

# Holy Rosary Totten Hall Preschool Handbook



2018-2019

## Welcome to the Family!

We are looking forward to getting to know all our Preschool and Pre-K students and families. Thank you for sharing your littlest blessings with us. We sure hope that you find Holy Rosary Totten Hall Preschool a place where your child develops friendships, feels loved and nurtured, safe and secure.

You will find that joyful learning takes place when teachers, parents and students all work together and experience God's love for us in our daily lives!

You may contact me or your child's teacher at any time if you have any questions and concerns, [tunfried@evdio.org](mailto:tunfried@evdio.org) or (812) 471-7228.

Yours in Christ,

*Tracey Unfried*

Assistant Principal/Early Childhood Director



Children learn  
as they play.  
Most importantly,  
in play children learn  
how to learn.

O. Fred Donaldson

## School Information

Holy Rosary Totten Hall  
1303 S. Green River Road  
Evansville, IN 47715

Ms. Tracey Unfried  
tunfried@evdio.org  
(812) 471-7228

## Staff Information

Mrs. Blair Brooks	Preschool Teacher
Mrs. MayMe Hunt	Preschool Teacher
Mrs. Lyndsie Meunier	Preschool Teacher
Miss Jennifer Pigman	Preschool Teacher
Mrs. Susan Unfried	Preschool Teacher
Mrs. Kristie Alexander	Preschool Teacher Assistant
Mrs. Beth Burkart	Pre-Kindergarten Teacher
Mrs. Barbara Compton	Pre-Kindergarten Teacher
Mrs. Erin Hurt	Pre-Kindergarten Teacher
Ms. Trina Virden	Pre-Kindergarten Teacher
Ms. Joanie Greif	Pre-Kindergarten Teacher Assistant
Ms. Karen Kremer	Pre-Kindergarten Teacher Assistant
Ms. Tracey Unfried	Asst. Principal/Early Childhood Director
Mrs. Joan Fredrich	Principal, Holy Rosary School
Fr. Bernie Etienne	Pastor, Holy Rosary Parish
Fr. Homero Rodriguez	Associate Pastor, Holy Rosary Parish
Mr. Joe Holtz	Parish Administrator



# Totten Hall Preschool Calendar 2018-2019



August	9-10	First days of School
	13	First Full Week of School
	13-30	PTO Mum Fundraiser
	21	Parent Information Night and Youth Protection Training
	31	NO SCHOOL - Teacher In-service Day
September	3	NO SCHOOL - Labor Day
	9-14	Book Fair
	12	Totten Hall 75 <sup>th</sup> Birthday Celebration (13 for Mrs. Hunt)
October	3-4	Mayse Farm Market Field Trip (3-PS, 4-PK and Hunt)
	5-8	NO SCHOOL - Fall Break
	17-18	St. Jude Trike-A-Thon
	18	Mom's Night Out
	31	Halloween Parties (30 for Mrs. Hunt)
November	6-7	Totten Hall School Pictures
	6-10	Scholastic Book Fair
	11-31	PTO Cheeseball Fundraiser
	16	Thanksgiving Feast
	21-23	NO SCHOOL - Thanksgiving Break
	29-30	Visit Santa at Eastland Mall (29-PK and Hunt, 30-PS)
December	14	Christmas Program
	17-18	Santa Shop
	19	Christmas Parties (18 for Mrs. Hunt)
	20-31	NO SCHOOL - Christmas Break
January	1-2	NO SCHOOL - New Years
	3	Back-to-School
	21	NO SCHOOL - MLK Jr. Day (potential make-up day #1)
	28-1	Catholic Schools Week
	31	Come & See Open House
February	14	Valentine's Parties (13 for Mrs. Hunt)
	15	NO SCHOOL - Teacher In-service (potential make-up day #2)
	18	NO SCHOOL - President's Day (potential make-up day #3)
	22	Progress Reports Issued
March	15	St. Patrick's Day Parties (14 for Mrs. Hunt)
	25-29	NO SCHOOL- Spring Break
April	12	Spring Program
	22	NO SCHOOL - Easter Monday (potential make-up day #4)
	24	Easter Parties (23 for Mrs. Hunt)
May	7-8	Last days of school for non-graduates
	9	Graduation Practice
	10	Graduation for Pre-K

## Policies & Procedures

**Enrollment** - Your child is enrolled for the entire school year. However, if withdrawal is necessary, the school requires a written statement of such, prior to withdrawal. If more than two months behind in tuition, you will be asked to withdraw your child due to the lengthy waiting list of children wanting to attend our preschool. Enrollment for Holy Rosary Totten Hall is open to all children regardless of race and religion.

