Gophers!

Activity: camping, fishing, biking and boating-anything outside at our cabin in Hackensack!

Meet Mrs. Kolstoe

My name is Nicole Kolstoe. I was born and raised in East Grand Forks and graduated from Sacred Heart, Class of 1993! I attended NDSCS in Whapeton, ND for 2 years and then moved back home where I attended the Hair Designers Academy. I worked as a hair stylist for 15 years. After my days in the hair industry I worked in the development office at Sacred Heart for 4 years organizing fundraisers including the Spring Fling which I still currently organize. For the past 5 years I was a stay at home mom while providing child care for my niece and nephew. I am very excited to be back to work for my second year as the preschool assistant at Sacred Heart.

I have been married to my husband Mike for 21 years. We have four children, Elijah (16), Laurel and Lexy (twins, 12) and Lucas (5). My children are very active and keep me very busy with hockey, baseball, volleyball, softball and swimming. I am also a parent representative for my children's hockey teams. I love being able to attend all of their activities. In the little bit of spare time that I do get I enjoy reading, puzzles, cooking, baking, canning and planning the Spring Fling fundraiser.

Here are a few of my favorite things:

Color: Yellow

Season: Fall and Spring

Food: Soups of many kinds

Drink: Diet Coke and Coffee

Song: "The Fighter" by Keith Urban and Carrie Underwood

Book/Author: Lisa Gardner and Linda Howard

Sports: Hockey, Baseball, Softball and Volleyball

Activity: Summer trip to Cragens on Gull Lake with family,