Welcome to

Our Preschool Pad!



Parent Packet

St. Gregory Preschool

2017-2018

Mrs. Byers

Welcome to the 2017-2018 St. Gregory Preschool year. It’s our fourth year, and we are incredibly excited. There is a lot of information included in this packet. Please take a few minutes to read it over. We hope this packet helps you get acquainted with our program. Thru our continued collaboration our Preschool is one of the best Preschool Programs around.

Parent/ Teacher Communication:

 Communication is key as your child begins their amazing journey of learning. If there are any quick questions or concerns please let me know during pick-up or drop-off. If your question or concern is more involved, please feel free to call the school office at (724) 452-9731 and leave a message. I will get back to you as soon as I can. Or you can email me at jbyers@stgregzelie.org. There is also a link on the St. Gregory School website under the Preschool page. I will check it prior to school hours and after school hours. Please be aware during school hours, I am with your children and will not be checking e-mail.

Calendar:

 Our program will be following the St. Gregory School Calendar which can be accessed on the school website [www.stgregzelie.org](http://www.stgregzelie.org) . Our Preschool calendar will be sent home each month and can be accessed on the Preschool web page. It will include the theme for the week, letter of the week, the activity for each day and the snack helper for each day.

Snack Helper:

Each day, we will have a student be the snack helper. On your child’s day for being our snack helper, please send in a healthy snack and drink. If we are celebrating your child’s birthday, feel free to send in a special treat. As of today, there are no food allergies in are classes. Please let me know ASAP if your child has any food allergies.

Daily Routine:

Our daily routine will be as follows: Morning Circle Time, Religion, Large Group Center Play, Clean up, Wash/ Potty Time, Snack Time, Quiet Time (Books & Puzzles), Fine Motor Activity, Gross Motor Play and Closing Circle Time. We are super lucky to have our Spanish Teacher, Mrs. Garcia, visiting our classroom this year to teach our students some Spanish. We also will be visiting the Science Lab, Art Room, Gym and Library throughout our year.

Extra Clothing/ Dress Code:

In Preschool we are very active. Play clothes are best, as we tend to get messy while exploring and discovering. We ask that you send an extra outfit for your student to keep at school, including a shirt, a pair of pants, underwear and socks. Please place in a gallon zip lock bag with your child’s name on it. We will switch out the clothes with the seasons. Thank you.

Preschool Payment:

Preschool Payments are handled through the FACTS Online Payment Plan. You should have received an e-mail from the school over the summer for the sign up process. Please call the school office at 724-452-9731 with questions regarding the FACTS Payment System.

Drop-off and Pick-up: New for 2017-2018

Drop off will be at the main school entrance on Pine Street at 8:45 am. Please do not line up before 8:40 am. As this is K- 8 Drop Off time. We will meet the children at the car and escort them into the school. Pick-up will be at 11:30am. Please follow the same procedure for pick-up. Each family will be given a carpool sign to be put in the window for drop-off and pick-up. This will help us know who is next in line and help us learn names quickly.

Weather Delay/ Early Release/ Cancelation:

 We follow the St. Gregory School delay and cancelation policy. On two hour delay days, our day will start at 10:45am and finish at 1:30pm. On these days please send in a lunch with your child.

In the case of an Early Release, Pick-up will be in the back parking lot.

If St. Gregory School closes, the Preschool will be closed.

Conferences:

Conferences will be held in late January near the time of registration for the coming year.

Classroom Volunteers:

Not only would we like to have parent volunteers, we need you to have a successful program. There are several ways you can help us out.

First, each class will need a Class Mom/ Dad who will head up our celebrations and end of year picnic.

Secondly, we will need 2-3 additional volunteers for each celebration. Clearances are required and must be on file in the school office before you can volunteer in our classroom. (Details can be found on the St. Gregory School Website, [www.stgregzelie.org](http://www.stgregzelie.org) or by contacting the school office.)

Thirdly, there is a lot of preparation for lessons: cutting, tearing pages from work books, and other things. We would truly appreciate any time you could give us. These things do not need to be done here at school. They can be completed at home and returned.

We are also looking for Playdough makers. If you would like to do this, please let us know. We have a great recipe.

Lastly, if you have other gifts and talents, we would love to have you visit and share. Please remember, clearances are always required.

Celebrations and Special Days:

We love our Celebrations and Special Days. We celebrate Halloween, Thanksgiving, Jesus’ Birthday, Valentine’s Day and Easter. We also have an End of Year Picnic. Special Days include Columbus Day, PJ/ Polar Express Day, Super Hero / Princess Day and many others. Field trips will be planned once in the fall and once in the spring. If you would like to head one of these special trips please let us know. We do ask that parents or guardians join their preschooler on field trip days. Siblings are always welcome.

Scholastic Book Club

Once again we will be participating in the Scholastic Book Club. It’s a great way to build your home library. You can even order online with our classroom code **QK8YH.** Order forms will be sent home each month. There is no obligation. Just order if you want to.

Supplies/donations:

Throughout the year we will have a donations list. Please help when you can. Students will need the following for the start of the year.

Full Size Backpack (many of our projects are big)

One box of 8 washable markers

1 Dry Erase Marker –black

2 large glue sticks

1 container Clorox Wipes