

# WELCOME TO CATHEDRAL PRESCHOOL PROGRAM

(revised 3/1/2013)

## CATHEDRAL EARLY CHILDHOOD CENTER

Cathedral Early Childhood Center is a State Licensed Center owned and operated by the Cathedral of St. Joseph and is incorporated under the auspices of the Catholic Diocese of Kansas City-St. Joseph. In the Fall of 2012, the center achieved NAEYC Accreditation, which is the mark of excellence in early care and education. The Cathedral Early Childhood Center provides child care for children six weeks to thirteen years of age.

## PHILOSOPHY

The philosophy of Cathedral Early Childhood Center is based on creating a sound spiritual, psychological and social environment which will allow for the development of each child to his or her maximum potential. Cathedral Early Childhood Center will provide a learning experience which will create a foundation for a lifetime of education. In a safe environment we provide the opportunity for a child to explore and develop skills in communication, listening, observation and building relationships with others. Our curriculum tries to provide each child with a sense of self-motivation and self-reliance. Our Center's program is designed to develop solid values in each child and to teach each child that he or she possesses basic human dignity.

## Goals for Children

- To provide a Catholic early childhood environment where spiritual values are nurtured
- To provide a physical environment that is safe, clean, healthy, and child-oriented
- To encourage the unique qualities of each child and to be sensitive to his/her individual needs
- To cultivate in each child a healthy respect for self and others
- To maintain a positive classroom atmosphere that encourages successful experiences and a love of learning
- To assist the children in exploring the world around them as they broaden their sense of discovery and develop their scope of learning
- To have the experiences to develop the skills for school success

## Curriculum

The Cathedral Early Childhood Center follows the High Scope Curriculum.

In a High Scope setting, children participate actively in the learning process. They discover things through direct experience with people, objects, events, and ideas. Preschoolers also make plans and follow through on their interests and intentions.

High Scope teachers are as active and involved as children in the classroom. They thoughtfully provide materials, plan activities, and talk with children in ways that both support and challenge what children are observing and thinking. Activities are both child initiated (built upon children's natural curiosity) and developmentally appropriate (matched to children's current and emerging abilities). High Scope calls this approach *active participatory learning* – a process in which teachers and students are partners in shaping the learning experience.

This educational approach, in which children and adults share responsibility for learning, builds essential school-readiness skills. In addition to addressing traditional academic subjects, the High Scope Curriculum promotes independence, curiosity, decision making, cooperation, persistence, creativity, and problem solving.

At Cathedral, the Preschool staff incorporates the Missouri PreK Standards into their daily lesson plans. These guidelines help the teachers to plan different experiences before children enter into Kindergarten. These experiences give children the tools that are needed to be successful in Kindergarten. The Missouri PreK Standards focus on 5 different areas, Language, Math, Science, Physical (fine motor and gross motor) and Social Emotional. Each game we play and every activity we do reinforces the skills that the children are learning. We want the children to know that learning is fun.

#### **Faith Curriculum:**

Cathedral Early Childhood Center preschool program uses the Sadlier Discovering God's Child and Discovering God's World. This curriculum offers joyful songs, poetry and hands-on activities that introduce children to God's gifts of self, creation, and love with family and the church community.

#### **Daily Schedule:**

In High Scope programs there is a consistent framework for the day that provides a balanced variety of experiences and learning opportunities. Children engage in both individual and social play, participate in small- and large- group activities, assist with cleanup, socialize during meals, develop self-care skills, and exercise their small and large muscles. The most important segment of the daily routine is the plan-do-review sequence, in which children make choices about what they will do, carry out their ideas, and reflect upon their activities with adults and other children.

This is a sample of what the daily schedule for our preschool program:  
(*subject to change*)

7:30-7:50	Arrival at the center with books and quiet activities
7:50-8:00	Walk to room, hang up coats / backpacks
8:00-8:30	Large group time (Planning time)
8:30-9:30	Center time, small group

9:30 -9:45 Morning snack  
9:45-10:15 Special time (gym / library)  
10:15-10:45 Small group recall time  
10:45- 10:50 Pack backpack to leave for the morning  
11:00- Parents start to arrive (*part day children*)  
11:00-11:45 Wash hands and have lunch  
11:45-2:00 Prepare for nap and rest time  
2:00-3:00 Wake up, pick up rest items and have snack  
3:00 -3:45 Center time  
3:45-4:45 Playground time  
4:30-6:00 Quiet activities (parents pick up)

### **Work centers:**

Each room has a variety of work centers that allow the children to develop their skills. Each area is designed to focus on a specific aspect of development such as fine motor, gross motor, problem solving, etc. Children are able to choose the materials that they wish to play with in the areas that interest them. Each classroom is composed of the following learning centers: Language, math, sensory, dramatic play, art, blocks, manipulative and a reading corner. The learning centers in each room are set up by what the group of children are interested in so they will look different in each classroom.

