



# St. Viator School

## Primary Campus Handbook

**MISSION and PHILOSOPHY:** Our mission and philosophy state that we live, learn and share the Gospel message in a safe learning environment. We strive to adapt and adjust our strong curriculum to meet the learning styles and abilities of our students.

**ARRIVAL AND DEPARTURE TIMES:** Entrance to the Primary Campus is through the double gate on Channel 10 Drive. The Rochelle gate is not used.

<b>PREKINDERGARTEN</b>	
Arrival	8:10 AM
*Classes begin	8:15 AM
Recess	9:00-9:25 AM
Lunch	11:00 AM
Recess	11:30-12:00
Rest	12:10-12:45
Dismissal	2:30 PM

<b>KINDERGARTEN</b>	
Arrival	8:10 AM
*Classes begin	8:15 AM
Recess/Snack	9:30-10:00 <b>K1</b>
Recess/Snack	10:00-10:30 <b>K2</b>
Lunch	11:40-12:05
Recess	12:05-12:30
Dismissal	2:30 PM

**EARLY DISMISSAL DAYS**  
Faculty meetings are generally scheduled on the first Friday of the month. On these days **all students will be dismissed at 11:45 AM**. Please check the monthly calendar online or the weekly Voice for accurate dates.

***\*After the bell rings at 8:15 AM students will be marked tardy.***

### **DAILY PROCEDURES**

1. Our gates open at 8:10 AM at which time families must walk their children to their designated lines where the teachers are stationed to meet them. The teachers walk the children into their classrooms. At 2:20 PM, our gates open for families to come onto the campus and wait for their child's class to come out to their designated line. The teachers will call the child's name to be dismissed as they see the parent/care-giver. If you are late bringing your child, you will need to push the video buzzer for your child's class to talk to the teacher to gain entrance.
2. Please notify the Primary Campus by calling 702-732-0012 if your child will be absent or if you will be late picking up your child. Excessive tardiness will be referred to the principal for review.
3. Children must be picked up at the specified location **by parents and/or adults listed in the Emergency Information section of your registration form**. No child is allowed to leave the premises unescorted or to run to a waiting car. Your child's safety is our primary concern. Please advise the appropriate teacher if there are special circumstances involved in picking up your child. No small children should be left in the car while picking up other children.
4. Parking Lot: Please do not park in the reserved parking spaces. If you are interested in obtaining one, you may do so at the annual Foundation Dinner Auction. No parking is permitted in the emergency red zone on the street. All vehicles must pull into a parking space.
5. Dismissal is at 2:30 PM. The gates close at 2:35 PM. Any child left after 2:35 PM will be walked across the street to Extended Care on the main campus. Appropriate fees will be billed to your account.

**SNACKS:** There is a healthy snack brought in by each child daily, separate from the lunch box, in a baggy, labeled with their name. The snack must be simple and nutritious and easy to open. The only allowable snacks are: fresh fruit, dried fruit, (no fruit cups) vegetables, (i.e., apple slices, orange wedges, grapes, bananas, raisins, carrots or celery sticks) string cheese, cheese cubes or slices. Fruits such as pineapple, watermelon, etc., that are overly juicy are discouraged. **NO OTHER SNACKS ARE ALLOWED**—this is due to food allergies. **NO DRINKS ARE ALLOWED.** Sharing of snacks is not allowed due to allergies.

**LUNCH:** Children must bring a packed lunch to school. Please make sure your child's name is on their lunch box or bag. Milk may be ordered at the beginning of the school year. See parent packet for order form. If you have any questions, please call 702-732-0012 Primary Campus or the Main School office 702-732-4477.

**BIRTHDAYS:** Birthdays are celebrated in the classroom with a Birthday Crown for the child. Happy Birthday is sung to the child and they receive a gift from the teacher. Due to food allergy issues we cannot accept any food treats for birthdays. Birthday party invitations may only be passed out in the classroom when **all students are invited** or all the boys (for a boy party) or all the girls (for a girls party) are invited. Other birthday invitations and thank you notes cannot be passed out on school grounds including the playground and the parking lot.

**DRESS REGULATIONS:** Hairstyles should be appropriate both in style and length for school. Tails, dyed hair, or below-the-collar styles for boys, are not permitted. Pockets should be empty of all toys, money and "personal treasures". Girls may wear small earrings, but for safety, no dangling earrings will be allowed. See PreKindergarten and Kindergarten sections for required dress regulations.

