



# Blessed Sacrament School

## Parent / Student Preschool Handbook

2017-2018

**BLESSED SACRAMENT SCHOOL**

**240 REGENT AVE.**

**PROVIDENCE, RI. 02908**

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**ALL persons in Rhode Island are required by law (RIGL 40-11-3) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth, and Families within 24 hours of becoming aware of such abuse/neglect.**  
**Call the Hotline at 1-800-RI-CHILD (1-800-742-4453) to report child abuse and/or neglect!**

## **MISSION**

The mission of Blessed Sacrament School, a Catholic school and ministry of Blessed Sacrament Parish, is to educate preschool through grade eight students in a safe, nurturing and academically challenging environment that instills the knowledge of God's great love for us. We empower students to become well-rounded individuals who are lifelong learners and joyful witnesses to Christ's teachings.

## **PHILOSOPHY**

Blessed Sacrament School is a community of students, parents, faculty and staff unified by mutual trust and respect in its goal of developing well-rounded individuals. We provide a holistic education -intellectual, cultural, social and spiritual. In a nurturing environment, each child can discover his or her own self-worth and potential. We encourage sensitivity toward human relationships and respect for the abilities, values and attitudes of others. At Blessed Sacrament School, we teach our students to serve as Jesus served; with knowledge, commitment and excellence.

## WELCOME

Welcome to our Blessed Sacrament Preschool Program. We hope the following information concerning our school will help answer any questions you may have about our philosophy, methods, policies, and programs.

## ACCREDITATION

Blessed Sacrament School is fully accredited by the Rhode Island Department of Education to conduct educational programs for preschool children and the New England Association of Schools and Colleges. Many of the school's policies are required by the state, the Department of Education, and the Diocese of Providence.

## PHILOSOPHY

At Blessed Sacrament School, we strive to create a pleasant, safe, and challenging environment for your child by providing a variety of learning experiences and activities. We hope to give each child an opportunity to think, create, explore, and discover the world around him or her.

The preschool program is designed to suit the needs and abilities of children aged three to five. Since children learn through direct experience, the curriculum will be "hands-on" in nature. Our daily program will enhance the emotional, social, intellectual, and physical development of each child.

The curriculum will integrate the areas of science, language arts, math, and creative expression through art, music, and dramatics. Since children feel more secure when they know what to expect, the daily schedule will be consistent. Typically, the daily routine will include circle time, free play, clean-up, group activity, morning snack, story, music and outdoor play, lunch, rest time, afternoon snack and movement activities.

We also strive to instill in the children a Christian way of living based on awareness and love of God and others, as is the philosophy of Catholic Education.

The learning experiences and activities of the Blessed Sacrament Preschool Program will provide the children with sound groundwork for future learning in a warm and caring environment.

It is our aim to provide an environment that will build a confident, positive self-image and enable your child to grow in esteem for himself/herself and others. We strive to instill in our preschool children happy, positive and secure feelings about their first school experience, which hopefully, will remain with them throughout their educational lives.

It is through careful selection of materials, good planning for the needs of each child in all areas, proper guidance, affectionate care and a positive attitude that we plan to accomplish our objectives.

## ADMISSIONS

Blessed Sacrament School does not discriminate on the basis of race, color, or national origin. The age for the preschool child is stated as being between 3 and 5 years of age. A child may be considered for admission to the school when the following conditions are met:

1. The child will have attained the age of three (3) years by September 1<sup>st</sup>, of the year in which admission is sought. In accordance with Rhode Island State Law, a child must be 5 years old by September 1<sup>st</sup> of the year in which he/she enters kindergarten.
2. The child must also be toilet-trained. The term "toilet-trained" is defined as the ability to control bladder and bowel functions, and be able to use the bathroom unassisted for all sanitary needs. The child must be able to take total responsibility for his/her personal needs in the bathroom. Assistance will be given with buttons, zippers, buckles and snaps. However, if an occasional bathroom accident (wetting or soiling oneself) occurs, the following procedure will be followed by the school:
  - **Wetting:** If the child has a clean set of clothing at school, he/she must be able to change into them independently. If a change of clothes is not available, a parent will be called to bring clothing to school or bring the child home to change.
  - **Soiling:** When this happens, parents will be phoned. Even if a clean set of clothing is available at school, teachers or staff will not be able to change a child in this situation. A parent, or person designated by a parent, will need to clean and change the child at school or bring the child home to change.

We realize that even when a child is "toilet-trained", bathroom accidents do occasionally happen at this age. The principal, teachers and staff are very sensitive to this issue in the preschool setting, and will do their best to be mindful of the child's feelings in the classroom environment. However, it is the policy of Blessed Sacrament School not to change or undress a student under any circumstances. This policy is one that must be abided by without exception if your child is to remain in the program.

