

3K AND 4K PROGRAM


HOLY
GHOST-
IMMACULATE
CONCEPTION
CATHOLIC
GRADE
SCHOOL



PRESCHOOL HANDBOOK 2024-2025



TWO COMMUNITIES,
ONE FAITH FAMILY
DICKEYVILLE AND KIELER, WI

 608-568-7790

 www.hgicschool.com

MISSION STATEMENT

As a Catholic school, Holy Ghost-Immaculate Conception School supports our parishes and communities by meeting the individual needs of children through gospel values and academics to develop life-long learners and faith-filled citizens.

3K Teacher:

Mrs. Chelsey Anderson

Email:

andersonc@hgicschool.com

4K Teacher:

Mrs. Tia Burkholder

Email:

burkholdert@hgicschool.com

Principal:

Mrs. Megan Muller

Email:

mullerm@hgicschool.com

School: 608-568-7790

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VISION STATEMENT

Holy Ghost-Immaculate Conception School provides a faithful and caring learning environment in partnership with parents and the community to help students achieve their full spiritual, intellectual, and moral potential so they may positively contribute to a diverse society.

CORE VALUES

Be Respectful Be Responsible

Be Resourceful Be Faithful to Christ

PRESCHOOL GOAL STATEMENT

The goal of the early childhood program is to provide a safe, loving, child-centered atmosphere in which your son or daughter can grow spiritually, mentally, emotionally and physically. We will help your child develop a positive self-image and acquire the skills necessary to successfully interact with others.

ADMISSION INFORMATION/POLICY

Holy Ghost-Immaculate Conception Preschool is open to any child 3 to 5 years of age. It is not required that the child's parent be a member of Holy Ghost or Immaculate Conception Parish. Session admission will be based on openings and availability. Requests will be honored on a first come, first serve basis. There is a

limit to the number of children that we can accept in each class and if the class becomes full, your child's name will be put on a waiting list.

REQUIREMENTS:

1. All children must be 3 years of age before entering the program.
(If your child turns 3 after September 1st, and pending enrollment numbers, your child may join the 3K program at the start of the next quarter based on their age.)
2. All children must be toilet trained and completely independent in the restroom before entering the program.
3. An immunization record and birth certificate is required for each child.

3K Program: Mornings 8:00-11:30 or Full Day 8:00-3:00 (Age 3 by September 1, 2024)

A \$500.00 nonrefundable deposit is required at the time of registration, which will be applied toward the cost of tuition.

Part-Time: \$1500.00

Full-Time: \$3000.00

Please note that if your child turns four years old during the current school year, he/she will not be able to switch from 3K to 4K during the school year.

4K Program: (Age 4 by September 1, 2024)

A \$500.00 nonrefundable deposit is required at the time of registration, which will be applied toward the cost of tuition.

Full-Time: \$3000.00

Tuition payments, aftercare, and morning drink/lunch payments should be made separate. Checks should be made payable to HOLY GHOST-IMMACULATE CONCEPTION SCHOOL, and labeled tuition, aftercare, or morning drink/lunch

BUSING

Cuba City and Southwestern School District Busing is available only for students who are 4 years old. If your child turns four while in 3K, parents may reach out to their school district/bus company to request transportation.

PICK-UP/DROP-OFF

The bus lane and drop-off/pick-up line at the Dickeyville Campus is located South Church Street.

Morning Drop-off:

We will have two faculty members located at this drop off point in the morning. Parents should not need to exit their cars, as long as the students exit on the sidewalk side of the vehicle. All students will line up and enter the school with their class. If it is raining or temperatures are below ten degrees (real feel), the student must enter the gym doors. It is important that students remain outside with their class and faculty member. Having parents dropping the students off at the classroom has a tendency of causing a disruption and delay to the school day.

If students arrive after 8:00 am, the student will have to use the front door, so they may be buzzed in by the secretary in the office.

Part-time 3K Pick-Up (11:30 am):

Mrs. Anderson will have the students meet the parents on South Church Street. Parents have the choice of not leaving their cars due to younger siblings in the vehicle, as Mrs. Anderson will walk the students to their car. If it is raining or temperatures are below ten degrees (real feel), the parent must use the gym doors to pick up their child.