**Commitment Forms** - All preschool families must complete a Commitment Form stating your child will be attending the Morning Program or the Full-Day Program before the beginning of the school year.

**Programs Offered** - The morning program is from 8:00-11:00 a.m. The full day program is from 8:00 a.m. - 3:00 p.m. 3-day students will attend school on Monday, Wednesday, and Friday. The 2-day students will attend school on Tuesday and Thursday. School begins at 8:00 a.m. so please be on time so the teacher can start their daily activities.

**Pre-K** - All Pre-K students will be enrolled in our 5-day program and will be billed accordingly. It is our recommendation that Pre-K students at Holy Rosary Totten Hall attend five days a week to prepare them for Kindergarten. However, even though you will be paying for the five-day program, you have the option of sending your child three days a week.

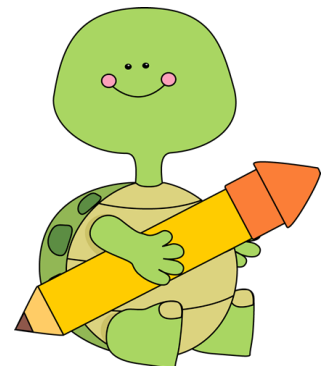
**Rest Time** - Students that stay in the Full Day Program will have a rest time daily as needed after they've had their lunch. Pre-K students will have a short rest time. They will be doing extra activities in the afternoon. We will provide a blanket for rest time. Please do not send additional blankets or pillows. Pre-school children may bring one soft animal to sleep with if needed, we prefer that the Pre-K children do not bring sleep items.

**Tuition** - 10 monthly payments are due by the 1<sup>st</sup> of each month (August - May) regardless of how many days your child is absent. All checks must be made payable to Holy Rosary.

**Arrival** - Parents or older siblings of students using the early drop off program must walk their preschoolers into the building. If an older sibling is dropping off please make sure that you take the preschooler to a teacher and they acknowledge that the child has been dropped off.

**Dismissal** - It is important to let your children know they will be picked up promptly. For students in our half day program, your child must be picked up from school between 10:55 and 11:00. For students in our all day program, your child must be picked up by 3:15 p.m. Any child picked up later than 3:15 p.m. will be sent to After School Care and will be charged an extra \$3.00 per day.

**Arrival/Dismissal Procedures** - See separate handout and map.



**After School Care** - Doors open at 7:00 a.m. for the students using the Before/After school Day Care. Students for after school care may stay from 3:00-6:00 p.m. Parents must sign out and note the time that the child was picked up. If someone other than those persons listed on your application is to pick up your child, you must provide a written note.

**School Cancellations** - In case of bad weather, we follow Evansville Vanderburgh School Corporation (EVSC) delays and cancellations. When school is on a 1 hour delay, Totten Hall will also be on a 1 hour delay. In case of a 2 hour delay, our all day program will be in session starting at 10:00 a.m.; however, our morning only program will NOT operate!

**Illness Policy** - If your child will be absent from pre-school, please call us at 471-7228. Check your child in the morning for signs of illness. If your child has a temperature, diarrhea, vomiting, a rash, nasal discharge or discharge from the eyes, please keep them at home. We cannot accept any child with these symptoms. A child must be fever free for 24 hours before returning to school or after school daycare. If your child becomes ill during the school day, the parent will be contacted. If your child has a temperature, is vomiting, or has diarrhea they cannot remain at the after school daycare program.

**Medication** - State regulations do not allow us to give over-the-counter medicines such as aspirin or cough medicine, unless it is accompanied by a doctor's note. Prescription medication must be in the original bottle showing the child's name, date, prescriptions number, doctor's name, and dosage.