The State of Rhode Island requires pre-school children to have all necessary inoculations, health and immunization forms filled out by your physician before entering school

## SCHOOL HOURS

The school year runs from late August to June. Our day begins at 8:15AM and ends at 2:30PM. Before-school care is available from 7:00AM -8:15AM and after-school care from 2:30PM - 5:30PM. School begins promptly at 8:15AM. Excessive tardiness causes great disruption to the program. Families with more than six tardies in a trimester must meet with the teacher. Excessive tardiness is not acceptable and may result in your child being terminated from the program.

## **TUITION INFORMATION AND POLICIES**

**Registration Fees:** The \$200.00 registration fee for the school year is non-refundable upon acceptance of the application and is payable upon registration. The registration fee is deducted from your tuition amount.

**Tuition:** Tuition is charged on an annual basis. Tuition contracts can be faxed or picked up in the school office. A tuition contract must be on file in the school office and a FACTS account must be established before a student can be officially enrolled. All tuition fees must be paid using the FACTS Tuition Collection Service. FACTS allows families to choose from three options when setting up a payment plan: 1. Payment in Full, 2. Bi-Annual Payments (2x a year), or a ten-month installment plan. Please review the Tuition Policy on our website at <http://blessedschoolpvd.com>.

## **SINGLE PARENT/NON-CUSTODIAL PARENTAL POLICY**

The school requires that all divorced parents furnish the school with a notarized copy of the custody section of the divorce decree. The copy of the document will be kept in the student's file.

This information will enable the school to determine when, if ever, a child can be released to a non-custodial parent. The preschool will do everything within its legal power to protect the child. However, parents must understand that the responsibility of providing the school with the document and notifying the school of changes in custody status or court order is theirs.

## **MEALS AND SNACKS**

Special emphasis is placed on nutrition. Children are to bring a snack from home for the morning and afternoon breaks. They are to bring their own lunch or may order a school lunch. The price for lunch is \$2.50 Milk is always available to preschoolers during snacks and lunch.

## **CLOTHING**

Your child should come to school in comfortable and washable clothing. We want your child to feel relaxed without the fear of soiling his/her good clothing. All children must wear socks to school, even with sandals. No flip-flops permitted. We will be going outdoors (weather permitting) so please dress your child appropriately. Please label your child's clothing and school materials with his/her full name. You also have

## SICKNESS AND ABSENCE

If on a given day, your child is absent due to illness or will be late, please notify the school as soon as possible. If your child has a cold, runny nose, or sore throat, he/she should be kept home. In the event your child develops a fever or becomes sick during the school day, you will be notified and asked to take your child home.

Please be sure that contact phone numbers are current. Any changes must be reported to the teacher and office. **It is imperative that we are able to reach a parent if necessary.**

## PROCEDURE

Refunds will not be given for inclement weather, if your child is sick, or for special family circumstances. Days may not be substituted if your child is absent from school due to illness, family circumstances or weather conditions including snow days.

## HEALTH SERVICES

All medical information is to be sent to the school nurse. Physicals are required for all preschool students.

**No medication, either prescription or over the counter medicines, may be administered to your child by teachers or staff at any time unless there is a doctors form on file. Please stop in the office if a form is required.**

## RELEASE

If your child is to be released at dismissal to someone other than the parent, we require a written request be made in advance by the parents. In an emergency (car trouble, etc.) no child will be released to anyone unless the person is listed in the office as a designated replacement for you and they produce identification (license, picture to verify their identity). A Permission Dismissal Form must be completed and signed by those individuals authorized to pick up your child from school. This form must be returned to school immediately to become part of your child's file.

## DISCIPLINE

When deemed necessary by the preschool teachers, discipline may be administered to the child in the form of a "time out" period. According to our philosophy, any form of corporal punishment is prohibited. We maintain discipline through the use of positive methods in guiding children back on task, setting clear limits and rules that children of this age can understand and redirecting children from inappropriate actions to acceptable behaviors. In doing so, we hope to present a positive role model as preventative disciplinary action. Persistent behavior problems are reported to the parents verbally or by written note. If inappropriate behavior persists, a parent-teacher conference will be held. Continuing serious behavior problems can result in the child's dismissal from the program.

## **FOR DISMISSAL FROM THE PROGRAM**

The following behaviors are grounds for dismissal from the preschool program:

1. The child poses a threat to self, staff or other children in the program.
2. The child behaves in a manner that is difficult to manage in a large group.
3. The child or parent (s) uses abusive language or threatens other children or staff.
4. The child or family continues to act against preschool policies as explained in the parent/student handbook.
5. The teacher, director and principals' professional judgment is that the child can no longer function effectively in the program and/or the program is being adversely affected by the child's presence.

It is the policy of the school to notify the parent (s) of a child with a written warning letter, when infractions of policies occur and to hold a conference to discuss the problem before a child is removed from the program.

**Respect for Teachers:** Parents are held to the same standard as students with regards to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parent/child. If the partnership breaks down, parents can be required to withdraw the child from school.

This procedure is in effect to insure that continuing serious problems will not interfere with the well-being of others in the preschool program. Dismissal will be exercised when all other methods of treatment have been unsuccessful.