Afternoon Pick-Up:

Students will be lined up in school by individual bus. Faculty will escort them to the appropriate bus. Car riders will be dismissed after the buses have left.

CANCELLATION & DELAYS

In the case of doubtful weather, please look for a ParentAlert from FACTS, check your email or Facebook to verify whether or not school is open, before sending children to school.

Parents of 3K through Eighth Grade students may receive notice by ParentAlert or e-mail through FACTS and on Facebook of cancellations, late openings or early dismissals.

An early dismissal or cancellation due to bad weather also results in cancellation of aftercare, after school or evening activities at Holy Ghost-Immaculate Conception School.

FOR PART-TIME 3K ONLY:

2-HOUR DELAY - if there is a two-hour delay, students that are part-time will not need to attend school that day. However, parents may choose to send them from 10:00 am-11:30 am, but it is not expected.

HEALTH EMERGENCY INFORMATION

Each family is asked to complete or update health emergency information. In case of illness or accident, the school will reach out to parents. If the office is unable to reach the parents, the school must know the parent's wishes on how to deal with the emergency. The school will do its best to abide by the parental directives in the case of emergency, but the welfare of the child will be the overriding concern. Please consider carefully the two people to be called in case of illness or emergency because they will be called in the order indicated.

HEALTH POLICY

Children who have been ill **must be** fever free and free of any diarrhea or vomiting for 24 hours before coming to school. The same is true for children who have been sent home with elevated temperatures, vomiting or diarrhea. They must also be free from all of these illnesses for 24 hours and back to a normal diet before returning. If there is a fever, diarrhea or vomiting, your child may not be brought to school. This will help us reduce the spread of infections. Thank you for your cooperation with this policy.

SAFETY

Children's safety is of major concern of the school, but parental cooperation is necessary to build good habits. We strongly suggest and encourage parents to discuss basic safety rules with their children: crossing the street properly, not talking to strangers, establishing a safe route to and from school, and safety procedures on the bus. Faculty and staff continually provide reinforcement of these basic rules and supervision throughout the school day for all students.

BUILDING SECURITY

Students will enter and exit through the gym doors for arrival and dismissal. All doors of the school building are locked at all times during school hours at both campuses. Please use buzzers at the entrances and announce who you are. Stopping at the school office is required in order to proceed anywhere else in the building. We ask that you also stop in the office before leaving by the main door.

FIRE DRILLS

Holy Ghost-Immaculate Conception School will conduct a fire drill at each campus per month so that students are familiar with quick and safe evacuation in case of

fire. One of these drills may also be supervised by the Volunteer Fire Department and may include the use of simulated smoke so that the children can readily recognize the danger of fire and smoke and the volunteers that are there to help them.

TORNADO DRILLS

Tornado drills are held twice a year to be prepared in the event of threatening storms. Students are instructed to proceed to areas of the building that will provide for the greatest safety.

LOCK DOWN DRILLS

Lock down drills are held once a year to ensure safe responses from all, should the need arise

EVACUATION

Teachers are in-serviced on the procedure for an evacuation should the need arise. This plan, however, is not practiced.

DRESS CODE

The dress code for Holy Ghost-Immaculate Conception School is aimed at encouraging students to dress clean, neat and in modest clothing. It is believed the way a person dresses both affects and reflects that person's attitudes and feelings. The students at Holy Ghost-Immaculate Conception should reflect positive Christian values in their clothing and in their behavior. School is their environment. Students should dress appropriately for the weather. Shorts can be worn before October 15 and beginning April 15 when weather permits. The following are unacceptable and should not be worn to school.