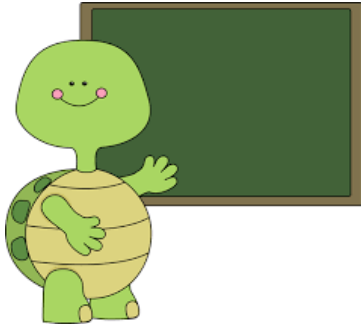
**Emergencies** - Should an emergency occur, we would contact the child's parents and/or emergency contacts. Part of your parent release allows us to contact your physician and to take necessary emergency medical measures.

**Potty Trained** - All children must be potty-trained. This means no pull-ups! You may put a change of clothing in your child's back pack for emergencies.

**Snacks** - Each child will be assigned a date to bring in their special snack for their classmates. This will be once or twice a month depending on class size. We promote healthy snacks and support the school wellness program. Snack suggestions: fruit, cheese, crackers, pretzels, yogurt, etc. Please bring a bottle of juice, juice boxes or milk on your snack day.

**Birthdays** - We will schedule your child's snack day on or as close to their birthday. You may bring something special for that day...we suggest simple treats!

**Lunch Program** - The school lunch program exists for the sole purpose of providing every child with a well-balanced meal. Parents are welcome to eat lunch with their children in the cafeteria. As a courtesy and to make sure enough food is prepared, notify the school office by 9:00 a.m. to make a reservation. Parents should not bring or send lunches from fast food restaurants in order to maintain a healthy lunch program.



**Lunch Accounts-** Lunch money is preferred to be turned in on Monday mornings. The money must be in a sealed envelope marked "Lunch Money" with the student's first and last name and grade. Please do not combine money for other things such as tuition, field trips, after school care, etc. in the same envelope. All families at Holy Rosary School are set up with one school lunch account. If you have more than one child in school, you may combine your deposit into one check with one envelope.

**Volunteers** - As part of the Diocese of Evansville Safe Environment and Youth Protection Program, it is required that all volunteers who have contact with children in the course of their volunteer work (including classroom readers, chaperones for field trips, classroom parties helpers, etc.) participate in Youth Protection training, sign a Best Practices form and a have criminal history background check (to be paid for by the Holy Rosary Parish). Each year following, you will be asked to sign for a renewal.

**Field Trips** - The Preschool program will include field trips and parties arranged by the Director of Holy Rosary Totten Hall. A small fee will be charged for certain field trips to cover the bus and costs associated with the field trip. The 2-day class does not attend field trips. However, they are welcome to come with their parents.

**Backpacks** - We would like for all the children to have a backpack. It is mandatory if your child stays for daycare. We want to make sure you get all important notices so you or your child won't miss out on anything. Backpacks need to be large enough for a 9"x12" piece of paper.

**Labeling All Items** - Please put your child's name on all items of clothing, lunch boxes, backpacks and any other personal items brought to school. This will help the teachers immensely. We do have a Lost and Found container by the Music Room door.

**Show and Tell** - Occasionally, a teacher will ask their class to bring a special toy from home. Each teacher does it differently. Children love showing and telling about their favorite toys. The only time children are permitted to bring toys from home is when a teacher ask them to bring in something show and tell the class.

**Behavior** - Young children are growing at all levels of social, emotional, and physical development. Holy Rosary School takes the Love and Logic approach with students. Consequences that are not punitive but that allow the child to experience the results of a poor choice, enabling him or her to make better choices in the future. We encourage students to use their words when they feel frustrated or upset.

**Crying Children** - Do you happen to be one of the unfortunate parents whose child decides to cry, scream, kick, throws a fit, when you drop them off? Please just give them a big kiss, a big hug, tell them you love them. Then tell them you will be back very soon to pick them up and then leave! Many times we've had chain reactions because it scares the other children. It makes them think maybe they should be upset or nervous too!

**Crying Parents** - We know it breaks your heart, but every year there are a few children who cry the first week or two. By the time you sob on your way home or work we have worked our magic and have them distracted and they are off playing and starting their day. Please feel free to call the school at 471-7228 anytime you have concerns or just want to check on your child.

