



SAINT GABRIEL SCHOOL

PRESCHOOL POLICIES & PROCEDURES

2024-2025

Address: 77 Bloomfield Avenue, Windsor, CT 06095

Head of Schools: Mrs. Ruth Ann Schuler & Mr. Michael Conlin

Pastor: Reverend Shawn Daly

Website: www.stgabrielschool.org

Office Hours: M-F, 7:30AM - 3:00PM

Office Phone #: 860-688-6401

School Fax #: 860-298-8668

Dear Saint Gabriel School Preschool Parents and Families,

Welcome! We look forward to working with you and your child. Below are our 2024-2025 policies and procedures. We know every child is unique and every situation is different, so we have created these policies so that every child gets the best education possible.

Parent Communication

Every week, you will receive a newsletter telling you what we have done in school and any other important information you need to know. These will go home in your child's folder on Friday. You will also get a monthly calendar with their specials schedule and any other important events during the month.

Homework

Once a month, we will assign monthly activities. These monthly activities will be based on the theme of the month. This will be an opportunity for your child to practice what we have been learning at school as well as to work on their fine motor skills. Monthly activities are due within a week they are assigned.

Weekly assignments/projects may go home as well, to show what we've been learning throughout our week at school.

Classroom Behaviors and Expectations

It is important for Preschool 3 and 4 students to learn about responsibility and appropriate behavior in a school setting. We use positive redirection to help students make the right choices in the classroom.

Students will work together with the teachers to create a set of classroom expectations for behavior that will help us be safe in school. When there is a situation involved, students will take a break for a short time and discuss with the teacher what happened. In addition, coming up with ideas to handle the situation differently.

If certain behaviors are continuous, a conference may be scheduled between the teacher and the student's parents. In this conference, we will discuss different ways to redirect this behavior in a positive way.

Birthdays and other celebrations

We love to celebrate in Preschool! Birthdays are a very special time for students. While no food is allowed due to severe allergies schoolwide, parents are welcome to bring party favors. Please make sure there is enough for each student in the classroom.

Classroom Supplies and Bathroom Policies

Each family will be asked to provide an extra set of clothes for their child in case of an accident. Please send in extra pants, shirts, underwear, socks, and an optional pair of shoes.

We understand that young children sometimes have accidents in the bathroom. If a child has an accident, the teacher or school nurse will help the child change into clean clothes. **However, if a bathroom accident occurs more than 3 times a week, a meeting will be called with the family, teacher, school nurse and Principal to discuss reasons for this occurring. If the number of accidents cannot be reduced after a plan is in place, then the child will need to leave the program until he/she is fully toilet trained.**

Children should be self-sufficient in the bathroom. Please be sure your child is wearing clothes that they are able to put on and remove themselves.

Snack and Lunch

Students should have a lunch box for the school year. Students will need to bring a morning snack and a lunch. If your child is attending the after school program, they need a snack for that, as well.

Health Policy

Student health records should be kept up to date. If any required immunization records are missing, students will **not** be allowed to return to school until the school nurse is given the information needed.