### **Hours of the program:**

Part Day Program  
3 yr old program  
8:00-11:00 Tuesday and Thursday

4 yr old program  
8:00-11:00 Monday, Wednesday and Friday  
8:00-11:00 Monday, Tuesday, Wednesday, Thursday, Friday

*The Part Day Program follows the Cathedral School calendar, so when the school is closed, the part day preschool program is not in session.*

### **Full Day Program:**

3 and 4 yr olds  
6:00-6:00 Monday, Tuesday, Wednesday, Thursday, Friday

### **Holidays:**

The center is closed for 9 holidays throughout the year, and 2 professional development days. These days can change from year to year. The dates are planned out a year in advance and are part of the contract that parents sign each year. Notices are posted on the bulletin board where you sign in.

**Dropping off your child:**

We are state licensed facility so we will need to have you come into the center and sign your child in on the clip boards at the main entrance. Your child can be dropped off as early as 7:30 in the morning. Staff will be here to greet your child and read or do puzzles with them until the preschool program starts at 8:00.

**Pick up**

The part day program ends at 11:00 each day. The children will be walked over through the school and will be picked up on Isadore. 2 staff will be with the children, one staff person will wait outside for the parents to arrive and the other staff person stay in the vestibule and will send the child out once parents have arrived. When you child is in the car, we ask that we pull up a few feet to allow the next child into their car. This will keep the traffic flowing. You will be provided with a sign of your child's name at open house in August. Please use this on your car so the staff know which child is next to be picked up.

**Enrollment forms:**

The following is a list of forms that are needed for your child's record:

- ✓ Enrollment form
- ✓ Medical form (sign by a Dr)
- ✓ Copy of immunizations
- ✓ Child Profile sheet
- ✓ Consent form
- ✓ Contract

**First Day of School**

Please prepare your child. Tell them that they are very big and that they can walk into the center. A child will feel more secure if they sense that you are comfortable with this separation.

**Illness:**

If your child is sick, please call the center and let us know. Our number is 233-9794. If your child has a cough or cold, we encourage you to keep them home. It is not only for the best interest of your child, but for the others as well. Little children need to feel good to enjoy a productive day at school.

**Outdoor Play:**

Children will most likely go outside for some fresh air. Please make sure that during the winter months, your child has proper outdoor attire, this would include hats, coats, and mittens.

**Snack time:**

Each day we will have a morning snack. Snack is provided by the center. A calendar will be sent home each month letting you know what is for snack. If your child has

allergies, please let us know in advance so we can plan snacks that all children can enjoy. If you would like to send in an item for a birthday party or room party, please keep in mind that it needs to be purchased at a store, and we are a peanut free facility, so nothing with peanuts, or peanut by products.

### **Field Trips:**

Field trips are arranged throughout the year. We take the children to different places that are within walking distance to Cathedral. Some places we visited in the past have been the Downtown library, the Civic Park. We love parents to join us on these learning excursions. Permission slips are sent out in advance of the trips.

### **Classroom Parties:**

Room parents plan and conduct special class parties during the school year. We will have a Halloween and Valentine's Day party. If you are interested in helping with the parties, please let us know.

### **Conferences:**

We hold conferences 2 times a year. Conferences occur in the fall and spring. Children are assessed each year by using the DIAL III screening tool to develop a base line of your child's skills. This helps the teacher to set goals for each child to work on throughout the year. We will share this information with you and you will also have the opportunity to set some goals for your child as well.

### **Book Orders:**

The teachers send home book orders each month for you to order books for your child at a low cost. You are under no obligation to purchase them, but this is a great way to have books in your home at a reasonable cost.

### **Supply list:**

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|--------------------------------------|---------------------------------------|
| 1 plastic school box                 | 1 paint shirt (old shirt is fine)     |
| 1 box large crayons (3 yr old)       | 2 white t shirts in your child's size |
| 1 box of 16 or 24 crayons (4 yr old) | 1 book bag / back pack                |
| 1 4 oz bottle of glue                | 1 package of washable markers         |
| 1 box zip lock bags (sandwich size)  | 1 package of glue sticks              |
| 1 pair of blunt safety scissors      | 1 package of water colors paints      |
| 1 box tissues                        | Complete change of clothes            |
| 1 box of baby wipes                  |                                       |

1 1 in binder (white)