**Parent Information Night** - This special night in August is designed to help the parents and teachers become partners in the education of our Totten Hall students. Please meet in your child's classroom. We request this to be a parent only event as childcare will not be provided.

**Totten Hall PTO** - The Holy Rosary Totten Hall PTO has a special fund-raising projects each year to help supplement its income in order to purchase new equipment and general needs for the preschool and our students. We hope you will participate and support our school!

**Parties** - Totten Hall Preschool knows how to party and we have 7 celebrations a year! The good thing is that you can help with one or all of them. The Totten Hall PTO has a Party Chairperson, and they have a lots of experience with planning parties and will assist you. Let us know what party or parties you can help with. Our chairperson will call or email you. Here is a list of the parties:

Totten Hall Birthday Celebration  
Valentine's Day

Halloween  
St. Patrick's Day

Thanksgiving  
Easter

Christmas





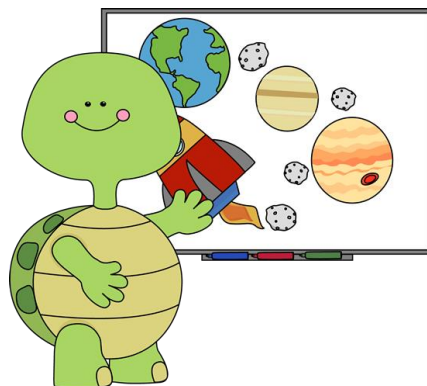
# Curriculum

Our program is based on theory that children learn through play. We encourage the children to be active learners. We understand that children grow at their own stage of development. Each child must be treated as an individual to help them experience success. Social skills are given a great deal of emphasis. Hands-on activities and experiences are planned according to the themes which provide meaningful learning.

Our learning will include:

- Social skills - meeting new friends, independent play, sharing, group activities, express emotions, responds well to consistent routines
- Motor skills - gross motor skills, strength and balance, fine motor skills with pencils, glue and scissors
- Reasoning & concept development - matches objects, explores with elements, remembers short sequences of events of 2 to 3 steps
- Language skills - uses language to communicate, tell simple stories, understands words for common categories, uses sentences with two phrases or concepts
- Reading - holds a book properly and turns pages, understands that words convey the message in a story, recognizes the first letter of their own name, upper and lower case letters, sounds and symbols with letter recognition
- Writing - holds a writing tool with a fist or finger grasp, draws with a variety of tools (crayons, pens, pencils), forms letters and shapes
- Math - identifies some shapes, recognizes and matches small quantities, recites some number words, count, make comparisons, patterns, classifications and sequences
- Science - asks questions about their environment, constructs with a variety of materials
- Creative Arts & Music - knows a few color words, drawings have basic resemblance to objects and people, articulates what they are drawing, imitate sounds and rhythm; might have a favorite song, engages in dramatic play
- Social Studies - recognizes common features of the home and neighborhood, shows interests in familiar people and common jobs

**Our Faith** - Religion is part of our curriculum. We focus on making friends, learning about themselves, learning about their families, and loving others.



# Totten Hall School Song

T-O-T, T-E-N, H-A-double-L,  
Totten Hall, Totten Hall.

Our preschool forever we'll love you!

We'll sing and play, and be happy each day, and make new friends.

This is where it all begins,

Totten Hall, we love you!

## ABC's of Children

By: Meiji Steward

**A**mazing, acknowledge them.

**B**elievable, trust them.

**C**hildlike, allow them.

**D**ivine, honor them.

**E**nergetic, nourish them.

**F**allible, embrace them.

**G**ifts, treasure them.

**H**ere now, be with them.

**I**nnocent, delight with them.

**J**oyful, appreciate them.

**K**indhearted, learn from them.

**L**ovable, cherish them.

**M**agical, fly with them.

**N**oble, esteem them.

**O**pen minded, respect them.

**P**recious, value them.

**Q**uestioners, encourage them.

**R**esourceful, support them.

**S**pontaneous, enjoy them.

**T**alented, believe in them.

**U**nique, affirm them.

**V**ulnerable, protect them.

**W**hole, recognize them.

**X**traspecial, celebrate them.

**Y**earning, notice them.

**Z**any, laugh with them.