## **BIRTHDAY PARTIES**

Birthday celebrations have been eliminated from the preschool through grade 8 classrooms. No treats or party items are allowed at school.

## **TOYS FROM HOME**

We ask that toys from home not be brought to school for play. However, if you have a book that may be of interest during show and tell time, we appreciate this being shared with the class.

## **PARENT-TEACHER CONFERENCES**

In October, parent/teacher conferences will be held. You will be invited to visit the school and be given the opportunity to discuss your child's progress with his/her teacher. If at any time you wish to speak to the classroom teacher, please call the school so an appointment may be set up.



## VACATION AND SNOW DAYS

We follow the school calendar for the regular holidays. Cancellation of school due to inclement weather will be forecast on the television stations 10 and 12. You may also log on to [Turnto10.com](http://Turnto10.com). If there is no school in the City of Providence, Blessed Sacrament School will not be in session.

Should the opening of school be delayed in Providence, please note that the start of before school daycare will also be delayed. Example: If Providence Public School delays the opening of a school day by one hour, our regular school day will begin at 9:15AM instead of 8:15AM. Daycare would then be available at 8:00AM, not 7:00AM.

For the safety of our students in and out of Providence, we do abide by the decision made by the Providence Public Schools administration.

We at Blessed Sacrament School trust that this information will answer most of the questions you have regarding the Preschool Program. Please feel free to bring any concerns to us. Let's work together to make your child's first school experience a happy and positive one.

## DESCRIPTION OF MATERIALS/ACTIVITIES AND OBJECTIVES OF PROGRAM

### **1. Large Motor Skills Center**

Objectives:

- to develop large and small muscle coordination
- to develop balance, posture, movement, and strength
- to provide opportunities for group interactions

Materials:

- balls of various sizes, bean bags,  
This center includes indoor space and an enclosed outdoor play yard.
- Creative Movement

### **2. Block Center**

Objectives:

- to encourage creativity by taking apart, sorting, stacking, assembling and building various construction
- to promote language, math, fine motor and coordination skills

Materials:

- large, small wooden blocks, plastic and waffle blocks of various sizes and textures
- large Lego sets and small vehicles, animals and people

### **3. Music Center**

Objectives:

- to develop skills of expression, rhythm, coordination and listening
- to promote understanding and appreciation of music

Materials:

- rhythm instruments, and CDs
- weekly class with music teacher

#### **4. Group Gathering Center**

Objectives:

- to offer opportunities for large group activities such as circle time, story time, show and tell, poetry, story writing and graphing

Materials:

- rug, white board, calendar, birthday board, weather chart and bulletin boards, graphs

#### **5. Dramatic Play Center**

Objectives:

- to encourage role-playing, social interaction and self-expression
- to provide practice for dressing and undressing
- to develop language

Materials:

- puppets, hats, dress up clothes, small table and chairs, kitchen appliances, dishes, pans, play food and dolls.

#### **6. Art Center**

Objectives:

- to encourage individual expression and creativity
- to develop a sense of personal accomplishment
- to enhance fine and visual perception skills
- weekly class with art teacher

Materials:

- paints, scissors, pencils, markers, crayons, chalk, clay, playdough, sponges, brushes, cookie cutters, rubber stamps

#### **7. Library Center**

Objectives:

- to promote language and reading readiness skills
- to develop an appreciation of literature

Materials:

- books, cassette-book sets
- weekly visit with school librarian

#### **8. Math Center**

Objectives:

- for children to work individually or in small groups to reinforce specific concepts
- for children to work with materials to enhance math skills

Materials:

- counting bears, counting farm animals, counting dinosaurs, puzzles, pattern blocks, unifix cubes, patterning beads, links

9. **Science Center**

Objectives:

- for children to observe, classify, predict, and experiment

Materials:

- magnifying glasses, bucket balance, magnet kit, natural materials, sensory bottles, butterfly house

10. **ABC Center**

Objectives:

- Practice letter identification skills

Materials:

- Letter matching games, magnetic letters, alphabet puzzles, clip cards

11. **Writing Center**

Objectives:

- encourage children to communicate in written form
- learn importance of written communication

Materials:

- pencils, colored pencils, markers, crayons, letter stamps, lined paper, plain paper, hole punches, stickers, word cards

12. **Religion Center**

Objectives:

- to promote an awareness of God's great love for us
- to promote acceptance and love for all of God's people

Materials:

- Books, cassettes, CD's
- Sadlier Faith Development Program: Discovering God's Work

13. **Computers**

Objectives:

- for children to become familiar with computers

Materials:

- computers
- ipads
- preschool level apps and educational games
- Weekly visit to computer lab with media instructors

**Blessed Sacrament School  
240 Regent Avenue Providence, RI 02908  
(401) 831-3993**

*I have read and am willing to be governed by this preschool handbook*

**Student's Name:** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**This sheet is to be returned to the school and will become a part of the student's file.**

**The school retains the right to amend the handbook for just cause and parents will be promptly notified in writing if changes are made.**