- Baggy or sloppy clothing
- Skintight clothing
- Spaghetti strap tops
- Short shorts or skirts
- Flip-flops or other shoes that do not stay on the feet at all times or allow safe walking and playing
- For the girls, we recommend shorts be worn if your child wears a dress or skirt

SNACKS

Students will be charged a fee of \$25.00 per semester or \$50.00 per year for snack. Your child may take a carton of chocolate milk, white milk or orange juice at the cost of \$.40 per day and lunch will be available for \$3.50 per day. This should be

sent at the beginning of each month or you may pay ahead and we will let you know when you need to send additional money. This payment needs to be separate from your child's tuition payment.

3K SUPPLIES NEEDED

On the first day of school your child will need: **Please label all supplies with student's name*

1. 1 16 count crayons- crayola
2. 1 2 pocket folder, plastic
3. 1 Bottle of glue- 4 oz
4. 1 pack of markers, 10 classic color REGULAR crayola
5. 1 pk ticonderoga pencils
6. 1 box of kleenex
7. 2 paper towels
8. 1 dry erase Markers- 4 count fine tip
9. 2 hand soaps
10. 1 package of baby wipes
11. 1 full size bookbag
12. 1 composition notebook
13. 1 2" White binder, Insertable cover
14. 1 6 pack of large glue sticks
15. 1 water color, Crayola
16. 2 disinfectant wipes
17. 1 small blanket
18. 1 extra set of clothes
19. 1 hard sided pencil box

4K SUPPLIES NEEDED

On the first day of school your child will need: **Please label all supplies with student's name*

1. 1 Crayons, 16ct.
2. 1 2 Pocket Folder, Plastic
3. 1 Bottle of Glue - 4oz.
4. 1 Markers, 10 Classic Colors (Broad)
5. 6 Large Glue Sticks
6. 1 Dry Erase Markers - 4ct. (Fine)
7. 1 Notebook, 1 Subject
8. 1 2" Binder, Insertable Cover, White
9. 2 Packages Disinfectant Wipes
10. 2 Boxes of Kleenex
11. 1 Roll of Paper Towels
12. 2 Hand Soaps
13. 1 Hand Sanitizer
14. 1 Small Blanket
15. 1 Extra Change of Clothes

16. 1 Watercolor Paint Set, 12 Colors
17. 1 Bookbag (Full Size)

The school will supply all other things, such as construction paper, scissors, paint aprons, nap pads, etc.

PLAYGROUND RULES

- *One child at a time down the slides. The children will wait until that child is off the bottom before the next one goes down.
- *When going down the slide, sitting properly is a must!
- *Red round climbing and red spiral bars will be used only by 4K with supervision. Only one child on the climbing bars at a time.
- *The 2 blue towers between the sets of slides and monkey bars will not be used by the Preschoolers. Their little legs and arms cannot reach to use these safely.
- *When on the swings, sitting on the swing properly is a must!
- *For safety reasons, if a child has sandals on, they can only use the steps up to the slide. NO FLIP FLOPS. (*We ask that the children bring tennis shoes for outside play*)

Rules and Discipline

Rules

***Be Respectful**

- *Listen to your teachers and follow directions.
- *When teachers are talking, the children should be listening quietly.
- *Take turns.

***Be Responsible**

- *Always wait for the teacher before leaving the classroom.
- *Share the toys.
- *Toys need to be put away before getting another one out to play with.

***Be Resourceful**

- *Seek help from your teacher.

***Be Faithful to Christ**

* Be kind to your friends and teachers.

* WWJD (What Would Jesus Do?)

Discipline Procedure

We use positive reinforcement daily with the students. If behavior problems arise, below is the procedure we use:

1st time: the student is given a reminder of the rule.

2nd time: the student is taken from the group and we talk about what they have done and what they should do to correct their behavior.

3rd time: the student will be given a short time out (1 minute for their age) away from the group. Before returning to the activity, we will talk with them about why they had to leave the group and what is expected of them when they return.

If a certain behavior continues to be a problem, a note will be sent home to the parents or a call will be made by the teacher. The parents will be asked to talk with their child about their behavior at school. This note or call will be documented in the teacher's call log.

TERMINATION POLICY

If your child will be dropping from the program, we require a 30-day written notice. You will be responsible for tuition for the remaining part of the quarter. This does not apply for changes at semester.