**EMERGENCY INFORMATION:** For children in Prekindergarten and Kindergarten your Registration Form with your Emergency contact information will be kept on file at the main office and a copy at the Primary Campus. **Please notify us immediately of any phone or address changes.**



## PREKINDERGARTEN

The general needs of the Prekindergarten child and the Kindergarten child are similar. They need the same type of guidance in their physical, emotional, social and intellectual development. We believe that for the PreKindergarten child the following is important:

1. A young child learns through the medium of play.
2. A positive self-image is important in the development of the whole child.
3. Children should be taught respect and sensitivity toward the needs and feelings of others and themselves.
4. Children need to have meaningful, concrete experiences that are fundamental to later learning.
5. Exploration and experimentation are basic to creative thinking and problem solving.
6. The school will provide an environment that will stimulate curiosity, a questioning attitude, and an eagerness for learning.
7. Prekindergarten for each child should be a successful experience of happy and healthy living.
8. Upon entering PreKindergarten your child **must** know their full name, their parents' name, be able to dress them self, put their shoes on correctly, **and be able to use bathroom facilities on their own and be completely toilet-trained.**

Prekindergarten is a place where young children learn as they play and as they share experiences with other children. It is a place where they are provided with a variety of materials and experiences suited to their individual needs, and where they are offered guidance and encouragement as they learn.

This is a crucial period of development when parents and teachers educate the child by being loving and understanding, by acting as role models to show them how to pattern their behavior. Positive Christian behavior is the goal at St. Viator Primary Campus.

At the beginning of the school year we work with the children on social adjustment, learning to cooperate with each other, and sharing. Many new materials will be introduced for play and exploration. As the year continues we will spend time developing certain skills, habits and attitudes and work on their readiness skills to prepare the preschool child for entrance into Kindergarten. The ability to listen and pay attention is of utmost importance for success in school.

Physically, most prekindergarten children are developing their fine and gross motor skills. At four or five years old, children may have developed their motor skills to the point where they can ride a tricycle or skip rope, but activities which require use of fine motor skills such as cutting, pasting, and holding a pencil, etc. may still be difficult. Developing these fine and gross motor skills are a part of the readiness program. The children have an opportunity for structured and free play activities on a daily basis.

Our program covers religion, language arts, math, art, music, physical education, science and social studies. The Religion series is "I am Special" (Sunday Visitor). Through stories, games and other experiences, this readiness program for four-to-five year olds introduces the children into the regular routine of religious instruction. Formal prayers are taught and spontaneous prayer is encouraged. Conversational Spanish will be taught using DVD's (once a week) and reviewed throughout the year.

**PREKINDERGARTEN DRESS:** In warm weather, shorts and T-shirts are acceptable. Halter tops, boys tank tops, crop tops, or anything exposing the back or tummy are not acceptable for school. For safety on the playground, proper fitting tennis shoes with velcro closures are required. Socks must be worn with shoes. Children have a hard time participating in our outdoor activities unless they are wearing sneaker-like shoes. Cowboy boots, jelly type shoes, party shoes and sandals are not permitted for boys or girls. Prekindergarten children have the option of wearing the same uniform as the kindergarten students

# KINDERGARTEN

Our Kindergarten Program is a full day program and will consist of, but not limited to, the following activities:

## ACADEMIC CURRICULUM:

- **Religion:** Our series is "Blest Are We" by Silver Burdett. We will also work on various projects during the church seasons. Formal prayers are taught and spontaneous prayer is encouraged.
- **Language Arts:** We use the Harcourt Brace Common Core Journey Series. Students will be using authentic literature and extension activities to learn to read. These lessons incorporate various strategies, such as phonics skills (sounding out), context clues (such as pictures) and the use of sight words. The lessons also teach children to think about and make personal connections to stories and poems through discussions and response strategies. **There should be daily reading at home for a minimum of 15 minutes.** This is required of all students. At first you will read to your child and as the year progresses, your child will begin to read to you
- **Spanish:** Conversational Spanish will be taught..
- **Math:** Our series is "Progress in Mathematics" by Sadlier/Oxford. We will be covering topics such as patterning, counting, ordering, comparing numbers, measurements, recognizing and counting coins, telling time and addition and subtraction.
- **Handwriting:** Handwriting will be incorporated into all areas. Neatness and proper formation of letters will be stressed. Children will learn to print their first and last names.
- **Science and Social Studies:** Science and Social Studies will be integrated into the curriculum. Individual units in these subject areas will also be introduced. Simple Solutions science is used to enhance the curriculum.
- **Physical Education, Art, and Music:** These subjects will be taught each week. The teachers' aides provide a physical education program and the Art teacher instructs the class once a week.
- **Computer:** In each classroom all children have the opportunity to work on Reading, Math, Science, and Language Activities on computer programs, iPads and SmartBoard.

**HOMEWORK:** Homework will be assigned in Kindergarten. It will be a reinforcement of what was taught in class. Parents will be given more information on homework near the end September. The children are encouraged to review their daily take-home papers with their parents for reinforcement.

**CONFERENCES:** Scheduled conferences will be held in the fall. We will follow the main campus schedule. Scheduling information will be sent home prior to conference week. **All parents are required to attend a conference.**

**UNIFORM:** Kindergarten students are required to wear the following uniform: grey or navy polo long or short sleeved shirt, navy pull on pants or uniform shorts, navy skorts, (optional - girls blue plaid jumper with navy or black bike shorts and white blouse), Mayfair ankle socks, white or navy tights or knee socks, and solid black tennis shoes with Velcro (mandatory).

